

SHARON SPRINGS CENTRAL SCHOOL

MISSION/VISION STATEMENT

- The mission of Sharon Springs Central School, a community oriented district, is to educate all students to become healthy, hard working, honest and respectable citizens, who will value lifelong learning and contribute to a global society.
- The vision of the Sharon Springs Central School is to provide a supportive and creative learning environment, which challenges our students to achieve excellence as a way of life.

WHAT DO I DO IF.....

1. If you are sick, first report to the Nurse's office with a pass from the teacher.
2. If you were absent from school, bring a note to your homeroom teacher upon return.
3. If you were late to school, sign in at the Front Desk upon entry. An excuse should be provided upon entry, otherwise it should be provided to the homeroom teacher within 24 hours.
4. If you are late to class, report there immediately.
5. If you have absences from school that you know of in advance (other than a doctor's appt.) provide written notice to the main office.
6. If you have an absence for a doctor's appointment, provide the main office with a written note by 8:30 a.m. on the day of the appointment.
7. If you are entering or leaving during the day, you must sign in/out at the front desk.
8. All students must be signed out by a parent unless prior approval has been given by the Principal.
9. If you need working papers, report to the main office.
10. If you receive free or reduced lunch, report to the district office with questions.
11. If you have a scheduling problem, report to the guidance office.
12. If you have a locker problem, report to the main office.
13. If you lose or find something, report to the main office.
14. If you are leaving valuables, report to the front desk.
15. If you have an excuse from physical education, report to the Nurse's office.
16. If you need a permit to drive to school, report to the main office.
17. Individuals with a handicap and/or impairment that are in need of the elevator, must contact the Principal to make arrangements for use.

Who do I contact about...?

Athletics	Mrs. Tammy Behr	284-2267
Bus Schedule	Mr. Anthony DiPace	284-2266
Cafeteria/Lunch Program	Mrs. Melissa Simpson	284-2267
Course Curriculum	Mrs. Brenda Stetin	284-2267
Discipline	TBA	284-2267
Health Concerns	Nurse's Office	284-2267
Personal Issues	Guidance Office	284-2267
Use of Building	District Office	284-2266

I. ESSENTIAL PARTNERS AT SHARON SPRINGS CENTRAL SCHOOL

Parents

As a parent or guardian, the Sharon Springs Central School expects you to become an active participant in your child's education by:

1. Supporting your child in his or her efforts to fulfill academic and behavioral responsibilities.
2. Attending conferences scheduled by teachers, counselors, or administrators on matters relating to your child's attendance, conduct or academic performance.
3. Responding to school when you receive notification of excessive absences or poor academic performance.
4. Signing your child's report card envelope every quarter and returning that envelope to school.
5. Keeping informed of school events and programs via the weekly bulletin, district newsletter, flyers and local media.
6. Paying for lost or damaged text or library books, fines or other indebtedness incurred by your child.
7. Making every effort to schedule dental, medical, and other appointments outside of school time to reduce loss of instructional time.
8. Familiarizing yourselves with school policies and procedures as outlined in the handbook.
9. Following the chain of command in contacting school officials. First, contact the teacher, then the Principal and lastly, the Superintendent.
10. Ensure their children attend school regularly and on time.
11. Ensure absences are excused.
12. Inform school officials of changes in the home situation that may affect student conduct or performance.

Teachers

All district teachers are expected to:

1. Maintain a climate of mutual respect and dignity, which will strengthen students' self-respect and promote confidence to learn.
2. Be prepared to teach.
3. Demonstrate interest in teaching and concern for student achievement.
4. Know school policies and rules, and enforce them in a fair and consistent manner.
5. Communicate to students and parents:
 - a. Course objectives and requirements
 - b. Marking/grading procedures
 - c. Assignment deadlines
 - d. Expectations for students
 - e. Classroom discipline plan
6. Communicate regularly with students, parents and other teachers concerning growth and achievement.

Guidance Counselor

1. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
2. Initiate teacher/student/counselor conferences, as necessary, as a way to resolve problems.
3. Regularly review with students their educational progress and career plans.
4. Provide information to assist students with career planning.
5. Encourage students to benefit from the curriculum and extracurricular programs.

Principal

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Ensure that students and staff have the opportunity to communicate regularly with the principal and approach the principal for redress of grievances.
3. Evaluate on a regular basis all instructional programs.
4. Support student participation in appropriate extracurricular activities.
5. Be responsible for enforcing the Code of Conduct and ensuring that all cases are resolved promptly and fairly.

Superintendent

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Review with district administrator the policies of the Board of Education, as well as state and federal laws relating to school operations and management.
3. Inform the board about educational trends relating to student discipline.
4. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
5. Work with district administrator in enforcing the Code of Conduct and ensuring that all cases are resolved promptly and fairly.

Board of Education

1. Collaborate with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel to develop a code of conduct that clearly defines expectations for the conduct of students, district personnel and visitors on school property and at school functions.
2. Adopt and review at least annually the district's code of conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation.
3. Lead by example by conducting board meetings in a professional, respectful, courteous manner.

II. PUBLIC INFORMATION PROGRAM

Board of Education

Parents and members of the community are encourage to attend and participate at public Board of Education meetings, which are held on the second and fourth Monday of each month in the school library. Meetings begin at 7:30 p.m.

Mr. James MacFadden, Jr. President
Mrs. Karen Cookson Vice-President
Mrs. Helen Roberts
Mrs. Dorothy Harding
Mr. Allan Potter

Administration

Mr. Patterson Green, Building Principal/Acting Superintendent
Mr. Anthony DiPace, Business Manager

Pupil Personnel/Guidance

Ms. Stacey Alexander-Mann, Pupil Personnel Services
Mrs. Brenda Stetin, Guidance Counselor

Be advised that notes and flyers providing information regarding school activities may be mailed or given to students to share with parents. The Weekly Bulletin is also a source of information and is sent home with the youngest of each family. Copies are also available in the main office and at local businesses throughout the community. Parents and community members wishing to obtain further information about the school district should inquire first through the front desk.

III. STUDENT CODE OF CONDUCT

The intent of this Code of Conduct is to promote responsible behavior that creates an orderly and safe school environment. It is the belief of Sharon Springs Central School that everyone in our community must strive towards contributing to this goal. The following discipline code applies to the behavior of all students while they are on school grounds, in school buildings, and/or participating in school-sponsored activities. SCS will operate on a progressive discipline philosophy designed to bring about behavior change. The history and disciplinary record of each student may demand a different response from the administrator. However, every effort will be made to respond in a firm, fair and consistent manner.

Code of Students' Rights and Responsibilities

Preamble

The intent of this document is to establish standards for discipline that will enable students, parents, teachers and administrators to know what is acceptable behavior and what is unacceptable behavior and how unacceptable behavior will be handled.

The primary function of Sharon Springs Central School is to provide for all students an equal educational opportunity. Every student has that right. In turn, a student is responsible for the way he/she exercises these rights, and be ready to accept the consequences of his/her actions if they impinge on the rights of other individuals. Discipline, therefore, must emphasize humanitarian principles and ideals such as justice and equality. It must recognize the dignity and rights of every individual and must include self-direction and self-discipline rather than unquestioning obedience to a leader.

Good discipline should always be considered in terms of helping the learner and not solely as punishment; good discipline should help the learner change unacceptable behavior into acceptable conduct. Respect both for individual rights and for the rights of the group is basic to sound discipline.

The school is obligated to the community and to the students to provide an environment conducive to learning. The School Law of the State of New York grants to teachers and administrators, the power to control and discipline students in carrying out the education process.

The rules and standards set forth in the handbook apply to conduct on school premises, on school buses, or involving school property, as well as conduct off school premises, which directly affects Sharon Springs Central School students. Although this handbook doesn't define all types and aspects of student behavior, it serves as an attempt by the school administration and faculty to set forth policies, rules and regulations to help each student conduct himself/herself in a proper manner as a good citizen in our school community.

Bill of Rights

1. Freedom of Expression

- a. The First Amendment of the U.S. Constitution protects freedom of speech to all Americans. However, that constitutional protection does not include the license to interfere with the order and conduct of classes, to coerce others to participate in a particular mode of expression, or to violate the rights of those who disagree with a given point of view.

Student speech may be subject to disciplinary action or restriction imposed by school officials if such speech:

1. Is slanderous, i.e. spoken maliciously or without regard to the truth of the assertion;
 2. Clearly and immediately incites others to damage property or physically harm others;
 3. Materially and substantially interferes with the normal operation of the school;
 4. Is obscene or profane.
- b. All student meetings in the school building or on school grounds may function only as part of the formal education process or as authorized by the building administrator.
 - c. Students are entitled to express in writing their personal opinions. Such written expression must be signed by the authors. Libel, obscenity, and personal attacks are prohibited in all publications.

