

## INTRODUCTION

This book is designed to provide you with the information you need to function as a good school citizen. Familiarize yourself with the rules and procedures - you are expected to operate within them. Use the agenda to keep track of your academic responsibilities and to organize your time.

Sleepy Hollow Middle School is a school where people care about and respect the rights of one another. We are dedicated to providing an educational environment in which you can be guided to reach your fullest capacity so you may become your best; physically, mentally, morally, emotionally, socially and spiritually. At Sleepy Hollow Middle School you will be helped to grow into an intelligent, self-directed person, willing to accept responsibility for what you do and to contribute your fair share to the good of humankind.

The easiest way to follow all the rules of the school and to avoid difficulties is to act with a sense of personal pride, maturity and self discipline at all times. Treat others with a degree of respect you wish for yourself and you will have a very positive and productive career at Sleepy Hollow.

## BEHAVIORAL GUIDELINES

Each teacher establishes rules for his/her classroom and will be responsible for disciplining disruptive students. Rules vary from classroom to classroom. You are expected to work within a variety of rules and procedures as specified by school staff and as stipulated in the Code of Conduct.

### You are expected...

1. to attend class regularly.
2. to be punctual - in your assigned seat ready to work and learn with all necessary materials when the bell rings.
3. to move quietly through the halls - keeping hands, body and objects to yourself. Refrain from yelling, running, horseplay and other behavior that disrupts and/or endangers another.
4. to treat all staff members and fellow students with courtesy - follow any request or direction given you by a staff member or their substitute. If you disagree with a direction given you by a staff member, the first thing you are expected to do is obey the direction, then you have the right to express a difference of opinion in an appropriate and respectful manner. You may do so using the following procedure:

#### *Step 1*

Discuss the matter privately with the staff member at an appropriate time.

#### *Step 2*

If you are not satisfied or are un-comfortable with step 1, speak to your counselor or an administrator. In all cases, be sure to let your parent or guardian know that you are in disagreement and what steps you are taking to resolve the problem.

5. to refrain from committing a physical or verbal assault, bullying, discrimination, harassment, using profane language or threatening anyone at any time. If you are in a situation that cannot be resolved by talking out the problem, you have an obligation to

seek a peaceful solution. An aggressive, hostile act does not require an aggressive, hostile response. Walk away from confrontation and seek out the nearest staff member for assistance. Remember, if you are aware of a situation beginning to brew, you should seek out an adult for assistance.

6. to refrain from words or conduct that offends, bullies, harasses, discriminates, stigmatizes or demeans anyone. Hazing, harassment (sexual or otherwise) or lewd behavior will not be tolerated. If you feel you have been subjected to any of the above, you are obligated to report it to faculty or administration. Sexual harassment is unwanted and unwelcome sexual behavior that interferes with a student's right to get an education or to participate in school activities.
7. to keep any object or material which can cause harm to you or others off school grounds and away from school functions. The possession, sale, or use of any weapon (a weapon is defined as anything that can be used to cause harm including: baseball bats, carton cutters, razor blades, etc.) or fireworks is illegal and constitutes a serious threat to the safety and well-being of students, school personnel, and property. You will face up to 5 days suspension with a Superintendent's Hearing and possible police involvement if you bring dangerous objects or materials to school or threaten to use one. Possession/use of a weapon will result in an automatic Superintendent's Hearing. Possession of a firearm will result in a one-year suspension.
8. not to bring electronic games, walkie-talkies, two-way radios, water guns, roller blades, skateboards, etc. to school unless it is to be used as part of a preplanned classroom activity under the direction of a teacher. Beepers and cell phones may not be visible, audible or used during the school day, during examination periods, or at any time when school is in session. CD players, MP3 players, or other entertainment devices may not be visible, audible, or used on school property, unless it is to be used as part of a preplanned classroom activity under the direction of a teacher.  
  
On a first offense, the equipment will be held by an administrator until the end of the day. If there is a second offense, the equipment will be held until picked up by your parent or guardian. Using any of these devices may result in additional disciplinary consequences.
9. not to tamper with the fire alarm system in the building or falsely report a criminal incident or impending explosion or fire emergency involving danger to life or property or impending catastrophe. This would endanger the lives of everyone in the building and is illegal. Anyone committing this offense will be suspended and prosecuted according to the state or federal law.
10. to have a basic respect for the rights and property of others. This is important for the proper functioning of the school. If you either damage or steal school

property or property belonging to persons in the school you will be required to pay for any damages and to perform service for the school to correct the results of your destructive behavior. In addition, you will be subject to suspension depending upon the severity of the incident. In serious cases, police authorities will be notified.

11. to behave in healthy ways - your physical and emotional well being is of utmost importance. Therefore, smoking is not permitted on school grounds or at any school function. Possession and/or use of drugs/ alcohol is prohibited and will be dealt with severely.

