

# Newfield Middle School



247 Main Street  
Newfield, New York 14867  
(607) 564-9955 X2126

Mrs. Cathy Griggs, Principal  
Mrs. Colleen Markle, School Counselor  
Mrs. Kristy Cragle, Secretary

Through our decisions and our actions the people at Newfield Middle School, our faculty, staff and students,  
***make a difference!***

# **Middle School Handbook**

## **Accidents**

Every accident in the school building and on school grounds must be reported immediately to the staff member supervising the class and to the Health Office. If this is not possible, it should then be reported to the middle school office.

## **Announcements**

The announcements for the day will be made during homebase. All announcements should be given to the middle school office in written form by noon of the previous day.

**The principal and/or superintendent must approve posters and printed announcements, which are to be displayed throughout the buildings, before being displayed.**

## **Attendance**

### **1. Compulsory Education Law**

All students are required to attend school according to the adopted school calendar for the district. Under New York State Law, every individual between the ages of six (6) and seventeen (17) must be in regular attendance. Every effort should be made to see that absences from school are limited. Protracted absences or irregular attendance are often the first cause of student failure. A good attendance record will benefit the student, school and parents. It is part of your permanent school record and is often investigated by schools and employers.

### **2. Attendance Policy**

*The Newfield School District requires students to attend 85% of the scheduled classes of a course of study in order to be eligible for course credit.*

- 85% of the regularly scheduled class periods is defined as no more than 28 absences for a full year course; no more than 14 absences for a half-year course; and no more than 7 absences for a course that meets for one semester or all year every other day.
  - Three tardies per class is equivalent to one absence for that specific class
  - This policy will be reviewed as needed.
  - Extenuating circumstances may be reviewed by the Principal on a case-by-case basis.
- His or her decision may be appealed to the Superintendent, whose decision will be final.

Attendance will be reviewed each 5 weeks. Students with 15% absenteeism will be notified. If attendance problem continues, a meeting with the family will be requested. Severe cases will result in Probation and/or Child Protective Service referral.

### **3. Minimum Attendance**

Students are required to attend all regularly scheduled classes. On each day of absence, parents/guardians are asked to notify the middle school office (564-9955) by 9:00 a.m., X2126.

*Students must be present in school by 11:11 am in order to participate in extra-curricular activities that day.*

### **4. Written Excuses**

The school is required to have a written excuse on file for each time a student is absent. The written excuse should be presented to the homebase advisor during homebase on the day the student returns.

### **5. Make-up Work**

If parents would like their child's homework, the middle school office should be contacted. Work may then be picked up at the end of the school day. *Please do not ask that assignments be faxed or sent to other school buildings.* Assignments can be picked up in the Middle School Office between 1:00 and 4:00 p.m. This is especially important if your child is out for more than one day. If a student's absence in physical education is the result of an extended period of legal absence, make-up classes in lieu of homework may be scheduled.

### **6. Recording Absences**

Absences are recorded in three ways:

- Excused: personal illness, religious observance, court appearance, for example with written excuse from parent/guardian
- Unexcused: absence for reasons other than items in (a), such as vacation or oversleeping
- Truant: absence without consent of parent/guardian or school

### **7. Tardiness**

If you are late to school (after 7:55 am), report to the middle school office and sign in. Explain your reason for being late with a *written* excuse from your parent/guardian. Students who are late to class will be admitted, but these instances of tardiness may result in detention.

### **8. School Closing and Delays**

Should it be necessary to close school or delay opening because of inclement weather or other emergency circumstances, an announcement will be made via School Messenger, the NCS D website, and on TV and radio stations. Occasionally, the weather may be predicted to clear or the roads may be improving and a delay of one or two hours may be announced. In that case, parents should drop off their child either one or two hours later than normal depending on the announcement. Buses will arrive at their stops either one or two hours later than normal as well.

### **9. Family Vacation**

**Vacation is not a legal reason for absence from school.** Planning a family vacation during the school year is discouraged. If extenuating circumstances arise, the following procedures must be adhered to:

- Notify the principal and teachers at least two weeks prior to leaving.
- All work must be made up within a period of time specified by the teacher. This will not exceed ten days.
- The beginning and ending of grading periods should be avoided so that testing schedules will not be interrupted.
- It is the student's responsibility to approach each teacher upon returning to school to determine work to be made up.

## Assemblies

From time to time there will be assembly programs in the auditorium. Each teacher will direct the class where to sit. We take pride in the courteous behavior of our student body at assemblies and concerts. Talking in a conversational tone is appropriate while the auditorium is being filled.