- d. Student participation in publication of student newspapers, yearbooks, literary magazines and similar publications is encouraged. These publications have qualified faculty advisors and strive to meet the high standards of journalism. School authorities may regulate the time, manner, place, and duration for distributing literature on school grounds.

2. Right to an Education

Each student has the right to an education and he also has the responsibility not to interfere with, or threaten the education of others by his action. Each student has the responsibility to attend school regularly and to abide by the policies and regulations of the school. Students have the right to suggest changes in school policies and regulations in an orderly manner by utilizing their student government or by meeting with their building administrator.

3. Student Activities

Students have the right to participate in school activities regardless of race, religion, ethnic origin or economic status.

Students may not be denied participation in any activity for any reason other than those established by State, County or school eligibility requirements and those requirements specific to the activity.

4. Right of Privacy

It is the responsibility of the school to protect the student's privacy. They will not disclose any information from the student's permanent records except when such disclosures will serve a legitimate educational need or when so directed by legal authorities. Access to permanent student records is available to authorized school personnel, to the parent or legal guardian of the student, or if the student is eighteen years of age or older, directly to the student. In all cases, the request must be a signed release or a written request directed to the principal of the building. Further information concerning the disclosure is covered by the Family Education Rights and Privacy Act of 1974.

5. Rights of Handicapped

The Sharon Springs Central School Board of Education believes in the value of special education programs and services for all individuals with exceptional needs within the legally defined eligibility criteria and age requirements. It shall be the policy of the Board of Education to seek out these individuals and to assure appropriate rights and safeguards for pupils and their parents. The Superintendent shall identify and direct the regulations and procedures necessary to implement this policy.

Sharon Springs Central School District will provide services to assure that special needs and/or physically challenged students of the district will be identified, evaluated, and receive adequate educational and related services.

6. Right to Select School Attire

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize the extremely brief garments, plunging necklines (front and/or back), bare mid-drifts and see-through garments are not appropriate.
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will be not allowed.
5. Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
6. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal drugs and/or encourage other illegal or violent activities.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. As a guideline for shorts and skirts, the length should extend past the students outstretched hand. If there is no suitable replacement available, the student will be asked to cover the offending attire with a t-shirt, which will be supplied by the school. This shirt must be worn for the duration of the day and returned before the student leaves for the day. In addition, students are to leave their hats and head covers in their lockers for the duration of the school day. Any student who refuses to comply with the above requests will be subject to discipline, up to and including in school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

7. Student Lockers, Desks and other School Storage Spaces

Students have no reasonable expectation of privacy with respect to these places. School officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent. Students are encouraged to lock their belongings securely. Any outside key or combination should be turned in to Mrs. Brown in the Main Office.

IV. PROHIBITED STUDENT CONDUCT

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment.

The best discipline is self-imposed; students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who

interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function, specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

Students may be subject to disciplinary action, up to and including suspension from school, when they:

1. Engage in conduct that is disorderly. Examples include but are not limited to:
 - a. Running in hallways.
 - b. Making unreasonable noise.
 - c. The use of cell phones, beepers or other electronic devices.
 - d. Using language or gestures that are profane, lewd, vulgar or abusive.
 - e. Obstructing vehicular or pedestrian traffic.
 - f. Engaging in any willful act, which disrupts the normal operation of the school community.
 - g. Computer/electronic communications misuse, including any unauthorized use of computers, software or internet/intranet account; accessing inappropriate websites; or any other violation of the district's acceptable use policy.
2. Engage in conduct that is insubordinate. Examples include but are not limited to:
 - a. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
 - b. Lateness for, missing or leaving school without permission.
 - c. Skipping detention.
3. Engage in conduct that is disruptive. Examples include but are not limited to:
 - a. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.
4. Engage in conduct that is violent. Examples include but are not limited to:
 - a. Committing an act of violence (such as hitting, kicking, punching and scratching) upon a teacher, administrator or other school employee or attempting to do so.
 - b. Committing an act of violence (such as hitting, kicking, punching and scratching) upon another student or any other person lawfully on school property or attempting to do so.
 - c. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
 - d. Displaying what appears to be a weapon.
 - e. Threatening to use any weapon.
 - f. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
 - g. Intentionally damaging or destroying school district property.

5. Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples include but are not limited to:
 - a. Lying to school personnel.
 - b. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
 - c. Defamation, which includes making false or unprivileged statements of representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
 - d. Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or a group which are intended to be or which a reasonable person would perceived as ridiculing or demeaning.
 - e. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
 - f. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.
 - g. Selling, using or possessing obscene material.
 - h. Smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco.
 - i. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of same. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look alike drugs, and any substances commonly referred to as "designer drugs."
 - j. Inappropriately using or sharing prescription and over-the-counter drugs.
 - k. Gambling.
 - l. Indecent exposure, that is exposure to a sight of the private parts of the body in a lewd or indecent manner.
 - m. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
6. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.
7. Engage in any form of academic misconduct. Examples include but are not limited:
 - a. Plagiarism
 - b. Cheating
 - c. Copying
 - d. Altering records
 - e. Assisting another student in any of the above actions.

Report Violations

All students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, the building principal or other designated administrator. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a

school function shall report this information immediately to a teacher, the building principal, the principal's designee or the superintendent.

All district staff who are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. District staff that are not authorized to impose disciplinary sanctions are expected to promptly report violations of the Code of Conduct to their supervisor, who shall in turn impose an appropriate disciplinary sanction, if so authorized, or refer the matter to a staff member who is authorized to impose an appropriate sanction.

Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible followed by notification to the parent of the student involved and the appropriate disciplinary sanction if warranted, which may include permanent suspension and referral for prosecution.

The building principal or other designated administrator must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the principal or other designated administrator learns of the violation. The notification may be made by telephone, followed by a letter mailed on same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the code of conduct and constituted a crime.

Disciplinary Penalty and Enforcement of the Rules

Discipline is most effective when it deals with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The students' age.
2. The nature of the offense and the circumstances which led to the offense.
3. The students' prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate.
6. Other extenuating circumstance.

As a general rule, discipline will be progressive. This means that a students' first violation will usually merit a lighter penalty than subsequent violations. If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of the code of conduct for disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

V. THE SCHOOL DAY GENERAL RULES AND EXPECTATIONS

1. Academic Expectations

The classroom is a setting for learning, therefore, it is your responsibility:

- To use class and study time for learning.
- To complete assigned work on time.
- To prepare thoroughly for each class.
- To respect the rights of other students.
- To participate in class discussions and activities.
- To respect the authority of the teacher or substitute.
- To follow classroom procedures as determined by the teacher.
- To use textbooks, school technologies, and other class materials appropriately and with care.

2. Citizenship

School provides an opportunity to learn to communicate with others, to respect the rights of others and to operate within certain rules for the common good. In an effort for you to help to promote self-esteem among your peers, it is your responsibility:

- To treat other people as you would wish to be treated.
- To respect the rights, property and safety of every other person.
- To assist in keeping the school, clean and free from litter and vandalism.
- To understand that the school operates within established rules and regulations and these rules and regulations must be followed.
- To respect the property of the school
- To follow the directions of people in authority.
- To avoid inappropriate physical contact.
- To behave appropriately at school.
- To avoid inappropriate public displays of affection. Inappropriate public displays of affection are those, which make others uncomfortable. For example, handholding may be an acceptable public display of affection in school. However, embracing and kissing are not acceptable public displays of affection in school.
- To avoid sexual harassment. Sexual harassment may include, but is not limited to, sexually degrading works or gestures; verbal sexual abuse, obscene phone calls; offensive sexual graffiti, pictures or cartoons, subtle pressure for sexual activity; leering or staring; insulting remarks to a person about his or her gender or sexual orientation; demands for sexual favors accompanied by implied or overt threats; and unwanted touching, petting, pinching or brushing. The Sharon Springs School District policy on Sexual Harassment is included in this book.
- To show respect by your words and actions for racial and religious differences.
- You are expected to use appropriate language while at school and while on school property. Cursing and swearing are examples of inappropriate language.

3. Unauthorized Areas

Students are considered in an unauthorized area if they are in an area where there is not regularly assigned adult supervision. Outside of the building, including the parking lots, playing fields, as well as the atrium and auditorium are considered unauthorized areas. In addition, loitering during class time in the stairwells, gymnasium, bathrooms and locker rooms is also violation.