If you sell, give, possess, use or are under the influence of drugs or alcohol in or on school property (including buses) or at a school function, you will be (1) suspended by the Principal and subsequent expulsion may be considered; and (2) reported to the appropriate law enforcement agencies for possible legal action. Your parent/guardian will be contacted immediately.

12. 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 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 shall be safe, appropriate and not disrupt or interfere with the educational process and shall:

1. Not include extremely brief garments and see-through garments.
2. Ensure that underwear is completely covered with outer clothing.
3. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
4. Not include the wearing of winter coats.
5. Not include the wearing of hats, sweat headbands or head coverings, except for a medical or religious purpose.
6. Not include items that are vulgar, obscene, libelous or denigrate others, including, but not limited to items that are vulgar, obscene, libelous or denigrate others on account of actual or perceived race, color, weight religion, creed, national origin, ethnic group, religious practice, gender (identity or expression), sex, sexual orientation or disability.
7. Not promote and/or endorse the use of alcohol, tobacco or 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. Any student who refuses to do so shall 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.

13. to put forth your best effort, maintain academic integrity and take pride in your work. Cheating or plagiarizing will not be tolerated and will result in academic as well as disciplinary penalties.
14. to obtain parent/guardian and teacher/staff signature whenever requested. Forgery or use of a forged note or document is a serious offense. In all such cases, your parent/guardian will be notified and you will be subject to disciplinary action.

## CONDUCT AND DISCIPLINE

Rules, Regulations and Procedures as outlined in this handbook are established to enable our school to function effectively and safely for all students. Failure to conduct yourself in an orderly manner or to obey these will result in disciplinary action.

Traveling to and from school is considered an extension of school grounds, therefore all rules and regulations governing student behavior apply. These rules also apply at all school functions whether on or off school grounds.

Permissible Penalties - The range of penalties which may be imposed for violations of the student disciplinary code include the following:

1. verbal warning
2. written warning
3. written notification to parent/guardian
4. counseling
5. probation
6. reprimand
7. detention
8. confiscation of unauthorized articles
9. payment/restoration of damages
10. suspension from transportation
11. suspension from athletic participation
12. suspension from social or extra curricular activities
13. loss of parking privilege
14. suspension of other privilege
15. removal from a particular class
16. in-school suspension
17. out-of-school suspension
18. involuntary community service
19. time out
20. referral to police/court
21. principal's hearing/probation
22. revocation of lunch privileges
23. restricted menu selection and snack bar privileges
24. other

### Initiation of a Student Disciplinary Proceeding

Any teacher, administrator, board member, parent or other person may report a violation of the student disciplinary code to the building Principal or her designee. The principal, or her designee, will then make an investigation of the charges as deemed appropriate and institute an informal or disciplinary proceeding, and/or make a referral with respect to the penalties which may be imposed either alone or in combination.

Notwithstanding the above, any teacher may order detention for up to two days without first referring the case to a building administrator provided that the teacher gave the student notice of the reasons for the detention and an opportunity to discuss the facts believed to justify the proposed disciplinary action. Teachers may remove a student from class for up to two days with parental notification.

The student's right to a Superintendent's Hearing before suspension from attendance in excess of five days and the right to an appeal of such a suspension to the Board of Education pursuant to Education Law Section 3214 is recognized by the Board of Education.

### **Academic Eligibility**

We believe that student activities and athletics are an important part of our Middle School program. Academic achievement is, however, a student's top priority. The following policy is designed to establish and maintain balance between the two for the students of Sleepy Hollow Middle School.

#### I. Eligibility Periods

Academic eligibility to participate in athletics and other extra curricular student activities will be evaluated at the end of each quarter and at the time of each interim report. Guidance counselors will serve as 'case managers' responsible for drafting and monitoring improvement plans for students who fall below eligibility standards at either benchmark. Report card grades will be reviewed each quarter and eligibility lists generated by the Registrar under the supervision of the Guidance Chair to determine each student's status.

Eligibility begins or ends with the report card issue date at the close of each quarter. Each quarter will establish eligibility for the next quarter. Each quarter is assigned a subsequent eligibility period as follows:

- Quarter 1 - establishes eligibility for Quarter 2, (Mid-November to Late January)
- Quarter 2 - final average/grade for semester courses and Quarter 2 grades for full year courses, establishes eligibility for Quarter 3.
- Quarter 3 - establishes eligibility for Quarter 4, (Mid-April to June)
- \* Quarter 4 - final average/grade (including summer school) establishes eligibility for Quarter 1, (September to Mid-November)
- \* (Eligibility carries over into following year.)

