

INTRODUCTION

This book is designed to provide you with the information you need to function as a model 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 organize your time.

Sleepy Hollow 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 full potential so you may become your best physically, mentally, morally, emotionally and socially. At Sleepy Hollow you will be aided in growing into an intelligent, self-directed person, who is willing to accept responsibility for what you do and to contribute your fair share to the good of humankind.

The easiest way to follow 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

Teachers establish rules for their classrooms 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 stipulated in the Code of Conduct. **You are expected to:**

1. Attend class regularly.
2. Be punctual. Be in your assigned seat ready to work and learn with necessary materials when the tone sounds.
3. Move quietly through halls. Keep hands, body, and objects to yourself. Refrain from yelling, running, horseplay and other behavior that disrupts and/or endangers others.
4. Treat all staff members and fellow students with courtesy. Follow any request/direction given by a staff member or substitute. If you disagree with a direction given 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, respectful manner. You may do so by (a) discussing the matter privately with the staff member at an appropriate time or (b) if you aren't satisfied or are uncomfortable, speak to your counselor or an administrator. In all cases, let your parent/guardian know that you are in disagreement and steps you are taking to resolve the problem.

5. 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 **doesn't** 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 develop, you should seek out an adult for assistance.
6. 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 receive an education or to participate in school activities.
7. 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. Do not 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. With the exception of the cafeteria during lunch periods, cell phones may not be visible, audible, or used during the school day. (CD players, MP3 players, or other entertainment devices) may not be visible, audible, or used during the school day, unless it is to be used as part of a preplanned classroom activity under the direction of a teacher.

On a first offense, an administrator will hold the equipment 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. Eleventh and twelfth graders may use electronic devices in the student lounge during periods when they are unscheduled.

9. Do not 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 state and federal law.
10. Demonstrate a basic respect for the rights and property of others. This is important for the proper functioning of the school. If you damage or steal school property or property belonging to others, you will be required to pay for any damages and to perform service to 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 may be notified.
11. Behave in healthy ways. Your physical and emotional well-being is of utmost importance. Smoking is not permitted on school grounds or at any school function. Possession and/or use of drugs/alcohol are 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 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:

- A. Not include extremely brief and see-through garments.
TOPS: No tube tops, bustiers, or deep plunging necklines; midriffs must be covered
BOTTOMS: Skirts and shorts should reach mid thigh and be appropriate for sitting; leggings should only be worn under another garment (i.e. tunic top or skirt)
- B. Ensure that underwear is covered with outer clothing.
- C. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
- D. Not include the wearing of winter coats in classrooms.
- E. Not include the wearing of hats, sweat headbands, or head coverings in classrooms, other instructional areas, or offices, except for a medical or religious purpose.
- F. 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.
- G. Not include garments that 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 suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline.

13. Put forth your best effort and maintain academic integrity. Take pride in your work. Cheating or plagiarizing will not be tolerated and will result in academic as well as disciplinary penalties.
14. 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 privileges
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/snack 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 about 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 high 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.

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 updates reports on student performance. These 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 demonstrates that at the mid point he/she is meeting eligibility standards, he/she can become eligible for the remainder of the quarter. These status reviews are conducted by the assistant principal or 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 high school student must pass the equivalent of 5 credits. Transfer students will be subjected to the same requirements for participation. The following specification should be noted:

- High school students with fewer than five (5) credits on their program must pass all their classes to be eligible.
- Courses being taken at other schools, such as BOCES or local colleges, will be included to determine eligibility.
- 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 is recorded by the attendance office as per high school policy. Daily participation in athletics/activities is determined as follows:

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 for 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 her designee (assistant principal/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 her 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 Sleepy Hollow students are expected to live up to the highest standard of academic honesty.

SHHS Honor Code

The faculty and student body of Sleepy Hollow High School uphold the values of honesty, integrity, respect, and responsibility. We share the belief that true success lies in one's desire to be good for the sake of being good, doing the right thing, even when no one is looking. The honor code is a standard of shared academic and personal integrity; violation of this code is inexcusable and unacceptable.

Plagiarism, cheating, lying, and conspiracy are violations of the honor code.