Whenever someone steps before the audience, talking stops immediately and all attention is focused on the speaker and the program. Your enjoyment and appreciation of a performance is reflected in your applause. Clap in an appropriate manner. **Any other noise is discourteous and unacceptable.**

## Bicycles

Riding bicycles to school is a privilege but there are many risks involved. In order to ride your bike to school, you must park your bicycle and lock it up. **Remember**, the school is **NOT** responsible for damage or theft. Skateboards are not allowed.

## Books

Textbooks, workbooks and library books are very expensive. For that reason, books are numbered and teachers keep a list of the numbers. Students are responsible for the proper care of all books and materials loaned to them by the school. Textbooks are to be kept clean and handled carefully. Students are required to pay for lost or damaged books and supplies and will be held to the standards of the obligation policy.

## Bullying/Cyberbullying

Bullying (including cyberbullying) at Newfield Central School is strictly prohibited on school property, in school buildings, on school buses, off-property where doing so impacts the education process in school, and at school sponsored events and/or activities whether occurring on or off campus. "Bullying" among children is defined, in general, as a variety of negative acts carried out repeatedly over time. It involves a real or perceived imbalance of power. Bullying can take many forms which may include, but are not limited to, physical, verbal, and/or psychological.

Newfield Central School will take a preventative approach to bullying and cyberbullying by providing training to raise awareness of the issue of bullying and cyberbullying and to facilitate a safe and respectful atmosphere. Within buildings, students will learn how to identify and interrupt bullying and cyberbullying. In the instance in which bullying is suspected, the following procedure will be followed.

Procedure:

1. Any student who believes that he/she is being subjected to bullying/cyberbullying behavior, as well as any other person who has knowledge of or witnesses any possible occurrence of bullying/cyberbullying, shall report the behavior to any staff member or the Building Principal.
2. The Building Principal shall investigate the complaint and take appropriate action based on the findings.
3. Action will be based on the parameters of the Code of Conduct addressed for Verbal/Physical Intimidation, Physical Fighting or Causing Physical Harm to Another, or Sexual Harassment. In addition, guidance will be given to the victim in how to respond, and to the bully in an effort to correct and prevent a repeat of the behavior.

4. Allegations of bullying/cyberbullying will be treated as confidential and private to the extent possible.

## Bus To and Away from School Activities

Students who ride the bus to an away athletic contest, musical program, or any other school-sponsored event, must return on the same bus. The only exception to this will be to release the student to a parent or guardian. The parent/guardian must personally see the teacher/coach supervising the student and take the responsibility for transporting the student home. Failure to do so may result in dismissal from the team or group.

## Cafeteria

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Good manners, courtesy and cooperation are expected from all students.

1. Wait your turn in an orderly fashion.
2. Deposit lunch litter in the designated areas.
3. Return trays, dishes and silverware to the dishwashing area.
4. Leave table, seat and floor around you in clean condition for others.
5. Stay in designated area (seat, gym, and cafeteria).
6. Handle and consume food in an appropriate manner.

**Food is not to be consumed in other parts of the building or outside the building** unless a supervising adult gives permission. Students should NOT bring large volumes of soda to school. Lunches will be served during the regular lunch period. Students who do not use the dining area properly will lose access to it during lunch periods.

The Newfield Central School cafeteria currently offers free breakfast for all students. In addition, your student may qualify for a "free" or "reduced" lunch dependent upon family income. Free and reduced lunch applications are processed all year. You may find applications on our website ([www.newfieldschools.org](http://www.newfieldschools.org)), in each of the cafeterias, and in the principal offices.

The cafeteria operates on a pre-payment or cash basis only. There will be **no charging of any kind**. If your child does not have money on account, he or she will be offered a peanut butter and jelly sandwich for two days only. After two days, your child must make other arrangements for lunch.

Low cash notices (balances \$0.01 to \$5.00 inclusive) will be sent to your primary telephone on record each Monday during the school year. Negative cash notices will be sent on Tuesdays and Thursdays. Please communicate with any other family members who may need to know this information.

## **Student with Food Allergies Cafeteria Alert**

If your child has a food allergy of any kind, we require updated doctor information annually (even if there is no change from the prior year). The cafeteria manager needs a doctor's note letting her know which foods the child cannot eat and if there is something specific the child must have. The cafeteria keeps this information on file (confidentially) to ensure your child does not purchase anything which may cause an allergic reaction. These records must be current. Each cafeteria has a dedicated "peanut" free table. If your child has severe reactions to nuts or milk or other foods, he or she must sit at these tables unless we receive a note from the parents allowing him/her to sit elsewhere. This is required whether your child buys meals in the cafeteria or brings food from home.