4. Unauthorized Items

Any item that is potentially disruptive to the educational process or presents a safety concern will be confiscated and the student will be subject to disciplinary action. This includes the possession of wallet chains that are longer than twelve inches. In addition, the display of Walkmans, Discmans, MP-3 players, headphones and sunglasses is prohibited in the school. Other prohibited items include; skateboards, roller blades, boom boxes, beepers, laser pointers, snowmobiles, 3-wheelers, 4-wheelers, water pistols.

Hats and other head coverings along with student backpacks and other large bags must be left in lockers during the course of the school day. Students should visit their lockers before homeroom, between 2nd and 3rd period, before eating lunch, between 7th and 8th period, and at the end of the day. Student padlocks are available through homeroom teachers for a deposit of \$5.

Any locker that is experiencing mechanical problems should be reported to the main office immediately. Students are advised that the locker remains the property of the Sharon Springs Central School District and the district retains the right to search any locker that they believe may contain illegal or dangerous items.

5. General Rules

1. Students should not leave money or valuables around school. The school cannot be held responsible.
2. Public display of affection: There is to be no physical contact with another student other than holding hands.
3. No guns, weapons or knives are allowed on school property.
4. Students are expected to demonstrate respect for all persons and property at Sharon Springs Central School.
5. There will be absolutely no drugs or alcoholic beverages brought on school property at any time.
6. There will be no smoking or possession of tobacco products by students anywhere on school property at any time. There will be no use of chewing tobacco or any other smokeless tobacco by students anywhere on school property at any time.
7. Improper language, such as swearing, abusive or foul language, will not be tolerated at school.
8. Gambling is not permitted on any property owned or leased by the school district.
9. Students are to move through the corridors in an orderly fashion. Students are not to push, run or shove.
10. Students are expected to follow all directives and requests made by all school adults.
11. Students are not expected to leave the school building or grounds without permission. This includes morning arrival by parent and/or bus.
12. Shirts or any articles of clothing with sayings or drawings on them that may be disruptive to the Educational Process.
13. Hats are not to be worn in the building during the course of the school day.
14. Students driving to school must have permission of the Principal and must obtain a parking permit from the main office. The permit must be displayed on the driver's side, rear passenger window of the vehicle.
15. Fighting in school will not be tolerated.

16. Students are expected to leave school grounds after the dismissal of school unless they are under the direct supervision of a teacher/coach or enrolled in the After School Program.
17. There will be no boom boxes, cassettes, CD's, radios, walkmans, game boys or card trading, carding playing on school property.
18. Students are expected to be on time for all classes.
19. Unless under the direct supervision of a teacher or similar permission is granted, no food or drink should be in the hallways.
20. No food or drink is permitted in the Auditorium at any time.
21. Students are not to use snowmobiles, 4-wheelers or any other mechanical recreational vehicle for transportation to school or any school related event including weekend and night time sporting events.

6. Emergencies

The following are general instructions for emergency situations.

- School officials and/or teachers will provide instructions for emergencies.
- Pupils are to proceed quietly, in single lines, keeping in order, and moving briskly without running. Pupils who are unable to follow the line or drill pattern should step aside and await assistance.
- Fire Emergency: Regardless of the time the alarm sounds, including after regular school hours, pupils must vacate the building. The signal to leave the building is a ringing bell.
- Students should be at least one hundred feet away from the building and fire hydrants.
- All driveways and parking lots must be kept clear to allow the passage of emergency vehicles.
- The signal for students and teachers to return to the building will be given by the Principal to designated personnel via radio. These personnel will signal others to reenter the building.

7. Work Release

Conditions for early work release or late entry, other applications will be considered only under special circumstances.

- A work release form must be obtained from your school counselor and completed—applies for seniors only. Other students with extenuating circumstances may seek permission from the Principal.
- When a student receives permission for work release from school for a specific employment opportunity, it is understood that the student will leave the building each day at the time approved on the application.
- Permission for release will be granted for no more than two instructional periods per day. The two periods may be at the start of the school day or at the end of the school day. All students must take the minimum full-time schedule of five subjects.
- Should a student cease to be employed, the student or the parent/guardian should notify the school.
- Release will continue only as long as school attendance, grades and conduct are acceptable. Should problems arise, a conference with the student, parent/guardian, and school counselor will be convened.

8. Telephone Regulations

The Office phone is not for student use. A pay phone is available by the new gym for student use. Students should be sure to keep an adequate supply of change available to place required calls. Students will not be called from classes to the telephone except in family emergencies. Employers and parents are requested not to call the school asking that messages be given to students unless it is absolutely necessary.

9. School Dances

Dances are a privilege and the same rules of conduct that apply for other school activities are in effect. It is the decision of the advisor and/or Principal to allow guests to be signed in to any dance. Students that wish to bring a guest to a dance must seek approval and then sign in the guest in the main office one week prior to the dance. A student takes full responsibility for their guest and their guest's actions at all times.

10. Use of Electronic Devices

Student use of any item that is potentially disruptive to the educational process or presents a safety concern will not be allowed in the Sharon Springs Central School Building. Such items will be confiscated and the student will be subject to disciplinary action. School rules prohibit the possession of cell phones, pagers, beepers, electronic games, CD and MP3 players, boom boxes, walkmans, laser lights, or any other electronic devices during the school day without authorization of the building administration. While the District discourages any student from bringing these items to school, one who chooses to bring an electronic device should store the item in the "off" position, secured, and locked in one's locker for the entire day. Unauthorized items will be confiscated and kept in the administrative office until the end of the day, and/or returned to parents. The District is not responsible if these items are lost or stolen.

The Board of Education recognizes the seriousness of the dangers of laser lights and, therefore, prohibits them not only in school but also on school buses. Clearance will be given to the teaching staff for use of a wireless mouse that is equipped with a laser pointer. This device will be used in conjunction with the laptop computers and LCD projectors for delivery of classroom instruction.

In specific circumstances, approval may be given for:

1. The use of walkmans on bus runs if approved by the bus driver in charge.
2. The use of cassette players by special education students for educational purposes as stipulated in their IEP's.
3. The use of cell phones for contacting parents regarding the estimated time of arrival when students are returning from away games or activities if the use is approved by the student's supervisor/advisor/bus driver.

SEXUAL HARASSMENT OF STUDENTS

The district is committed to safeguarding the right of all students within the school district to learn in an environment free from all forms of sexual harassment. Conduct is deemed to be sexual harassment when the student perceives such behavior as unwelcome, such as

inappropriate touching, verbal comments, sexual name calling, spreading sexual rumor, gestures, jokes, and pictures, restricting a student's ability to move, sexual assault, or rape.

Sexual harassment is a form of sex discrimination. Any student, who believes that he or she has been subjected to sexual harassment, whether by a teacher, other student, or any individual on school grounds or at school activities, should report the alleged misconduct immediately to the Compliance Officer, the District Superintendent. In the absence of a victim's complaint, the school, upon learning of or having reason to suspect the occurrence of any sexual harassment, will promptly begin.

SPECIFIC RESPONSES TO INFRACTIONS OF THE RULES

Any single response or any combination of administrative responses may be applied, dependent upon student's record of behavior, the severity of the infraction, and the frequency of repetitions of an infraction.

<u>Infraction</u> (first occurrence)	<u>Administrative Response</u>
Endangering the safety of self and/or Others (running, pushing, throwing Objects, etc.)	*Reprimand *Parental contact *Detention *Suspension
3 Tardies to school (illegal/unexcused)	*Indicated on permanent records *After school detention *Loss of on-campus parking privileges *Parental involvement
3 Lates to Class	*After school detention *Parental involvement *Referral for counseling *In school suspension
Possession of cigarettes or other tobacco products	*Confiscation of the cigarettes or other products *Parental contact *In-School Suspension
Smoking or other use of tobacco products	*Immediate 2 days' suspension *Parental involvement *Curtailment of pass privileges *Referral to counselor or social worker
Possession and/or use and/or being under the influence of alcohol, drugs, controlled substances, or drug paraphernalia	*Confiscation of substance for law enforcement *External suspension: 3 to 5 days *Parental involvement *Referral for evaluation for counseling *Curtailment of pass privileges *Involvement of law enforcement *Superintendent's hearing

Sale of alcohol, drugs or controlled Substances. (The term “sale” also refers to any kind of giving, dispensing, or transmission.)

- *Confiscation
- *Parental involvement
- *Referral for evaluation for counseling
- *Immediate 5-day external suspension
- *Curtailment of pass privileges
- *Involvement of law enforcement
- *Superintendent’s hearing

Use or possession of weapons (“Weapon” means a firearm as defined in 18 USC S921 for purposes of the Gun-Free Schools Acts. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray, or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury/death when used to cause physical injury or death.