Plagiarism is using someone else's words or ideas without acknowledgement. When you use someone's ideas or someone's words without citing the source, you are committing an act of intellectual theft.

Cheating is copying—which includes verbally, in written form, or by electronic means—another person's work and representing it as your own; acting contrary to the teacher's instructions regarding collaboration; seeking unfair advantage by giving or receiving unauthorized aid from another source or person (verbally, in written form, or by electronic means) on assignments, papers, quizzes, tests, or examinations. It also encompasses using or consulting unauthorized materials or using unauthorized devices on papers, quizzes, tests, or examinations, intentionally misrepresenting the need for extra time on any assignments, papers, quizzes, tests, or examinations, in order to gain more information. Choosing to be absent on the due date of a paper, project, quiz, test, or examination is also cheating.

Lying about any of the above is a violation of the honor code.

Conspiracy can be defined in two ways. First, students may get together as a group to create a false story to cover up actions that may prove incriminating. This is lying. A second form is a conspiracy of silence. As a community we are

responsible for not only ourselves, but for the safety and well-being of the community. If we know someone's actions are contrary to the honor system, it is our responsibility to address these issues with that person and if necessary, address them with an appropriate adult.

Violations of the honor code will be reviewed and appropriately dealt with by the faculty and administration. At a minimum, a zero for the work in question will be a result; further consequences may include jeopardizing admission to any and all honor societies and jeopardizing one's ability to receive college recommendations.

Accidents

If you are accidentally injured during a school sponsored activity, you must immediately report the incident to the supervising staff member, and 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 assistant principal's 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. Hats must be removed.

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 332-6205 after 7:30 a.m.

Following an absence, you are required to report to the attendance clerk in the high school assistant principal's office to obtain a re-admit slip before being allowed to attend your classes. You are required to bring in a signed absence note on the day you return to school. An illegal absence will be recorded if no note is submitted. The absence notes must be presented to the attendance clerk before the start of classes.

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

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 be in the cafeteria, library, or some other authorized area. Loitering in the hallways outside the cafeteria or elsewhere in the building is prohibited.

Seniors and juniors only may congregate in the student lounge.

Breakfast is served from 7:30 to 8:30 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 high school assistant principal's office.

Class Activities and Class Meetings

Each class has its own advisors and will be provided with meeting time on a regular basis to plan activities. The principal must approve all class or group activities. The class or student organization advisor must coordinate the scheduling of dances with the administration in accordance with the established guidelines. A schedule of class meetings will be determined in September and class officers are responsible for working with their advisors to plan a meeting agenda.

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 to be 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](#).

Each course of study has defined requirements, which are considered essential and must be completed in order to pass a course and earn credit. These course requirements and the teacher's grading system are shared with students upon entry into a course. The credit each course is worth is published in our curriculum guide.

Opportunities to Make Up Work Missed

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

However, we do not extend to every student who misses a class, test, etc., a make-up opportunity regardless of the reason for the missed class. **Make**

up opportunities are extended only to those students with excused or legal absences.

The nature of the make-up opportunity is dictated by the circumstances surrounding the absence. Make-up opportunities will be extended when the absence in question is disability-related or required for religious observation or days are missed due to a funeral, court appearance, college interview, illness, impassable roads, or field trip. 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. The guidance counselor processes requests for home instruction when a student's illness causes him/her to be out of school a minimum of three 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 two days or more can contact his/her counselor 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 the community is aware of this code of conduct by providing copies of a summary of the code to all students and parents at the beginning of each school year, and providing a copy on the district web site.

Credits and Transcripts

The school registrar is located in the guidance wing. Student permanent records are maintained and official transcripts are issued through the registrar. Transcripts to colleges, other schools, or future employers may be requested by completing a transcript request form.

Detention

After-school detention starts at 3:05 p.m.; morning detention starts at 7:35 a.m. If you are late you will be given an additional detention. If you arrive after 7:35 a.m. you will be considered a no-show. You must bring a book or schoolwork. Talking or movement out of your seat is not permitted. You will be given a day's notice before having to serve after-school detention. Students late to school without a note will be assigned detention on the next school day following the lateness. Your job, sports, over-sleeping, or after-school activity is not a reason to miss detention. If there is a delayed opening, morning detention will be canceled and rescheduled.