If you have any questions please contact the Food Service manager Robin Wood at 607-564-9955 ext. 4024 or e-mail her at [rwood@newfieldschools.org](mailto:rwood@newfieldschools.org).

### Care of Buildings, Grounds & School Property

Your help and cooperation are needed to maintain the appearance of our buildings and grounds. Let's keep a clean and orderly building so that we may all enjoy pleasant surroundings. Students who damage school property or equipment will be required to pay for the damage or to replace the item.

### Change of Address/Phone Number

Please inform the middle school office (564-9955, ext. 2126) if you move or change your phone number.

### Computer/Technology Usage

The Newfield Central School District is pleased to offer students access to a computer network for Internet use and completion of assignments. To gain access to the Internet, all students must obtain parental permission. Should a parent prefer that a student not have Internet access, use of the computers is still possible for more traditional purposes such as word processing, local library research, and classroom projects.

- 1. CAPABILITIES:** Access to the Internet will enable students to explore thousands of libraries and databases. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further appropriate educational goals and objectives, students may find ways around the filters to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, the Newfield Central School District support and respects each family's right to decide whether or not to apply for access.
- 2. EXPECTATIONS:** Students are responsible for appropriate behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.
- 3. ACCESS IS A PRIVILEGE – NOT A RIGHT** and may be revoked if abused. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access entails responsibility.

Individual users of the district computer networks are responsible for his/her actions in accessing and utilizing the school's computer resources. It is presumed that users will comply with district standards and will honor the agreements they have signed. This district has put in to place filters that comply with the Children's Internet Protection Act. The district is not responsible for restricting, monitoring or controlling the communications of

individuals finding and using ways around those filters. When individual users access files that may be considered inappropriate, the parent or guardian will be informed and internet privileges for that student will be revoked.

- 4. GUIDELINES:** Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district computers will always be private. Students should not share phone numbers, addresses, or other personal information about themselves or others. During school, teachers of younger students will guide them toward appropriate materials.
- 5. RULES:** The following are not permitted (this list is not all-inclusive): Downloading or installing any software, shareware, or freeware onto network drives, removing or altering any hardware, software or supplies, damaging computers, computer systems or computer networks, sending or displaying offensive or threatening messages or pictures, using obscene language, harassing, insulting, attacking or threatening others, violating copyright laws, using another person's password, trespassing in another's folders, work or files, intentionally wasting limiting resources, employing the network for commercial purposes. The changing, erasing, removing or otherwise manipulating computer data through unauthorized entry is not allowed.
- 6. CONSEQUENCES:** Be prepared to be held accountable for your actions and for the loss of privileges if the guidelines or rules are violated.  
  
Violation of the guidelines or rules will result in disciplinary action which can range from a verbal warning, temporary or permanent loss of access privileges, up to and including suspension from school as determined by the principal. If you are in violation of other school policies, those consequences will be assigned also.
- 7. Bring Your Own Device (BYOD)** Newfield Middle School has developed a BYOD policy. Families are asked to sign permission for students to bring in devices to use as part of the EDUCATIONAL experience here at school. Faculty will designate the zone for the classroom depending on the instruction for that day. Hallways at all times, as well as the cafeteria, gym, and basketball court during recess are all designated a yellow zone. A yellow zone states that students may use their device for an EDUCATIONAL purpose by the permission of the staff member monitoring the area. Students that do not comply with the BYOD policy appropriately at any time or place here at school will lose the privilege of bringing their device to school.

### Counseling Services

The Counseling Department provides a number of services for students in grades 6 - 8. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study skills, help with home, school and/or social concerns, or any concerns the student would like to discuss with the counselor. Students wishing to visit the counselor should contact the

secretary or counselor in the middle school office to arrange an appointment. Parents who wish to meet with the counselor should call for an appointment so that a mutually acceptable time can be arranged.

\* For working papers, please see the high school guidance secretary.

If you plan to transfer from the middle school, contact the middle school secretary. She will assist you in completing the necessary paper work. You are responsible for the following:

- Returning all books, materials or other property belonging to the school,
- Paying all fines, obligations and/or dues,
- Bringing a signed statement from all teachers, counselor, nurse, and librarian that the above two items have been completed to the middle school office for final clearance.

The school psychologist is also available by appointment. The counselor, teacher or principal can make appointments with the psychologist through referral. The psychologist is available for individual testing and referrals to other agencies. In an emergency, students should not hesitate to contact the school nurse, counselor, social workers, any teacher or the principal for assistance.

### Eligibility Standards

At the end of each marking period, students that are failing one or more subjects will be placed on an ineligible list. Students that are on the ineligible list will be unable to participate in activities here at school until their grades improve to passing.