- *Confiscation of weapon for law enforcement
- *Up to 5 days of external suspension dependent upon severity
- *Parental involvement
- *Involvement of law enforcement
- *Superintendent’s hearing

Vandalism or theft of school property

- *Restitution for damages or return of property
- *Parental involvement
- *Internal or external suspension, depending on severity
- *Curtailment of pass privileges
- *Involvement of law enforcement, depending upon severity

Theft or destruction of personal property

- *Detention 2 or 3 days for the first offense
- *Return of property or restitution for damages
- *Parental involvement
- *Curtailment of pass privileges
- *Involvement of law enforcement, depending upon severity

General or spontaneous use of crude and abusive language (dependent upon severity)

- *Reprimand
- *Detention
- *Parental involvement
- *In-School Suspension
- *Suspension

Crude and/or abusive language or gestures directed toward a staff member. (dependent upon severity)

- *Immediate 1-5 day suspension
- *Parental involvement
- *Superintendent’s hearing

Intimidation/harassment (includes bullying, sexual harassment, and threatening behavior)	<ul style="list-style-type: none"> *Warning *Detention *Parental involvement *Referral for evaluation for counseling *Suspension *Involvement of law enforcement
Fighting: The administrator will take steps to determine the aggressor(s)	<ul style="list-style-type: none"> *Immediate suspension up to 5 days *Parental involvement *Referral for evaluation for counseling *Involvement of law enforcement
Refusal to follow a directive or a request from a staff member (depending upon severity)	<ul style="list-style-type: none"> *Reprimand *Parental involvement *Loss of specific privileges *Performance of specific assistance duties or reflective assignments *Detention *Suspension
Failure to report to main office after being sent out of class	<ul style="list-style-type: none"> *Detention *Parental Involvement *Internal Suspension *Out of School Suspension
Vehicle use violations	<ul style="list-style-type: none"> *Detention *Internal Suspension *Parental involvement *Loss of parking privileges *Involvement of law enforcement *Verbal reprimand *Curtailment of pass privileges

Possible Responses

1. **After School Detention** will be held Tuesday and Thursday from 3:00 – 4:00 p.m. It is the responsibility of the student to notify his/her parent that he/she is required to stay after school. In addition, any teacher may choose to keep a student after school on any given day.
2. **In-School Suspension** will be assigned by the Building Principal or designee. It is the responsibility of the student to check with teachers relative to all work and tests missed. Students are denied all extra-curricular activities (athletics, practices, contests, concerts, dances, clubs) for the day of **In-School** suspension.
3. **Out of School Suspension** will be assigned by the Building Principal or Superintendent of schools and they may not enter school buildings, school bus or school grounds, until they have been granted permission to do so by the Building Principal or Superintendent. The students' parents are responsible for them during the **Out of School** suspension period. The Building Principal or Superintendent will give the parents notification in writing of the suspensions.

4. Suspension from transportation/Removal of bus riding privileges. If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the building principal's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the building principal or the superintendent or their designees. In such cases, the student's parent will become responsible for seeing that his or her child gets to and from school safely. Should the suspension from transportation amount to a suspension from attendance; the district will make appropriate arrangements to provide for the student's education.

A student subjected to a suspension from transportation is not entitled to a full hearing pursuant to Education Law 3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the building principal or the principal's designee to discuss the conduct and the penalty involved.

STUDENTS ATTENDANCE

Age of Entrance

In accordance with the regulations of the Sharon Springs Central School BOARD OF EDUCATION, students will be admitted to Kindergarten in September only if they have reached or will reach the age of five years on or before December 1 of the school year in question. Any child reaching the age of five years after December 1, must wait until the following September to enter Kindergarten.

Regularity of Attendance

The State Education Law (3205) (3202) 1 requires that:

1. Children who turn six (6) on or before December 1 of the school year must attend school from the start of classes in September of that school year. Children who turn six (6) after December 1 must begin school no later than the first day of session the following September.
2. Children who turn seventeen (17) during the school year must remain in school until the end of that school year.

Children should be entering or leaving school at the beginning or end of a school year. (Chapter 198 of the Laws of 1992).

School Attendance Regulations (grades 6-12)

The Administration and Faculty of Sharon Springs Central School believe that regular attendance in classroom instruction is an essential part of the learning process. The insistence on good attendance provides students with a clear reminder of the importance of classroom instruction and its relationship to academic achievement. Therefore, to receive credit for courses at Sharon Springs Central School students must fulfill the necessary academic requirements of the course and comply with the following attendance requirements:

- A. **A pupil must be in attendance a minimum of eighty-five percent (85%) of the total number of days a course is in session during an academic year in order to receive credit for that course.**
- B. The eighty-five percent (85%) rule of attendance means that:
1. In a full year, one credit course, a student must not be absent from class more than twenty-seven (27) days (either legally or illegally).
 2. In a full year, one-half (1/2) credit course, a student must not be absent more than fourteen (14) days (either legally or illegally).
 3. In a half-year, one-half (1/2) credit course, a student must not be absent more than fourteen (14) days (either legally or illegally).
 4. In Physical Education, a student must not be absent more than fourteen (14) times when scheduled every other day (either legally or illegally).
- C. Each absence from a specific class will be considered individually for that class and will determine whether or not a student fulfills the attendance criteria for that specific class. Not fulfilling the attendance criteria in a specific class will result in a student not receiving credit for that specific course.
- D. Any student who is absent from school but is enrolled in a school approved tutorial program shall be considered as present for instruction. The tutorial program will operate with the same attendance regulations as all other classes. Parents who know that their child will be absent for a prolonged period of time (two weeks or more) should immediately submit a notice from the child's physician stating the nature of the illness and the duration so that the student will be marked legally absent. Parents of any student absent for any prolonged period of time must request home tutoring in writing from the principal. Students who are absent and wish to request missed work must do so by 8:30 a.m. Work may be picked up after 2:00 p.m. on the day of request. Any request received after 8:30 a.m., may not be filled until the following day. In this instance students will be considered absent but will still have the opportunity to fulfill their assignment criteria for the course(s).
- E. When a total of twenty-seven (27) days or twenty (20) consecutive days of absence per school year has been reached, a review board in the form of the Pupil Personnel Service Team will review the PRINCIPAL'S recommendation that the student be dropped from school if he/she is seventeen (17) years of age or older or that a PINS petition (Person In Need of Supervision) be filed if the student is under seventeen (17) years of age and intervention procedures in this regulation have been followed throughout the accumulation of the total/consecutive days. This procedure will follow Education Law, Section 3214 (3) for removal.
- F. Students who have reached twenty-eight (28) days total absence or twenty-one (21) days consecutive days absence from a class and are under seventeen (17) years of age and in grades 9-12 may be allowed to remain in the class but will be denied credit for the class.
- G. Students who have reached twenty-eight (28) days total absence or twenty-one (21) days consecutive absence from a class and are under seventeen (17) years of

age and in grades 9-12 may be allowed to remain in the class following the procedure indicated in “E” above and will be denied credit for that course(s).

- H. Under New York State Education Law, Section 3205, parents are responsible for the regular attendance of their children for instruction. In accordance with NYS Law, after a student has been absent from school, a written excuse should be sent to the school upon his/her return.

New York State Law defines truancy as a student who is absent from school without the consent of a parent or guardian. Therefore, in order for a student not to be considered truant, parental contact must be established with the school nurse, or in extenuating circumstances, school administration. This may be in the form of a note or a phone call. A phone message may also be left on the nurse’s voice mail.

Even if an absence is unexcused, it will not be considered a truancy unless NO note or phone call has been received. If an absence is considered a truancy, it will be subject to disciplinary action.

If your child has a scheduled appointment with a physician or dentist, please inform the school prior to the appointment. After the appointment, please bring a note from the physician/dentist to the school nurse.

1. **EXCUSES:** The law requires that upon return to school from an absence, an excuse be submitted. This is shown to the homeroom teacher and then turned in immediately to the attendance office. The excuse should state the student’s name, reason for his/her absence, days and dates absent from school and the signature of the parent/guardian. The excuse must be brought in within three (3) school days.
2. **LEGAL ABSENCES:** The following are considered by the State of New York to be legal absences:
 - sickness
 - serious illness or death in the family
 - impassable road or weather conditions
 - religious observance
 - quarantine
 - court appearance
 - attendance at health clinic
 - approved cooperative work program
 - approved college visits
 - approved education trips
 - military obligations
3. **ILLEGAL ABSENCES:** Most absences are not mentioned in item 2 are interpreted under the law as illegal absences. The two categories of illegal absence are unlawful detention and truancy.
 - a. Unlawful Detention – Unlawful detention occurs when the pupil is absent with the knowledge and consent of his/her parent or

guardian, for other than legal reasons (e.g. visiting, vacation, work, needed at home, etc).