Interim reports issued throughout the year provide critical progress reports on students' performance. These reports should be reviewed by counselors, coaches, advisors, parents and administrators to focus students' priorities on academics. The reports serve a dual purpose:

1. They present warning that a student is failing a course midway through the quarter, reminding them that they are in danger of being ineligible to participate in student athletics and activities if they fall below eligibility standards.
2. They provide an ineligible student an

opportunity to petition for reinstatement of eligibility. If an ineligible student can demonstrate that at the mid point they are meeting eligibility standards, they can become eligible for the remainder of the quarter. These status reviews are conducted by the Principal only when initiated by the student on the appropriate form with parent/guardian signature.

#### II. Eligibility Standards

To be eligible to participate in athletics and extra-curricular activities a **Middle School student** must be passing 5 of their scheduled courses, at least three (3) of these courses must be full year courses. **Transfer students** will be subjected to the same requirements for participation. The following specification should be noted:

- Any special education student that may be in a non-traditional educational environment where grading may be waived can establish and maintain eligibility provided they are meeting the goals established by their IEP.
- Incomplete grades do not count as passing or failing until they are posted. As per policy, students have 10 school days to address an incomplete - before it reverts automatically to a failing grade.

#### III. Daily Participation/Daily Attendance

Daily attendance as recorded by the attendance office as per MS policy as stated in the student handbook dictates:

- Absent - a student cannot participate on that day
- Excused Absence - a student can participate (with legitimate note) (i.e.: religious retreat, court appearance, school trip)
- Late/Early Dismissal - a student must be in attendance four or more periods in order to participate on that day
- Cutting (one or more classes) - a student cannot participate on that day

Special circumstances may apply to this requirement and may be petitioned on an individual basis to the Principal or his designee (athletic director).

#### IV. Due Process

Students have the right to appeal eligibility rulings. All appeals must be made in writing, signed by both student and parent, and should be directed to the principal or his designee. Appeals must be presented within 10 school days of issuance of the report cards or interim report in question.

### **Academic Integrity**

All work assigned during a course is central to the goals, objectives and experiences of that course and is designed to fulfill a specific learning experience. All work, therefore, is expected to be created or written for the given assignment.

All students at Sleepy Hollow Middle School are expected to live up to the highest standard of academic honesty. Cheating and plagiarism shall not be tolerated. Students found to be cheating, plagiarizing, or submitting anything other than their own original work created specifically for the assignment will receive no credit for the assignment or test. Depending on the circumstances of the cheating or plagiarism, there might be further disciplinary consequences and/or suspension or removal from co-curricular activities.

### Cheating

Cheating is defined as the intentional use of someone else's work or material on any test or assignment; or the use of any prohibited means to enhance the performance on an examination or assignment.

### Plagiarism

*Plagiarism* (italics added) is the presentation of another writer's ideas or words as if they were your own, without acknowledging the source. Most students do their best to avoid it. Even so, once you have researched your topic, it may be difficult to make the distinction between your own voice and the voices of those you've consulted.

While you may not think "borrowing" a phrase or two from an author for your research paper is on par with pirating millions of dollars' worth of rock albums, the principle is the same. The author's work belongs to the author, and taking it without permission or acknowledgement is stealing... Think of how you might feel if someone passed off your work as his own.

*Plagiarism* can be further defined as using someone else's words or ideas without giving proper credit—or without giving any credit at all—to the writer or the original. Whether plagiarism is intentional or unintentional, it is a serious offense (italics added).

**NOTE:** *Whether many or only a few key words and phrases are copied, they should be in quotation marks, with a source and author cited* (italics, bold and underline added).

### **Accidents**

If you are accidentally injured during a school sponsored activity, you must immediately report the incident to the supervising staff member, then report it to the school nurse.

### **Address and Telephone**

It is important that we be able to contact your parent/guardian at all times in case of an emergency. Be sure to notify the Middle School office of any changes in home or work address or phone number.

### **Assemblies**

Assemblies and concerts are considered a part of the regular school program. All students are expected to attend as scheduled. Failure to attend is considered a class cut and will be dealt with accordingly. You are to take a seat in the section assigned to your class. Courtesy is a sign of maturity and pride in yourself and your school. You are expected to enter the auditorium quickly and maintain proper decorum throughout the assembly. You should remain with your teacher and stay seated until dismissed.

### **Attendance Procedures**

According to Board Policy, the only excused reasons for absence from school are:

- Sickness
- Religious observance
- Impassable roads or weather
- Critical illness or death in the family
- Quarantine
- Required attendance in court
- Approved educational visits

All other absences, such as extended weekend trips, early departures for vacations, late returns from vacations, etc. are unexcused absences. Students who are absent more than five (5) consecutive days are required to bring in a note from a doctor.

### Procedures to follow for absences:

1. If you are going to be absent from school, your parent or guardian is requested to notify the school by calling 332-6276 after 7:30 a.m.