Driving to School

Driving to school is possible with signed parent permission and permission of school authorities.

School Parking Regulations:

1. All cars parked on school grounds must be registered with the school and must display the current decal on the rear windshield. Only one decal will be issued. If you should bring a different car to school, you must register this car in the assistant principal's office.

2. Parking is strictly limited to the student parking area at all times when school or exams are in session and is provided on a first come, first served basis. These are non-numbered spaces nearest the Bedford Rd. gate. Students are not permitted to park in the visitor's parking area or the parking lot near the auditorium until 3:00 p.m. Only seniors with authorization will be permitted to park in spaces marked with an "S". In the event that there are no parking spaces available in student parking, students must park their car off school grounds.

3. To facilitate identification, cars are to be parked front in first.

4. All students must be licensed and covered by insurance. The school is not responsible for the car or its contents. A copy of the student's license will be made and kept with this application.

5. There is to be no loitering in the parking lot or visitation of same without permission from the assistant principal. The parking lot and vehicles are off limits during the school day. Once parked on campus, the vehicle may not be used until the end of the student's scheduled day. Student use of a car is strictly limited to driving to school in the morning and driving home in the afternoon. Students are not permitted to be either drivers or passengers of a car during the school day unless signed out by a parent or guardian. This includes BOCES students who must take the school bus to and from BOCES.

6. There will be no speed over 5 mph or any form of reckless driving on the school grounds.

7. Student vehicles may be subjected to search if there are reasonable grounds to believe that drugs, alcohol, stolen property, or other contraband might be present in that vehicle.

8. Parking regulations are strictly enforced. It is considered a privilege to park on school grounds. Suspension of driving privileges, and/or suspension from school may occur when violations of these regulations occur. Cars may also be ticketed or towed.

9. Students applying for and receiving decals fully understand their responsibility in following these rules.

10. Students must clear up any outstanding obligations before permission to park on school grounds will be issued.

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 its opening may be delayed, due to severe weather conditions. Announcements will be made on the district website 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 2 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 school mid-term or final exam is scheduled, your parent/guardian **MUST** call the high school assistant principal's 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 (Regents exams are administered in January, June, and August each year). The department chairperson will arrange make-ups for school exams.

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 on a field trip you must give your teacher written parental/guardianship consent. Participation is a privilege, not a right. Teachers will distribute permission slips 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 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 and to assist you with post-high school planning or any other concerns you might have.

Appointments with support personnel should be scheduled during your lunch period, study hall, or unassigned time unless that is not possible. Practice simple courtesies such as making appointments. If a cancellation is necessary, notify your counselor as soon as possible. **Remember:** you must first report to your assigned class or study hall 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.

High school students are not permitted in the middle school, middle school locker room, or the middle school cafeteria at any time.

Harassment, Bullying and Discrimination

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.

The affected student or his/her parent(s) should report any act, threat or complaint of harassment, bullying or discrimination 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 a student has engaged in harassment, bullying or discrimination directly, or has facilitated any act of harassment, bullying or discrimination, 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 shall be in accordance with district policies regarding student discipline.

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 a principal or an assistant principal. If the nurse is not in, you are to report to the office.

Students participating in athletics 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 this New York State Law, no medication is dispensed in school without written authorization of the student's parent/guardian and/or physician. **Note: All sophomores must submit a medical report from their physician or the school physician will examine the student.**

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

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 extended projects. These 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 your guidance counselor to make arrangements for homework pickup. If you anticipate an extended absence, please contact your guidance counselor immediately.

Identification Cards

Every student will be issued a photo ID card at the beginning of the school year, which they will be required to present on demand.

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" may be assigned.
2. If a student receives a grade of "incomplete" for the first, second, or third quarter, that work must be completed, to the satisfaction of the teacher, within ten (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 time 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 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). The teacher will design a plan for resolution of the final grade.