Parents should be advised that unlawfully detaining their children from school could result in the child not receiving credit for the work missed on the days of unlawful detention.

- b. Truancy – A student who is absent from school without the consent of a parent or guardian is considered to be truant. Truancy from school is assumed anytime a student is illegally absent for two or more consecutive class periods.

Elementary School Attendance Regulations

When a total of twenty-seven (27) days or twenty (20) consecutive days of absence per school year has been reached, a review board in the form of the Child Study Team.

The Child Study Team will review the recommendation that the student repeat or that a PINS petition be filed and intervention procedures in this regulation have been followed throughout the accumulation of the total consecutive days.

Health Services: New York State Law mandates Physicals for grades 4, 7, 10 and all new entries into the district regardless of grade. The exam will be done at school by the school physician unless a copy of the exam is furnished to the health office by October 1st. Sports physicals are done periodically throughout the year, usually in August, October, December, February, and May. Please contact the health office for specific dates. A private physical is only acceptable if done by a provider licensed in the state of New York and administered not more than 12 months prior to the start of the school year. Sports physicals are valid for a period of 12 months – through the last day of the month in which the physical was done. Please remember that the sports season includes tryouts and practice.

Screenings: New York State Law mandates Vision and hearing screenings for grades 5, 7, 10 and all new enterers into the district. These screenings will be done at school unless a copy of a recent exam is furnished to the health office. Scoliosis is mandated for all students in grades 5 through 9 and is done in the health office by the school physician.

Fluoride: A fluoride program is offered to all students in grades 4-8. Students receive a fluoride rinse once each week. Consent forms for receiving fluoride are sent home with your child the first week of school. Please return the consent to your child's teacher by September 15th.

Health History: If there are any changes in your child's health status from the previous year, please contact the health office.

School Insurance Policy:

School insurance is ACCIDENT insurance only. All students are covered under this policy for accidents or injuries that are incurred during the course of the school day or while participating in or attending scheduled activities, which are organized, sponsored and supervised by the school and school employees.

Someone who witnessed the incident fills out an accident report. This is then forwarded to the school nurse. The school nurse, upon request from a parent or guardian, will complete an accident claim form.

Parent/Guardian:

Request the insurance form from the school nurse.
Complete reverse side (Part B) of insurance form.
Attach explanation of benefits from own insurance company to school insurance form.
Mail all forms to:
Commercial Travelers
Mutual Insurance Company
Commercial Travelers Building
Utica, NY 13502

School insurance will only pay medical expense benefits AFTER the student's own insurance has paid their part of the claim.

Medication in School:

New York State Education Law prohibits the giving of internal medication in school unless a written doctor's order for that medication and a written parental request to give that medication is brought to the school nurse. This law also includes over-the-counter medication such as aspirin, acetaminophen, cold preparations, etc.

A parent must personally bring to the nurse all medications in the bottle with the original prescription on the label. This also includes over the counter medication, which needs to be in the original manufacturer's container/package with the student's name affixed to the container.

If your child needs medication at school, please obtain the appropriate form from the nurse's office for medication administration in school. The form must be filled out and signed by a parent/guardian and then taken to the physician's office for completion. It then must be returned to the nurse's office.

A pharmacy label on a prescription DOES NOT constitute a written order and CANNOT be used instead of a written order from a licensed prescriber.

If a student wishes to self-administer medication at school, an additional form is required with the licensed prescriber's order that the student be allowed to carry her/his medication and self-administer.

Medication CANNOT be administered at school unless all of these procedures are followed.

LIBRARY RULES AND PROCEDURES

The library is a quiet, academic place where students and faculty come to obtain information or to read and study without distraction. In order to achieve this, the following rules are enacted:

1. Students are to come to the library when they need to use the Library's resources and not simply for study hall purposes. Homework involving textbooks, and not library resources, should be done in study halls.
2. Upon entering the Library, students from study hall, etc. will sign in their own first and last names and the time they arrived. When leaving, they will have passes signed and enter the time on the sign-out sheet. Failure to do so will result in a warning (first offense) and possible suspension of Library privileges (second offense).
3. Students coming to the Library will be quiet and conduct themselves in an appropriate manner.
4. Books are circulated for a period of three weeks and may be renewed if no one else is waiting for them. Students with overdue books **will not** be allowed to take other library materials until those items are returned. ***ALL materials borrowed from the Library must be signed out before they can be removed.***
5. Students who receive overdue notices are expected to respond to them as soon as possible. Lost materials must be paid for and overdue items may be renewed if not requested by someone else.
6. Students must ask permission before using the photocopier. The copier in the Library is to be used to copy materials for school use only.
7. Students wanting to use the Internet need to ask permission and remember that school use of the Internet are for academically related purposes only. They need to have their Internet permission forms on file or work under the supervision of the Library staff.
8. A student asked to leave the Library will be out for the remainder of the day. More serious offenses may result in the student being suspended from the Library for an extended amount of time.
9. No book bags, gym bags, or other tote bags are allowed in the Library at any time.

INTERNET REGULATIONS

Privileges:

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student who receives access at Sharon Springs Central School will participate in a discussion with the appropriate staff members as to the proper use of the network. The teacher will deem what is inappropriate use and their decision is final. The district may deny, revoke, or suspend specific user access. District personnel are authorized to use Internet and computing resources only in accordance with the educational and administrative goals of the district. Responsibility for activity initiated through the District computer account is the sole responsibility of the adult who accessed the Internet.

Etiquette:

Computer users are expected to abide by the general accepted rules of network etiquette. These include, but are not limited to the following:

1. Be polite. Messages should not be abusive to others.
2. Use appropriate language. Do not swear, use vulgarities, or any other language deemed inappropriate.
3. Do not reveal personal information. Do not reveal the personal addresses and/or phone numbers of fellow students or colleagues.

4. Illegal activities or inappropriate sites not intended for educational-related research are strictly forbidden.
5. Do not use the network in any way that would disrupt network services for other users.
6. All communications and information accessible via the network should be assumed to be private property.
7. Student e-mail accounts will be established by the District in extenuating circumstances. Students are reminded that web sites not related to the educational goals of the District are not allowed. This includes, but is not limited to; Instant Messenger, Chat rooms, Napster style services, etc.
8. Do not download software without authorization.
9. Employing the network for commercial purposes is not allowed.
10. No student owned hardware/software/CD's allowed in the computer lab.
11. District computers users are reminded that their computer usage is a privilege that will be monitored, and can be, if necessary, removed.

Non-Liability:

Sharon Springs Central School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Sharon Springs Central School District will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained via Sharon Springs Central School District is at the user's own risk. This includes inappropriate information obtained by accidental access through error. Sharon Springs Central School District is not responsible for the accuracy or quality of information obtained.

Security:

Security on any computer system is a high-priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a teacher who will in turn notify an administrator. Do not use another individual's account without written permission from that individual. Attempts to login to Internet as system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.

Vandalism:

Vandalism will result in cancellation of privileges. Vandalism is deemed as any malicious attempt to harm or destroy hardware, software, icons or desktop setup, data of another user, Internet, or any agencies or other networks that are connected to Sharon Springs Central School District. This includes but is not limited to, the uploading or creation of computer viruses.

Exception of Terms and Conditions:

All terms and conditions as stated in this document are applicable to Sharon Springs Central School District. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties.

Copyright and Software Compliance:

Because electronic information is volatile and easily reproduced, users must exercise care in acknowledging and respecting the work of others through strict compliance to copyright laws and software licensing agreements. The Sharon Springs Central School District strictly adheres to the intent, terms, and conditions of Federal copyright law and software licensing agreements with its vendors.

Software Licensed for District Equipment Only:

Software is installed on district computers **ONLY**. Any use of district owned software on equipment not owned by Sharon Springs Central School District without the expressed written permission from the publisher is in violation of the copyright law and is **ILLEGAL**.

Copying Software Prohibited:

Users are **NOT** authorized to transfer, copy, modify, or install copies of computer programs licensed to Sharon Springs Central School District on personal equipment to avoid paying additional license fees. Any other use of Sharon Springs Central School District owned software without the expressed written permission from the publisher is in violation of software compliance agreements and is **ILLEGAL**.

A copy of license for software should be on file in the Business Office.