**NOTE:** *A written note for your absences must be turned in to the attendance officer in the main office upon your return. The note must be signed by a parent or guardian and state the specific reason for your absence. All absences will be considered illegal until a note is received.*

2. It is your responsibility to see your teachers to make up any work missed during your absence.

### Procedures to follow for early dismissals:

1. Students who are required to leave school prior to the end of the school day must:
  - a. Present the attendance officer in the main office with a note, written and signed by a parent or guardian, stating the time of dismissal, the reason, and a contact telephone number.
  - b. Students without notes must be personally signed out by their parent or guardian.

### **Books and Materials**

You will be expected to fill out a BOOK CARD for each book issued to you, which must be returned to the teacher. You must exercise care in maintaining your books and any

other school issued materials. You are responsible for the numbered text issued you, which must be returned, in good condition, to the teacher. Failure to do so will result in restitution.

### **Bus Transportation**

The school bus is considered an extension of school grounds, therefore all rules and regulations governing student behavior apply. Bus transportation to and from school is a privilege, not a right. Students who behave unsafely may lose their transportation privilege.

You will observe the following rules when riding on a school bus:

1. enter the bus in a quiet and orderly fashion
2. wear seatbelts when available
3. be courteous; use no profane or inflammatory language
4. do not eat or drink on the bus
5. keep the bus clean
6. follow all directions given by the driver
7. do not damage bus or equipment
8. stay seated
9. keep head, hands and feet inside
10. do not fight, push or shove
11. do not tamper with bus equipment
12. do not bring pets on the bus
13. do not bring flammable material on the bus
14. keep aisles clear
15. leave in an orderly fashion at your designated stop

### **Cafeteria: Breakfast and Lunch**

You are expected to behave in a polite, cooperative and respectful manner to peers and adults in the cafeteria as in all other parts of the school. All papers and waste materials must be placed in appropriate receptacles - it is your responsibility to clear your eating area. All food and beverages should remain in the cafeteria and may be removed to other areas only with the express permission of an administrator.

You are to eat seated in a chair at a table. During lunch periods, you must report directly to the cafeteria and may then sign out to other areas with permission. Loitering in the hallways outside the cafeteria or elsewhere in the building is prohibited.

#### Breakfast and Lunch Program

Breakfast is served from 7:30 a.m. in the cafeteria for all students.

Those students eligible for the free or reduced cost program must complete the required forms and return to the Middle School office.

### **Class Attendance**

Regular school attendance is essential to academic success and every student should be in every class every day. Therefore, one major component of our course requirements is daily classroom participation. If you are absent for any part of a class without permission, you are considered cutting. Students must sign into school prior to

noon or back into school by 3:00 p.m. to be able to participate in after school activities.

Class attendance rules regarding participation in after school activities, including athletics, are described in the Academic Eligibility section of this handbook and in the Athletic Handbook.

#### Opportunities to Make Up Missed Work

The faculty will always be available to respond to your questions about work missed during an absence regardless of the reason for the absence.

The general rule of thumb for making up work when a student is legally excused from a class is to extend that student one day for each day of absence in order to make up any missing work. Additional arrangements can be discussed with individual teachers.

A student can be denied the opportunity to make up a test, assignment, etc. missed because of the student's intentional unexcused absence (class cutting).

Students who are suspended from school will not be marked illegally absent unless they fail to attend the alternative education the district is obliged to provide.

In cases where a student is unable to attend school due to a prolonged illness, but is able to receive instruction at home or in the hospital, the district will provide home instruction. Requests for home instruction are processed by the Guidance Counselor when a student's illness causes him/her to be out of school a minimum of 3 weeks.

In cases of short term illness, we will send work home for the students to complete and turn in. Students who are ill will not be denied a daily participation grade unless they fail to take advantage of the make-up opportunities offered. A student who is out 2 days or more can contact the middle school office to request that assignments be gathered from teachers to be sent home.

### **Code of Conduct**

The Board of Education of the Union Free School District of the Tarrytowns is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and other visitors is essential to achieving this goal.

The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, appreciation of differences, honesty and integrity.

The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is

administered promptly and fairly. To this end, the Board has adopted a code of conduct.

Unless otherwise indicated, this code applies to all students, school personnel, parents and other visitors when on school property or attending a school function.

The Board will work to ensure that the community is aware of this code of conduct by providing copies of a summary of the code to all students at the beginning of each school year, making copies of the code available to all parents at the beginning of the school year, and providing a copy on the district web site.

### **Detention**

You may be assigned detention because of failure to adhere to a school rule. Teacher/staff members may assign their own detention for a determined period of time. You must serve detention when assigned and should present a note from your parent/guardian to the Middle School office if anything prohibits you from serving detention on an assigned day.

### **Elevators**

Students are not permitted to use the elevators without written permission from the nurse or an administrator.