MS eligibility will be updated weekly beginning the 2<sup>nd</sup> week of a marking period and weekly throughout. If a student that was ineligible has all passing grades, they will be able to resume their activities for that week.

During the marking period, all student grades will be reviewed and all students will receive a warning report if a grade falls below a 70%.

Warning: One or more subject's grades have fallen below a 70%.

Ineligible: The student was not passing a course at the end of the last marking period and has been placed on the ineligible list and is not passing a course during the current marking period.

Ineligible/Passing for week: The student was not passing a course at the end of the last marking period and is passing all courses during the current marking period.

**In addition, students will be ineligible for participation in athletics or extracurricular activities, including practices, if:**

- A. they do not participate in physical education class.**
- B. they are placed on in-school or out-of-school suspension.**

*Definition of Terms:*

**Athletics:** Any organized, school-sponsored athletic program.

**Extra-curricular Activities:** Any school sponsored club, organization, or activity outside of the required credit-bearing curriculum.

### Evacuation Drills

A drill is practice for a real event. We hope that it will never be necessary to have anything other than a practice drill. Yet the possibility is always present that it could be real rather than practice. Because of this; good order, an ability to follow directions and consideration for other people are all very important.

**WHEN THE EMERGENCY BELL RINGS, EVERYONE MUST LEAVE THE BUILDING.** Exit should be quiet and orderly so that special instructions or directions can be heard by everyone.

**In the Room:** Line up quickly and quietly. Full directions will be given by your teacher.

**In the Corridor:** Move along as quickly and calmly as possible **WITH NO RUNNING OR PUSHING.**

**Outside:** When outside, line up in an orderly manner away from the school, in the designated area, outside the lanes used by the fire fighting equipment. Entrances must be clear for the fire department.

### Field Trips

Written permission from a parent or guardian is required for students to go on a school-sponsored field trip. Teachers will communicate specific details to parents, prior to any trip. Students are expected to attend educational field trips. If a student doesn't attend a field trip, he/she will be provided appropriate work under supervision. Any student who is illegally absent will be coded as such.

### Grades

#### 1. Grading

Grades 6 - 8: Report cards will be issued every six weeks. Middle school averages are calculated by averaging the core and core subjects. Classes that students attend daily are weighted equally. Classes that do not meet everyday are given one-half credit. Band and chorus are counted equally unless the student is involved in both. In that event, band and chorus together equal one subject for the purpose of averaging. Overall averages for the year are calculated using the 6 marking periods and the final exam.

#### 2. Honor Roll

The academic honor roll is published at the end of each marking period. The High Honor Roll is a list of all students who have earned an academic average of 90% GPA (Grade Point Average) or higher. The Honor Roll is a list of all students who have achieved an 85% to 89% GPA.

#### 3. Incomplete

An incomplete must be made up no later than two weeks after the termination of any given marking period. If any incomplete is not made up within the required time, the teacher has the option to give a grade with a zero averaged in, a minimum grade or no credit. Final marking period incompletes (assignments, projects, reports, etc.) will be turned in to the Middle School office and will be graded at the convenience of the teacher. No incomplete may be made up in September of the following school year. No credit will be given for the course in which a student receives an incomplete.

4. *Homework*  
**SET REGULAR TIME FOR HOMEWORK**  
A good way to help build your child's self-esteem is to set a regular time for studying every day. Children, like adults, need things they can count on. A regular study time helps them feel in control of their lives. Helping your child develop a regular study habit can lead to success in school – and a positive feeling about themselves. As children get into the habit of studying, they learn to use their time better.

Students should expect homework in any course in which they are enrolled. Although the amount of homework will vary from one teacher to another, one fact remains constant: A teacher giving homework expects the work in on time. *Expect to be penalized for handing work in late.* If a student is absent from school, he/she is expected to be aware of the assignments he/she is missing and have them ready to hand in on their return. If a student is in school but not in class, (i.e., instrument lesson) he/she is still responsible for handing in assignments due and completing homework assigned on time.

5. *Planners/Student Handbook*  
It is important to keep track of assignments and when they're completed. Each student in grades 6 - 8 is given a planner/student handbook on the first day of school. Parents are encouraged to help students manage their time and to use this planner as a tool for success. If a student loses their planner, they may purchase another one from the middle school office for \$6.00.
6. *Parent Conferences*  
Parent conferences with grade level teams, the middle school counselor or principal are encouraged. Teachers will contact parents for conferences when there is a need. Parents should feel free to contact Grade Level Teams to schedule a conference at any point during the school year.