BUS CONDUCT

Be Courteous

Be Prompt

Be Patient

Be Proud

The bus driver is in complete charge of the bus students. All of the driver's requests must be complied with. Assigned seats should be taken as soon as the student enters the bus.

1. Students shall not be allowed to enter or leave the bus while it is in motion. Students should remain seated while the bus is in motion.
2. Students should enter and leave the bus in single file, without interfering with any other students.
3. While waiting for a bus, the student should stand off the road, in a driveway if possible.
4. Students must keep body parts in the bus, not out open windows. In addition, students will keep their hands and feet to themselves and refrain from touching or throwing objects at other students.
5. Students will not use loud or profane language. Ordinary conversation is encouraged.
6. Students will not signal cars in the rear to pass.
7. It is suggested that all students riding in a school bus wear their seat belts when available.
8. Waste paper and other rubbish is not to be thrown on the floor of the bus. Put such materials in their proper receptacles, either at home or at school.
9. The bus will be kept in good condition. Students will not deface it with pencils, knives, etc.
10. The driver of a school bus, when discharging or receiving pupils, who must cross the highway, shall instruct such students to cross the highway at a distance of ten (10) feet in front of the bus, to be in complete vision of the driver. The driver shall also keep the school bus halted, with red signal lights flashing, until such pupils have safely reached the opposite side of the highway.

11. Violation of these rules will be reported to the school principal, and a student can be barred temporarily or permanently from riding on the bus, following due process provisions.
12. Students will conduct themselves as ladies and gentlemen of the Sharon Springs Central School.

GUIDANCE AND COUNSELING SERVICES

The Guidance and Counseling program is an integral part of the total school curriculum. Assisting students with the choice of appropriate educational programs, helping students plan for continuing education or employment following graduation, and providing personal counseling are among the many services available through the Guidance Department. The Counselor is available for parent conferences during the school day or by appointment. The Guidance Office is located on the first floor, Telephone 284-2267.

DIPLOMA REQUIREMENTS BASED ON JUNE 2005 BOARD OF REGENTS GRADUATION STANDARD ON REQUIRED EXAMS

	Local Diploma	Regents Diploma	Advanced Regents Diploma
Entering Freshman Class	Entering Freshmen Class	Entering Freshmen Class	Entering Freshmen Class
Class of 2009	Score 65 or above on 2 required Regents exams and score 55 or above on 3 required Regents exams. Earn 22 units of credit.	Score 65 or above on 5 required Regents exams. Earn 22 units of credit.	Score 65 or above on 8 required Regents exams. Earn 22 units of credit.
Class of 2010	Score 65 or above on 3 required Regents exams and score 55 or above on 2 required Regents exams. Earn 22 units of credit.	Score 65 or above on 5 required Regents exams. Earn 22 units of credit.	Score 65 or above on 8 required Regents exams. Earn 22 units of credit.
Class of 2011	Score 65 or above on 4 required Regents exams and score 55 or above on 1 required Regents exam. Earn 22 units of credit.	Score 65 or above on 5 required Regents exams. Earn 22 units of credit.	Score 65 or above on 8 required Regents exams. Earn 22 units of credit.
Class of 2012		Score 65 or above on 5 required Regents exams. Earn 22 units of credit.	Score 65 or above on 8 required Regents exams. Earn 22 units of credit.

Note: the Regents Competency Test safety net for students with disabilities entering grade 9 prior to September 2010. Students using this safety net will have the option of scoring between 55-64 on the required Regents exams to earn a local diploma for students with disabilities, without local option.

Sequence Requirements

Students may select major sequences from the following fields: Art, Business, English, Foreign Language, Mathematics, Science, Social Studies, and from Vocational Programs at the Occupational Center.

Sequence Options

Two 3-Unit Elective OR
One 5-Unit Elective OR
One 3-Unit Elective PLUS
One 5-Unit Elective in English and Social Studies

Testing Requirements **Regents Diploma

In addition to completing Regents exams in their sequence areas (where required), students must successfully complete examinations in Comprehensive English, Global Studies II, United States History and Government, Math A, and two laboratory sciences (only required to pass the Living Environment exam.).

A State Competency Test may not be used as a final examination in a Regents course where a Regents exam is administered unless specifically approved by the Principal.

Testing Requirements School Diploma

New assessment requirements are in effect. As the RCT (Regents Competency Tests) are phased out, Regents exams will become the required exam for graduation. During the initial phases, the passing score for a Regents endorsed diploma will remain at 65, with 55 to 64 being the minimum score for a local diploma. Where no new requirement is listed, the old requirements remain in effect.

Testing Requirements for Advanced Regents Diploma

In addition to Regents Diploma requirements, students must successfully complete examinations in a Regents Exam in Math B, a second lab science Regents exam and a second language exam or 5 units of occupational education.

Students may substitute the 3 units of credit in a second language for the Advanced Regents Diploma with 5 units of credit in Art, Music, Business, Technology or Vocational Education

Class of

New Requirements

Replaces

2007	Regents English Lang. Arts Regents Math A Regents Global History Regents in US History Regents Science (passing for all exams is 65 and above for Regents and Advanced Regents for a local diploma passing is 55-64)	RCT in Reading and Writing RCT in Math RCT in Global History RCT in US History RCT in Science
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Repeating Failed Courses

Students failing a required course will be scheduled to repeat the course for one full year. To be eligible to take the failed course in summer school, a student must have been in the course for one full academic year for a full year course and one half year for a one semester course. All student requests for summer school courses must have prior approval by the Principal.

DOUBLING UP REGULATION

Students in grades 9-12 will not be allowed to double up on courses they have failed until the 12th grade.

IMPORTANT GUIDANCE DATES

Grades – Report Cards

Report cards will be issued after the close of each 10-week marking period.

First Quarter ends November 17, 2006

Second Quarter ends February 2, 2007

Third Quarter ends April 5, 2007

Fourth Quarter ends June 22, 2007

College Application Process Guidelines:

Early Decision

10/5/06	Request letters of recommendation from teachers
10/20/06	Request transcripts from Guidance Office
11/27/06	Turn in applications to Guidance Office
11/01/06	Applications due by colleges

Early Action

10/10/06	Request letters of recommendation from teachers
10/20/06	Request transcripts from Guidance Office
10/27/06	Turn in applications to Guidance Office
11/01/06	Applications due by colleges

Regular Admissions

11/01/06	Request letters of recommendation from teachers
11/10/06	Request transcripts from Guidance Office
11/17/06	Turn applications in to Guidance Office
12/01/06	Applications due by colleges

ACADEMIC ELIGIBILITY – EXTRACURRICULAR ACTIVITIES

Students who participate in extracurricular activities, organized clubs, activities and class activities, such as, prom, senior class trip, are encouraged to work as diligently in their academic classes as in their extracurricular pursuits. Excellence in both the classroom and in activities is expected.

The purpose of the academic eligibility requirement is to enhance academic and extracurricular success, to emphasize the importance of quality academic pursuit, and to keep each student’s extracurricular participation in proper perspective. It relates directly to the mission of our school district by encouraging each student to “be educated to their potential,” by participating and working to the best of their abilities in both curricular and extracurricular activities.

All organization and team members are expected to recognize and obey the rules set forth and in the by-laws of the organization to which they belong. Students who are accelerated for athletic or other programs from middle school to high school must meet high school eligibility standards. Examples are selective/classification and plays.

A student must maintain a full schedule of five (5) classes in order to participate in any activity or sports program. A course schedule below (5) classes/credits is considered part-time. Exceptions are at the discretion of the High School Principal.

Academic Probation For Student Athletes and Those Involved with Extra Curricular Events

- **A student who is failing two or more subjects at each five-week period will be placed on probation for school related extracurricular intramural and interscholastic athletic activities for the next five weeks. Also included are any band and chorus activities beyond the normal rehearsals and regularly scheduled concerts (such as plays, field trips, county festivals, and contests).**
- **During the next five-week period, students will be required to report to a “10th period” academic study hall for a minimum of two hours per week. During this time, the probationary student must be productive on his studies, especially on course work that he/she is experiencing difficulties in. The teacher overseeing the room is available for assistance as well as the teacher of the course being failed (by prior appointment). A “sign off” log will be required to be kept by the probationary student indicating that they were respectful, cooperative and worked diligently on their assignments during their “10th period” time.**
- **After the second week, or a minimum of 7 class days from the day in which the new “marking period” began, a student may take the Weekly Progress Report to all of their academic teachers for an update. If the student is now passing all but one course, that student may resume full practices as normal. However, that student may be returned to academic probationary status if it is found that their effort grades become unsatisfactory.**
- **If the probationary student continues to experience problems, the coach, club advisor, Guidance Counselor, or Principal may arrange a conference with the student and parents to determine the extent, if any, of further participation in that sport or extracurricular activity.**

Notes:

- Ineligible students failing 2 or more subjects that do not participate in the “10th period study hall” and Weekly Progress Sheets are not eligible to attend games, club activities, or plays held during the school week. Any “extenuating circumstances” should be appealed to the Principal who along with input from the Athletic Director, Guidance Counselor, and classroom teachers will have the responsibility for final decisions in cases of ineligibility.
- Once a student is no longer failing 2 subjects at the end of the quarter or 5-week period, they will then be eligible for full participation in activities and clubs.
- For evaluation purposes, a grade of “Incomplete” is considered a failure. However, the incomplete can be altered to a “passing” grade at the discretion of the teacher, and full eligibility restored. A student with an incomplete as a grade may circulate The Weekly Progress Sheet at any point in order to be removed from Probationary status.
- Captains and officers are considered “vital” players whose behavior must exemplify that organization’s by-laws. Officers and captains are not excused from any governing laws and can be removed from their position by the advisor or coach.