### **Emergency Closing**

School may be closed, or opening may be delayed, due to severe weather conditions. Announcements will be made via the District's automated dialer and over the following radio/television stations:

WINS AM 1010 New York  
WFAS FM 104 Westchester  
WLNA AM 1420 Peekskill  
WHUD FM 100.7 Peekskill  
News 12 Westchester

If there is a need for a delayed opening, period 1 will begin at 9:45. The delay will usually be two (2) hours, with period two beginning at 10:30 a.m.

### **ESL Center**

The ESL Center is available to any student seeking academic support. Mandated students are required to attend as scheduled. Non-mandated students may "drop in" during unassigned time or with a pass from a Study Hall teacher. Access to the ESL Center is determined by capacity.

### **Examination Absences**

If you are going to be absent on a day that a New York State Assessment, school mid-term or final exam is scheduled, your parent/guardian MUST call the Middle School Office and notify the school of the absence before 8:30 a.m.

If you are absent from a Regents exam, you may take the exam the next time it is given (the following January, June

or August). Make-ups for school exams will be arranged by the Team Leaders or Department Chairpersons.

### **Extra Help**

We encourage you to seek help in subject areas where you are experiencing difficulty. You are encouraged to seek extra help from your teachers either before or after school or at some mutually convenient time during the day. In addition, all teachers have the right to ask you to report after school or before school for extra help. **The Homework Center is available Monday through Friday from 3:00 to 4:30 p.m.**

### **Field Trips**

In order to participate in a field trip you must give your teacher written parental/guardianship consent. Participation is a privilege, not a right. Permission slips will be distributed by teachers well in advance of any scheduled trip. You are reminded that, while on a field trip, you are subject to the same rules of conduct as apply while you are in school and are responsible for all class work missed. You represent Sleepy Hollow Middle School when you go on a trip. Be proud of yourself and your school - show it in your behavior and manners.

### **Fire Drill Procedures**

Fire drills are held regularly as required by New York State Law. Directions for exiting the building are posted near each classroom door and will be explained by the teacher of each class.

It is essential that the building be totally evacuated and that clear access to the premises by the fire department be established. In order to accomplish this it is vital that you adhere to the following regulations during all drills:

1. Move through the hall and away from the building in an orderly fashion - quietly - no talking.
2. You must remain with your class throughout the drill.
3. You may not re-enter the building until the all-clear signal sounds.
4. If you are in the cafeteria take directions and move out of the building as instructed by the teacher on cafeteria duty.
5. If you fail to respond to instructions or you remain in the building during a drill, you will be severely disciplined. For your safety, we need your cooperation.

During drills or during an actual emergency situation, an exit or stairway may be blocked. If the normal exit route is blocked, proceed to the nearest exit or stairway out. **DO NOT ATTEMPT TO GO THROUGH A BLOCKED AREA, STAY CALM.**

### **Guidance and Counseling**

Your counselor is available to work with you on personal and academic issues or any other concerns you might have.

Appointments with support personnel should be scheduled during your lunch period, before school, or after school. Practice simple courtesies: Make appointments. If a cancellation is necessary, notify as soon as possible. Remember: You must first report to your assigned class

and check in prior to reporting to any scheduled appointments.

### **Hall Passes**

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member.

## **“Harassment, Bullying and Discrimination Policy**

The Board of Education will not permit, condone, or tolerate harassment or bullying of its students by District staff or students on school grounds or during any school-sponsored activity. Nor shall the Board of Education permit, condone, or tolerate any student be subjected to discrimination by District staff or students on school property or at school functions based upon his/her actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, lineage or citizenship status, familial status, marital status, sexual orientation, gender or sex. No student shall be required to tolerate such harassment or discrimination on school grounds or during any school-sponsored activity, nor shall they be subject to retaliation for objection to such harassment. All District staff will refrain from subjecting students to harassment and will actively strive to end harassment by others.

Harassment is defined as the creation of a hostile environment by conduct or verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety. Such conduct, verbal threats, intimidation or abuse includes but is not limited to conduct, verbal threats, intimidation or abuse based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, lineage or citizenship status, familial status, marital status, sexual orientation, gender or sex. Bullying, which is a form of harassment, is defined as the purposeful, repeated use of demeaning or hurtful words and/or actions that make another student feel threatened or uncomfortable. Harassing, bullying and/or discriminating behavior through any means including but not limited to, personal interactions and written and digital communication, such as use of texting, the Internet, videos, photography and graffiti, is not permitted.

An act, threat or complaint of harassment, bullying or discrimination should be reported by the affected student or his/her parent(s) or guardian(s) (hereafter referred to generally as “the student”) to a school staff member or

administrator. To the greatest extent possible, all complaints shall be handled in such a manner as to ensure confidentiality and insulate the student and/or any witness from embarrassment or retaliation.