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 commercial services/items
- Do not place abusive or objectionable material on the Internet/Network
 - Do not engage in vandalism which is any attempt to harm/modify/destroy data of others, or uploading/ 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 supervised by a staff member. At the conclusion of that activity, students are expected to leave the building immediately. Once a student arrives on school grounds, he or she is not permitted to leave except as noted under "Leaving Campus and Lunch Periods".

Leaving Campus and Lunch Periods

Students in good academic standing in grades 11 and 12 are permitted to leave campus for their lunch period. Leaving campus at any other time requires parent/guardian permission and a "sign out" in the attendance office. Freshmen and sophomores MAY NOT LEAVE THE CAMPUS AT ANY TIME DURING THE SCHOOL DAY UNLESS SIGNED OUT BY THEIR PARENT/ GUARDIAN IN THE HIGH SCHOOL ASSISTANT PRINCIPAL'S OFFICE.

Juniors and seniors may leave school grounds ONLY during lunch periods. To leave at any other time, a student must have a parent's written authorization and "sign out" in the assistant principal's office. No student may leave school grounds for lunch in an automobile, whether as a passenger or as a driver.

High school students are prohibited from entering or exiting through any door other than the high school main entrance between 8:30 a.m. and 3:00 p.m.

Any student will be unsupervised once he/she leaves school grounds. As a result, the school cannot accept liability in the event the student is injured.

Library-Media Center (LMC)

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

The LMC is available for students to:

1. Conduct research;
2. Work on homework in a quiet atmosphere;
3. Use books, magazines, computers and/or other LMC resources.

Remember, the library staff is here to help you with your work; please ask!

When at the LMC please:

1. Sign in immediately upon entering;
2. Do not bring food or drinks into the library;
3. Be involved in a productive activity as described above;

4. Maintain an atmosphere suitable for quiet purposeful study; and
5. Follow the District's Acceptable Use Policy when using computers.

If you are unable to follow these guidelines, you may be asked to leave at the discretion of the library staff.

To use the LMC during study halls, you must first report to study hall and obtain a pass to the LMC. When coming from a study hall, you are required to stay in the library until the end of the period. During unassigned class time you are permitted to report directly to the LMC. Access to the LMC during all periods is determined by capacity and is at the discretion of the LMC staff.

Please note that works cited formats are available from the Library Media Center link on the main page of the District website at www.tufsd.org. For more detailed citation information, log onto www.owl.english.purdue.edu.

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 main office for safe storage. The school can assume no responsibility for such items it holds for students.

Only school issued locks are permitted on lockers in the halls and in the locker rooms. Unauthorized locks will be cut and replaced at the student's expense.

Lost and Found

Articles found are sent to the high school assistant principal's office. **Students must pay for all school property they lose.** But before doing so, be certain it has not been returned to the office.

National Honor Society

Membership in the Sleepy Hollow chapter of the National Honor Society is a privilege given to students who demonstrate outstanding performance in all four criteria of scholarship, leadership, service, and character. Juniors and seniors who achieve a minimum weighted average of 85 are eligible for consideration. To assist the faculty in making an informed decision about leadership and service activities, all eligible students are given an activity record form to complete. In addition, each student will develop a statement (no more than 250 words) in which he/she describes his/her experiences as a leader in the school or community. After receiving input from the faculty, the faculty council, comprised of five faculty members appointed by the principal, convenes to decide who will be inducted into the National Honor Society.

Letters concerning the status of a student's candidacy are mailed approximately two weeks later. Concern about non-acceptance can be explained by discussion with the National Honor Society advisor or guidance counselor. Any formal appeals about non-acceptance will follow the appeals procedure in place within the district.