Review Schedule

5 weeks – October 6, 2006	25 weeks – March 9, 2007
10 weeks – November 9, 2006	30 weeks – March 30, 2007
15 weeks- December 15, 2006	35 weeks – May 18, 2007
20 weeks – January 26, 2007	40 weeks – June 15, 2007

CLUB MEETINGS

Meetings will be held on the first and third Tuesdays of each month. A meeting schedule will be available in September 2006. If for any reason (i.e. 1 hour delay, snow day, holiday) clubs are not held, club day will resume on the next regular day.

Group I

Period 1 Extended Homeroom until 8:33 a.m.
 Class Meetings

To Be Announced

Group II

To Be Announced

(Soccer Club, Varsity Club and Computer Club will continue to meet after school)

Students shall report to their regularly scheduled class for the first 20 minutes of each period. Then, if they are currently passing that course and are not on the ineligible list (after the probationary period) for any other subjects, they may be excused with the permission of the classroom teacher.

A student may be kept in class at the discretion of the teacher. Failure to complete that day’s homework assignment, poor classroom attendance, disrespect or a lack of class participation is elements that may affect approval to attend class meeting.

Every effort should be made to design that day's lesson with the flexibility of being able to send the extra assignments and materials with the students as they leave. Failure to attend the class will be treated as a class cut with the required disciplinary penalty and the "0" assigned for the days class work.

Students must realize they have a responsibility to their academic classes first, extra curricular activities second. Students must make sure that they continue to work with the classroom teacher in order to not fall behind due to the loss of classroom seat time. A student who is in good academic standing, who is active in class participation and meeting teacher expectations should be allowed to participate in clubs.

ATHLETIC CODE /TRAINING RULES

I. Goals of the Sharon Springs Central Schools Athletic Program:

1. To develop sportsmanship and a sense of fair play
2. To develop a sense of responsibility.
3. To develop self-discipline.
4. To learn to follow rules and regulations.
5. To develop the ability to make decisions, to lead, and to follow.
6. To develop positive relationships with teammates, opponents fellow participants and peers.
7. To develop the body and mind through physical conditioning and the mental activity of developing strategies in various game and activity situations.
8. To learn to sacrifice oneself and one's own interest for the sake of the team, teammates, and others.
9. To develop a sense of citizenship and loyalty to the school and community.
10. To provide participation in one interscholastic sport per season.

II. Eligibility

1. In any sport that provides a modified level of competition the coaches involved will select the modified team from grades 7 and 8 and the varsity team from grades 9,10,11,12. Students in grade 9 must try out for the varsity team first, if not selected to play varsity they will play on the modified team. (The best interest of the student-athlete is taken into account.)
2. The Board of Education, administration, faculty, and coaches at Sharon Springs Central School are committed to academic excellence. Therefore we seek to make academic achievement of students our primary concern. Although extracurricular activities are part of the education of the total person, student participation cannot be justified at the expense of academic achievement. Therefore the student athletes will follow the schools academic ineligibility policy.

III. Rules and Regulations

****All student athlete participants should commit themselves to act in a sportsmanlike, civil manner at all times, representing positive citizenship, reflecting the pride and self-discipline expected of student athletes representing Sharon Springs Central School.**

1. Smoking, consumption of alcoholic beverages, possession of, selling of, and/or use of non-prescribed prescriptions drugs or narcotics, and/or illegal substances will not be tolerated and will serve as the basis of disciplinary action. Any report of this behavior must be investigated by the coach/athletic director and principal.

Violation of rule #1:

- 1st offense- Suspension from the next regularly scheduled game and a meeting set up with the guidance counselor for counseling on substance abuse will be required.
- 2nd offense- Suspension for the next 3 games, (regular schedule) counseling again required by the student-athlete.
- 3rd offense- Dismissal from the team, and counseling on substance abuse if the student wishes to play on a subsequent athletic team at SSCS.

**The current code of conduct/training rules are in affect for one school year starting at the beginning of the fall season and lasting throughout the conclusion of the school year.

**In all cases of substance abuse counseling, the student-athlete will be expected to actively work with the counselor. The amount of counseling required will be determined by a trained professional. If outside counseling is recommended for a student-athlete the student-athletes parent or guardian is responsible for the outside counseling.

2. Disrespect, foul language, or insubordinate conduct directed toward game officials, coaches, teammates, athletes from opposing teams, bus drivers, fans or other personnel will subject the athlete to immediate, appropriate corrective action. This applies to practices as well as games (pre-game and post-game conduct), and bus trips to and from athletic contests. The student athlete should be aware that the use of foul or abusive language will place you in a position whereby the athlete may be prosecuted for harassment in addition to corrective action in school.

Violation of rule #2

- 1st offense- immediate removal from the game or practice, and discussion of behavior by coach.
- 2nd offense-Suspended from the next regularly scheduled game.
- 3rd offense-Suspended for the next 3 games. (regular schedule)
- 4th offense-Dismissal from team.

3. **Attendance**

Since a positive attendance record is directly linked to success in academic studies, it is the position of the Sharon Springs Athletic Department that school attendance among student-athletes is of primary concern. The following attendance policy has been developed for the Athletic Department. All athletes are expected to be in school each day unless excused for an acceptable (legal) reason.

Daily attendance- Student-athletes must attend at least four (4) periods of school the day of a practice in order to participate in practice that afternoon. In cases of acceptable reasons, doctor's note, dentist note, etc. must be provided.

*Acceptable reasons include doctor's appointments, dentist appointments, court appearances, legal appointments, funerals and unforeseen emergencies (principals approval required).

4. A student athlete who finds it necessary to miss a practice or game with due reason MUST notify the coach and indicate the reason. DO NOT relay a message through other players. A doctor's note will be required if a practice is missed due to a doctor's appointment (Coaches need to keep this on record.) If it is family related (i.e. Funeral, illness, emergency), a note from the parent is required and must also signed by the principal in order for the student athlete to participate. In all other cases the coach will evaluate the reason for the missed practice or game and determine if action is warranted.
5. Student athletes will return all school issued equipment and uniforms to the coach within one week following the season or on the date specified by the coach or immediately upon termination of membership on the team. It is the student athlete's responsibility to take care of his/her uniform and keep it presentable, clean, and in good repair at all times. If for some reason the uniform and equipment are not returned, or is in an unacceptable condition, payment covering cost of replacement will be charged.

Violation of rule #5:

Step one- Reminder from Coach

Step two- Phone call or letter home or speaking to parent/guardian in person.

Step Three-Held out to next season until uniform or equipment payment is received and report card held.

6. Suspensions: A student athlete who has been suspended from school or has in school suspension from school for a violation of school rules as spelled out by the Sharon Springs Central School Handbook will not be permitted to practice or play in a game during the period of his/her suspension from school or that of in school suspension. The "period of his/her suspension" is defined by the dates indicated by the school administrator who notifies the parent or guardian of suspension.
7. Detentions: A student athlete who has been assigned to detention because he/she has violated school rules will be expected to serve that detention even if he/she misses a practice or an away contest by doing so. While detention will not purposely be assigned on the day of a practice or an "away" contest, neither will detention be avoided on those days.
8. Travel: All team/squad members must travel to and from away contests on school transportation. Exceptions to this rule may be requested by the athlete's parent/guardian in writing to the principal prior to the day of the away contest for approval. Students will only be released to their parent or guardian. They may not travel with another family without prior approval from the principal and permission from principal given to the coach in writing.
9. Student athletes will conduct themselves in such a manner as to avoid being arrested, prosecuted and convicted of any laws of the village, town, county, state, or nation. Should a person have difficulties in conducting themselves the Committee will meet to determine the extent of disciplinary action. Membership from the team could be terminated. (The committee will be comprised of coach, athletic director, and administrator.)