If it is determined that this policy has been violated, immediate and appropriate action shall be taken to correct the situation. Corrective action will likewise be taken in response to any retaliation against the student or any witness who participated in the investigation. Any student who engages in harassment, bullying, discrimination or retaliation may be subject to discipline up to and including suspension from school and/or exclusion from extra-curricular activities. Disciplinary action taken pursuant to this policy shall be in accordance with District policies regarding student discipline, and all applicable laws, including but not limited to those protecting students with disabilities.”

### **Health Services**

If you become ill in school, you must report to the nurse, who will decide what should be done. You must not leave the building because of illness without authorization from your parent or guardian and the Principal. If the nurse is not in, you are to report to the Middle School Office.

Students participating in sports and cheerleading are required to have a physical examination by the school doctor or personal physician and must show proof of a second measles immunization.

To comply with the New York State Law, no medication is dispensed in school without written authorization of the student’s parent/guardian and/or physician. **Note: All seventh graders must submit a medical report from their physician or the student will be examined by the school physician.**

Students are not permitted to use the elevators without written permission from the nurse.

### **Homework**

Home preparation is a natural extension of class work and is assigned regularly. You are expected to complete assignments promptly and carefully and to plan appropriately for the completion of large projects. Agenda books have been provided for you to assist you in maintaining proper preparation

#### Homework While Absent

Upon your return to school after being absent, it is your responsibility to consult with your teachers regarding homework and class work which you have missed.

If you expect to be absent for two (2) or more days due to illness, etc., your parent or guardian may wish to contact the Middle School Office to make arrangements for

homework pickup. If you anticipate an extended absence, please contact your guidance counselor immediately.

### **Immunizations**

Public Health Law states all children attending public school must be immunized against D.P.T., Polio, Measles, German Measles and Mumps.

### **Incompletes**

The purpose of our policy on incompletes is to place the emphasis on students meeting course requirements in order to receive a grade and earn credit. All requirements must be fulfilled if a student is to be seated for the final examination and be permitted to attend summer school.

To receive a grade, course credit and permission to attend summer school, all course requirements must be completed by the student and accepted by the teacher. Therefore:

1. if a student does not complete course requirements, in a quarter, a grade of 'incomplete' can be assigned,
2. if a student receives a grade of 'incomplete' for the first, second or third quarters that work must be completed, to the satisfaction of the teacher, within 10 instructional days of the close of the quarter for which the incomplete was given,
3. if a student does not complete the course work within the 10 day frame, then:
  - a. the 'incomplete' grade reverts to a failing grade or
  - b. the grade of 'incomplete' is rolled over to the subsequent quarter with the permission of the principal or her designee,
4. if a student fails to complete the work by the conclusion of a course, a final grade of incomplete will be assigned and the student will not be allowed to take the final exam (when applicable). A plan for resolution of the final grade will be designed by the teacher.

### **Internet/Network**

Listed below are the behaviors expected from all students who will use the Internet/Network.

- Follow the directions and procedures of your teacher
- Use the Internet/Network for educational purposes only
- Be courteous by using the Internet/Network in ways not disruptive to others
- Observe the copyright laws regarding software, information, and authorship
- Respect the privacy of others
- Keep personal information to oneself
- Engage in legal activities only
- Access material related to educational purposes; nothing that may be considered inappropriate or offensive by users, parents, teachers, or administrators
  - Do not purchase any commercial services or Items
- Do not place abusive or objectionable material on the Internet/Network
  - Do not use or attempt to use web based email
- Do not engage in vandalism; that is, any attempt to harm, modify, and destroy data of others, or uploading or creating computer viruses
- All others listed in District policy\

If you fail to follow the Acceptable Use Policy, you will lose your privilege to use the Internet/Network at Sleepy Hollow and may have additional penalties imposed.

### **In The Building Before and After School**

Other than for breakfast or detention, you are not expected to be in the building before 7:30 a.m. You are expected to leave the building after your last scheduled class unless you are part of an activity which is supervised by a staff member. Once a student arrives on school grounds, he or she is not permitted to leave.

### **Library-Media Center -**

Hours 7:30 a.m. - 4:30 p.m.

The LMC is available to:

1. conduct research.
2. work on homework in a quiet atmosphere.
3. browse through books, magazines and/or other materials the LMC has to offer.

When at the LMC:

1. You must be involved in a productive activity as described above. If not, you will be asked to leave.
2. A quiet study atmosphere will be maintained with no more than four people seated at any table.
3. Food must not be consumed.
4. Internet use must be for school related use only.
5. Permission must be obtained prior to entering offices and/or periodical rooms.
6. You will sign in when entering the library.

Access to the LMC during all periods is determined by capacity.