The qualities of leadership, service, and character are defined in the National Honor Society Handbook (27-30) as

Leadership

- Evaluates new problems, applies principles, and makes suggestions
- Demonstrates initiative in promoting school activities
- Exercises positive influence on peers in upholding school ideals
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Holds school offices or positions of responsibility successfully by conducting business effectively and demonstrating reliability
- Leads in the classroom, at work, or in other school or community activities
- Maintains a loyal school attitude

Service

- Volunteers and provides dependable and well organized assistance
- Works well with others
- Takes on difficult or inconspicuous responsibilities
- Renders any requested service to the school cheerfully and enthusiastically
- Represents the school
- Assists visitors, students, and teachers courteously
- Mentors persons in the school or community
- Participates in activities outside the school

Character

- Takes criticism willingly and accepts recommendations graciously

- Exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Complies with school regulations
- Demonstrates the highest standards of honesty and reliability
- Shows courtesy, concern, and respect for others
- Observes instructions and rules
- Possesses powers of concentration, self-discipline, and perseverance
- Manifests truthfulness by avoiding cheating and profiting from the mistakes of others
- Helps rid the school of bad influences or environment

Off Campus Misconduct

A Sleepy Hollow student is a representative of the high 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. At all times in all places, 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 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/other communications displayed or distributed on school grounds must be approved by the principal or assistant principal before being disseminated and may be attached only to surfaces that will not be marred. It is understood signs posted will be taken down following the event.

Safety

It is imperative that Sleepy Hollow High School supports a safe environment. Policies regarding safety are designed to meet state/national codes of safety, promote a safe attitude among all members of the high school community & support a safe school environment for a positive learning environment.

Signing in Late/Signing out Early

Permission to leave school at any time during the school day (except for juniors and seniors during lunch) must have a parent/guardian's written authorization and you must "sign out" of the high school assistant principal's office and "sign-in" upon returning to school.

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 phone number, must be presented at the high school assistant principal's office no later than the end of period 3 of the sign out day. 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 without the nurse's approval.

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 Lounge

The student lounge is the only authorized area for seniors and juniors to congregate when they are not scheduled for a class or study hall. It is located outside of the guidance office. Students may opt to spend the period in the Library Media Center, Academic Center, ESL Center, or College Conference Center.

You are permitted to sit and talk quietly or work independently and in small groups. No loud, boisterous, or disruptive behavior is acceptable. It is your responsibility to report directly to the lounge during each period you are unscheduled. Those who arrive during period one (1) are to go directly to the lounge and proceed to lockers during passing time en route to period two (2). Students are responsible for cleaning up after themselves and maintaining the area. Failure to do so may result in the suspension of privileges for using the area.

Student Searches

Lockers are considered school property and general searches 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.

Study Hall Rules

1. Be on time prepared with books, paper and a writing implement.

2. Engage in meaningful activity (silent sustained reading, working on homework, studying, etc.).
3. Work quietly; no talking.
4. Remain in your seat until the bell rings.
5. Leave your seat only when given permission.
6. Sign in first, then get a pass to go to the Library Media Center, Guidance Office, etc.

Surveillance

Students and parents are hereby notified that closed circuit cameras as well as an integrated alarm system protect portions of Sleepy Hollow High School.

Suspension

You are prohibited from being on school grounds for the duration of the time suspended unless the building principal grants permission. Violators will be arrested for trespassing.

You are ineligible to participate in any extra curricular activity or be 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, proms, extra-curricular activities, sports, and participation in graduation.

Tardiness to School

If you arrive at school after the start of your first period class, you are tardy. Students who are late should report to the high school assistant principal's office to sign in before reporting to class. Students who have not reported to first period or who arrive after first period must report to the high school assistant principal's office to sign-in before reporting to class.

Students who have unassigned time first period may be granted the privilege to enter school a period later.

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 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.

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

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 high school assistant principal's office for follow up.

Unassigned Class Periods

Freshmen and sophomores have no unassigned time. Juniors and seniors are unassigned whenever they do not have a class scheduled. They must report to—and remain in—the student lounge and only the student lounge when not assigned to a class. Hallways are off limits. All students may choose to come in after period 1 if they are not scheduled for a class. Only juniors and seniors may leave campus, once they arrive, and only during lunch periods. Senior privileges will be extended to those seniors in good academic standing.

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 or assistant 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. The "Armed Forces Recruiter Access to Students and Student Recruiting Information" Act requires that schools make student names, addresses, and telephone numbers available to military recruiters and institutions of higher education. Students and parents may opt out so that such information is not released by providing written notice through the guidance counselor.

2. Sleepy Hollow High School has no policy that otherwise denies participation in constitutionally protected prayer in school.

3. 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.