10. Physicals, medical history, and permission slip: All student athletes must have a current sports physical on file with the school nurse. The school provides physicals at certain times throughout the school year. Student athletes are encouraged to take advantage of these opportunities. If you choose to have your own physical done at your own expense, it is necessary to pick up a school form for your doctor to fill out. Students who do not have a current sports physical on file with the school nurse will NOT be allowed to participate until this matter is taken care of. For each sports season student athletes will need to update a medical history sheet with the nurse in case there are any changes. Student athletes may not participate until they have a signed parental/guardian permission slip/medical waiver turned into the coach.
11. Hazing: “Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a risk of emotional, physical or psychological harm to a person, in order for the student to be initiated into or affiliated with a student organization (athletic team) for any purpose. The term hazing includes, but is not limited to:
- Any humiliating, degrading or dangerous activity demanded of a student to join a group regardless of their willingness to participate. (conduct which has a potential to endanger the mental or physical health or safety of a student.)
 - Any harmful, aggressive, destructive or disruptive behavior such as striking, whipping, sleep deprivation, etc. that subjects the students to unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - Substance abuse - use of tobacco, alcohol or illegal drugs.
 - Any activity that intimidates or threatens the student with ostracism that subjects a student to emotional, physical, or psychological stress.
12. Quitting: A student who does not show up to practices and contests, who does not contact the coach as to reasons why he or she has not been to practices or games will be considered to have quit the team and will be asked to turn in his or her uniform at once. He or she will forfeit any “points” accumulated under the Sharon Springs points system
13. Definitions: As used in this policy, the following definitions apply.
- Drug- defined as a controlled substance in the Penal Law.
 - Alcohol - intoxicating liquor/beer containing alcohol.
 - In Possession - means the person has a controlled substance or equipment or property in his/her clothing or otherwise on his/her person in an assigned locker, or a vehicle operated by the individual.
 - Sell - means to sell, exchange, give or dispose of to another or to offer to agree to do the same.
 - Tobacco Product- includes cigarettes, cigars, pipe tobacco, smokeless tobacco, (chewing tobacco, snuff, etc.) and/or tobacco substitutes.
 - Quitting - unexcused absence from two or more consecutive practice sessions, or combination of contests and practices.
 - Season- shall be defined as that period of time beginning with the first day of practice or action to last team or organizational competition or activity.
 - School District Property- any property which is owned, operated, or supervised by the school district or its personnel.

- i. Insubordinate Conduct- failure to comply with the lawful directives of an advisor, coach, school administrator or other school employee in charge of the student

14. General Procedures

- a. Individual coaches may set up rules pertaining to their particular sport as long as they are reviewed and accepted by the athletic director and administration. Athletes will be informed of these rules and are required to abide by them
- b. Students should be at their practices at their scheduled time. The student athletes must be with their coach/advisor at all times.
- c. Students are not allowed to be in the school unsupervised while practices are going on. They are to stay on the ground floor when arriving and leaving for practice.
- d. If a practice is scheduled right after school, the students should not be leaving the school grounds.
- e. Students should not be leaving school grounds prior to bus departure for any away contest that takes place right after school dismissal.
- f. The coach's disciplinary action in these areas will remain consistent. Any violation of the rules will result in a form of discipline. Everyone is representing Sharon Springs Central School and we should all be striving to "set a fine example"

15. Procedures

- a. Parent request for a conference with coach:
 1. Call the school and ask to speak to the coach.
 2. Discuss the situation on the phone; if you still desire a conference, make an appointment
 3. If the coach cannot come to the phone, leave a message with the person who answered the phone and the coach will get back to you.
- b. Suspension and dismissal from the team:
 1. The coach will immediately inform the student of the suspension/dismissal and of the reason.
 2. The coach will inform the parents of the suspension/dismissal and of the reason.
 3. A student athlete who has been suspended from a team will not take part in any contests during the suspension. He/she will be required to attend all practices and attend all games on the bench. The student will not be required to be in uniform.
 4. A student athlete who has been dismissed from a team will not take part in any games or practices. He/she is not to be admitted to any practices or games.
 5. The right of a student to appeal such a decision to the administration is available after every attempt has been made to resolve the appeal request with the coach and athletic director.
- c. Appeal process:
 1. If you feel the discipline to be unfair you must first contact the athletic director as to the reasons.

2. Next, you would go to the principal (administrator). Follow school procedures from the main office.
 3. Next, you would go to the superintendent (administrator). Follow school procedures from the District office.
- d. Academic ineligibility - Student athletes will follow the guidelines set forth in the Sharon Springs Central School student handbook which they all receive. The Principal will be able to give you details of procedures set up for student athletes to follow to become eligible.
1. Students must be concerned with their academic performance first and foremost. Student athletes are expected to see their teachers for extra help in areas with which they are struggling.
 2. Student athletes will not be penalized for attending extra help sessions from their teachers. This is highly encouraged by the Athletic Department. Student athletes need to let their coach know they are going to an extra help session. This is a legal excuse.

EQUAL OPPORTUNITY

Notification of Title IX/Section 504 Grievance Procedures

The Sharon Springs Central School District does not discriminate on the basis of gender, handicap, race, or age in its educational programs, activities, or employment as required by Title IX of the 1972 Education Amendments or Section 504 of the Rehabilitation Act of 1973.

Each student is encouraged to develop and achieve individual educational goals. The district will provide every student with equal educational opportunities regardless of race, color, creed, gender, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment services, extracurricular activities, or other school resources.

If you believe that you have been discriminated against on the basis of gender, handicap, race or age, you may make a claim that your rights have been denied. This claim or grievance may be filed with the District Superintendent, Title IX Compliance Officer or Stacey Alexander-Mann, Director of PPS, Section 504 Compliance Officer.

You may also file a complaint of illegal discrimination with the Federal Office for Civil Rights, United States Department of Education, Washington, DC, at the same time you file the district grievance, during or after the use of the district grievance process, or without using the district grievance process at all.

If you wish to discuss your rights under Title IX and/or Section 504, to obtain a copy of the full Title IX and/or Section 504 grievance procedure(s), or to obtain help in filing a grievance, please contact the District Superintendent, Title IX Compliance Officer or Stacey Alexander-Mann, Section 504 Compliance Officer at 284-2266.

Corporal Punishment

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden. However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

1. Protect oneself, another student, teacher or any person from physical injury.
2. Protect the property of the school or others.
3. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers and duties, if that student has refused to refrain from further disruptive acts.

The district will file all complaints about the use of corporal punishment with the commissioner of Education in accordance with Commissioner's regulations.

Alma Mater

Dear Schoolmates, ever loyal, true and faithful
Gathering 'neath the maples on the hill;
With courage, faith undaunted for our future;
As we older grow we love thee still.

The Purple and the White shall wave forever
Keep this emblem ever clean and bright.
Oh, may the glorious folds be sullied never,
Love for aye, the Purple and the White.

All hail to thee, our dear old Sharon
Open wide your portals to the right.
Still o'er the fields of conflict ever waving,
Float for aye, the Purple and the White.

This is to acknowledge that I have received a copy of the 2006-2007 Sharon Springs Central School Student Handbook. It is my understanding that I am responsible for making myself aware of its contents. Further, although the guidelines, rules and policies contained herein are current on this date. I am aware that any or all sections of this handbook may be altered or omitted and new sections added by action of the New York State Education Department, the Sharon Springs Central School Board of Education, and/or the Administration. When such changes are made, I expect to be informed by the Administration.

Student's Signature

Date

Student's Name (please print)

Parent or Guardian (If you are under the age of 18, a parent or guardian must read and sign the agreement.)

As a parent or guardian of this student, I have read the Policy Provision for Internet access as stated in the Student Handbook. I understand that individual access is intended for educational purposes and that the Sharon Springs Central School District has taken available precautions to eliminate controversial material. However, I also recognize it is impossible for the Sharon Springs Central School District to restrict access to all controversial materials and I will not hold the Sharon Springs Central School responsible for materials acquired on the network. Students should not have any expectations of privacy as their usage will be monitored and tracked. I understand that any "sharing" of individual passwords is a violation of this agreement. Further, I accept full responsibility if and when my child's use of the Internet is not appropriate in the school setting. I hereby give my permission to grant individual access for my child and certify that the information on this form is correct.

Parent or Guardian (Please sign)

Date

Student's Name (Please print)