### **Lockers**

You will be assigned a hall locker by your homeroom teacher at the opening of school in September and a locker in the locker room by your Physical Education teacher. You may not go to your locker while class is in session unless you have a pass. The school can assume no responsibility for the contents of any corridor or gymnasium lockers.

Do not share your locker combination with anyone. After each use, check to be sure it is locked. You will be charged for a replacement lock if your lock is lost or damaged. School officials reserve the right to open and inspect lockers at any time.

The school district does not carry insurance to reimburse students for the loss or theft of personal property, therefore DO NOT bring large amounts of money or valuables to school. If it is necessary to bring such items to school, you may bring your property to the Middle School Office for safe storage. The school can assume no responsibility for such items it holds for students.

### **Lost and Found**

Articles found are sent to the Middle School office. **Students must pay for all school property they lose**, but before doing so be certain it has not been returned to Middle School Office.

### **Off Campus Misconduct**

A Sleepy Hollow Middle School student is a representative of the Middle School in his or her conduct both on-campus as well as on the campus of another school, both within the District and outside the District. The students should conduct themselves in an appropriate manner on any school campus as a student may be subject to discipline for trespassing on other school campuses or behaving in a manner on another school campus that violates the standards of the code of conduct. A student may also be subject to discipline for conduct off-campus which in any way has a connection to the school. For example, if a difference of agreement between students begins on-campus and later results in an altercation off-campus, such conduct is considered as having a connection to the school and may be the basis for disciplinary action.

### **Posters/Announcements/Communications**

Any posters, announcements, or other communications displayed or distributed on school grounds must be approved by the Principal before being disseminated and may be attached only to surfaces that will not be marred. It is understood that all signs posted will be taken down immediately following the event.

### **Recognition Night**

The culminating event for students here at Sleepy Hollow Middle School is the 8<sup>th</sup> Grade Recognition Night Ceremony. This event is designed to honor students who have fulfilled the academic requirements for promotion to high school. Students who have not fulfilled these requirements and/or have had chronic or severe behavioral issues may not be allowed to participate. The decision with regard to participation will be made by the Principal following an individual academic and/or behavioral review.

### **Signing In Late/Signing Out Early**

Permission to leave school at any time during the school day must have a parent/guardian's written authorization, stating the time of dismissal, the reason, and a contact telephone number. You must "sign out" of the Middle School Office and "sign-in" upon returning to school. Students without a written note must be personally "signed out" by a parent or guardian.

Once a student signs out, he/she is expected to leave the building and school grounds immediately. Similarly, a student is expected to sign in immediately upon entering the building and report directly to class.

For a student to sign out, a note, including a contact telephone number, must be presented to the attendance officer in the Middle School Office upon the student's arrival to school. This will enable the note to be verified prior to the student leaving. If the note is not presented in a timely fashion, the student's departure may be delayed pending verification of the note. A student who claims to be sick may not go home unless the nurse approves it.

Students may not call parents/guardians to get permission that day. In the event a student needs to sign out and has not submitted a note, the student will only be released to a responsible adult who must appear in person. Students

will not be given permission to leave with only verbal approval.

Notes may be faxed or e-mailed to the appropriate attendance office.

### **Student Searches**

Lockers are considered school property and general searches of them may be conducted at any time, with or without the presence or knowledge of a student. Searches of a student or book bag may be conducted if there is reasonable suspicion. As the standard of suspicion increases so does the level of intrusiveness.

### **Suspension - In and Out of School**

For in-school suspension you are to report by 8:30 a.m. to the Middle School Office. You are required to remain until 3:00 p.m. Students with a first period class are required to attend that class before reporting to ISS. If you are late to suspension you will serve additional time to be determined by the Principal. You are to come to the suspension room with ALL your books, pen and paper. Talking or movement out of your seat is not permitted. Lunch will be eaten in the suspension room and the menu will be restricted. You are responsible for the condition of the room.

You are ineligible to participate in any extra curricular activity from the time you are notified of your suspension until 3:00 p.m. of the final day of in school suspension.

For out-of-school suspension, you are prohibited from being on school grounds for the duration of the time suspended unless permission is granted by the Principal. Violators will be arrested for trespassing.

You are ineligible to participate in any extra curricular activity or on school property while classes are not in session from the time you are notified of your suspension until the day you return to school.

School suspension may well jeopardize any further participation in school activities. These may include but are not limited to field trips, dances, extra-curricular activities, sports and participation in the Recognition Night Ceremony.

### **Tardiness to School**

If you arrive at school after the start of your first scheduled class, you are tardy. Students who are late should report to the Middle School Office to sign in before reporting to class. Students who have not reported to their first scheduled class or who arrive after the conclusion of the period must report to the Middle School Office to "sign-in" before reporting to class.

You are expected to have a note from your parent/guardian explaining the reason for the lateness. If you oversleep or miss the bus, you are considered illegally late. Illegal tardiness will result in your being assigned to detention. Students chronically late may face suspension.

### **Tardiness to Class**

It is expected that every student will be on time for all classes. It is your responsibility, if detained by a staff

member, to obtain a written pass from that person explaining your lateness.

Tardy students must be admitted to class even without a note, and assigned some consequence by the classroom teacher.

### **Teaming**

The 7th and 8th grades have been organized by teams to promote academic excellence and to establish a feeling of belonging and a sense of personal identification with our school and its purposes.

Teams provide:

- Interdisciplinary instructional units
- Coordinated parent/student conferences with input from all of your teachers
- Flexible scheduling and programming
- A link to the learning from one class to another

### **Textbooks and Athletic Equipment**

If you lose or deface textbooks or library books, or fail to return athletic equipment loaned to you, payment must be made covering replacement cost. A receipt will be issued upon receiving payment. In the case of a lost book or equipment that is found after payment, a refund will be made. Fines must be paid prior to report cards and/or diplomas being issued.

### **Theft**

The school district does not carry insurance to reimburse students for the theft of personal property. Therefore, do not bring anything of value to school. All thefts should be reported to the Middle School Office.

### **Visitors To The Building**

All visitors to the school are required to report to the Main Office when entering the building at any time. Parents and guardians are always encouraged to visit. Student visitors must acquire prior permission from the Principal with a minimum of 24 hours notice. Permission will be extended only if there is an educational reason for the visit. No student visitors are permitted during religious holidays, examination periods and days when special school events are scheduled.



### ***The following statements are included to comply with mandates required under the No Child Left Behind Act of 2001:***

1. Sleepy Hollow MS/HS has no policy that otherwise denies participation in constitutionally protected prayer in school.

2. Directory information, consisting of a student's name and grade, may be released. In addition, parents and students have the right to:

- Inspect and review education records
- Request an amendment to the record
- Consent to disclosures of the student's record
- File a complaint with the Family Compliance Office of the Department of Education

Requests for educational records or further information should be made through the student's guidance counselor.

### **PPRA (The Protection of Pupil Rights Amendment)**

PPRA seeks to ensure that instructional materials are made available to parents for inspection if those materials will be used in connection with a survey, analysis, or evaluation in which their children participate, and requires parental permission if the survey, analysis, or evaluation asks children to reveal information related to any one of the following categories:

- Political affiliations or beliefs held by the student's family
  - Psychological issues of the student or the student's family
  - Sexual attitudes or behaviors
  - Antisocial, self-incriminating, or illegal behavior of the student
  - Critical appraisals of other individuals with whom the student has close family relationships
  - Information related to a legal privileged relationship such as attorney/client or doctor/patient
  - Religious practices, affiliations, or beliefs held by the student or the student's family
- Income, where the information is not related to evaluating the student's eligibility for a financial assistance program.

In addition, NCLB added new requirements to PPRA for schools that have students take part in surveys funded by sources other than the Department of Education. Under the new amendments, such schools must develop policies that comply with PPRA in conjunction with parents. The policies must address the following issues:

- Parents' right to inspect a survey created by an outside party before it is administered to students and instructional material used as part of the school's curriculum
- Ways to protect student privacy if the survey asks for information similar to that outlined above

- The administration of physical examinations or screenings done by the school
- The collection and dissemination of personal information by or to third parties for the purposes of marketing or selling to students.

A school must directly inform parents of the policies on an annual basis at the beginning of the school year. This notification must allow the parents to opt out on their child's behalf under the following circumstances:

- The school takes part in activities where personal information is collected for marketing and selling
- The school allows a third party to administer a survey that contains one or more of the items addressed by the law and described above
- The school administers a non-emergency, invasive physical exam or screening that is required for attendance, administered by the school, scheduled in advance and not necessary to protect the immediate health and safety of the student or other students.
- The notification must also provide approximate dates during the year that activities covered by PPRA are scheduled.

The Family Policy Compliance Office (FPCO) of the Department of Education enforces the regulations associated with FERPA and PPRA (2002). School administrators should direct questions about the applicability of the laws and regulations and seek help from the FPCO with model notifications.

be made to the Assistant Superintendent, Public Schools of the Tarrytowns, 200 North Broadway, Sleepy Hollow, NY 10591.”

“The Public Schools of the Tarrytowns does not discriminate on the basis of sex, gender, race, color, creed, national origin, religion, age, marital status, sexual orientation or disability in its employment, nor does it discriminate against students on the basis of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, lineage or citizenship status, familial status, marital status, gender (identity or expression) or sex in its admissions practices, vocational opportunities or access to and treatment in programs or activities, in accordance with the Dignity for All Students Act, Title IX, Section 504 of the Rehabilitation Act of 1973, and Title VII and the Americans with Disabilities Act. Inquiries concerning application of these regulations may