#### **Health Office**

When a student becomes ill in school, he/she should inform the classroom teacher and then ask permission to go to the nurse's office, where the nurse will decide whether the student should be sent home. No student is allowed to leave the building without permission from either the principal or the nurse. Students may report to the Health Office only with a pass signed by a teacher except in the case of an emergency. Students may not go to the Health Office between classes. They should first report to the next class to get a signed pass.

Students on medication must first have a form from their doctor prescribing the drug and giving the school nurse instructions regarding the administration of the medication. This form, along with an additional permission slip signed by the student's parent, must be on file in the Health Office before medication may be administered in school.

#### Medical Problems

The school nurse should be notified regarding any condition such as allergies to drugs, foods or insects, epilepsy, diabetes or any other medical problem that might arise. This information is kept strictly confidential and is available only to faculty. Staff aware of this information will be better able to handle problems should they arise in a classroom.

#### **Homebase**

A short period of time at the beginning of each day is designated as a homebase period. This time is used to take attendance, conduct business, pass out forms, and listen to announcements. This time is also important for students to make concrete connections with an adult mentor. Students are encouraged to refer to their homebase teacher when questions or problems arise.

All students in the building are to report to their homebase. If the student reports to homebase late without a pass, he/she will be marked tardy and will be required to sign in at the office. Three instances of tardiness will result in the student being assigned detention.

All students begin their day in the cafeteria immediately upon arriving to school. Students may participate in the school free breakfast program before being dismissed to homebase. Breakfast is available until 7:50 AM.

#### **Library Media Center**

The Library Media Centers are places for pleasurable and profitable learning experiences via both print and non-print materials, and are open each day from 8:00 a.m. to 3:00 p.m. The librarian is available for individual guidance or group assistance.

Access to the library, in grades 6, 7, and 8, is through academic labs or with a pre-signed pass from the librarian or teacher. Occasionally, the teacher may reserve the library for his/her class. You may come to the library to: read, sign out a book, do research, study, do homework, use a computer, or use AV equipment. All of these activities **MUST** be school related. Students who come to the libraries for other reasons will be asked to leave.

All books, other than references and reserve books may circulate for a period of two weeks and may be renewed if no one else is waiting for the book. The library uses an automated system to account for student records relating to the borrowing of books.

Current magazines are to be used only in the libraries. This rule is necessary because periodicals will not survive the wear and tear of circulation. Particular back issues needed for research projects will be kept readily available for circulation. The Library Media Centers belong to everyone. Please feel free to make use of the facilities and to ask for help any time you need it. Please respect the materials.

#### **Lines of Communication**

If you have a problem, concern or question, do you know whom to contact? Keep in mind that the basic concept is to keep your contact as close to the source of the problem as possible. Start at the person closest to the situation, and then work your way from there.

#### **Lockers**

Metal lockers for books and clothing are provided, based on availability. Each student is assigned one locker. In grades 6/7/8, defective lockers must be reported to the middle school office. **KEEP LOCKERS LOCKED. (This applies to PE lockers as well.) DO NOT GIVE YOUR COMBINATION TO ANY OTHER STUDENT AND DO NOT LEAVE MONEY OR VALUABLES IN YOUR LOCKER.**

School officials have the right to search lockers or interrogate students regarding any incident that happens in school. According to law, students have exclusive use of a locker as far as other students are concerned. He/she "does not have

such exclusivity over the locker against school authorities". Student lockers remain the exclusive property of the school. The condition of a locker is a student's responsibility. Damage to a locker must be paid for. If a locker is defaced with writing or markings, the student should report this to the office and, after inspection, remove the writing, etc. Students who misuse lockers will be denied access to this privilege. Students must keep lockers clean, safe, and free from damage. Students may lose the privilege of being assigned a locker.

#### **Lost & Found**

All articles found in the middle school building should be taken to the middle school office. Classroom textbooks are returned to the teacher, clothing remains in the office for a short period of time and then is given to the nurse. Students are expected to keep track of their items. ***Hallway and PE lockers are expected to be locked with your items inside.***

#### **Middle School Day**

The middle school day begins at 7:50 a.m. and ends at 3:00 p.m. Students should not be on school grounds prior to 7:40 a.m. unless they are in a supervised program. Students must leave the school buildings at 3 pm unless participating in a school sponsored supervised activity.

#### **Newfield Honors Program**

The Newfield Honors Program is open to membership for students in grades seven and eight. In order to be eligible, students must meet specific criteria. Students must have been a student at Newfield Middle School for a minimum of one year and must have attained a scholastic average of 85 or greater, in each marking period of the prior academic year as well as having less than three (3) minor discipline referrals. Students who meet the eligibility requirements are invited to apply for membership. Members of the Newfield Honors Program contribute to the service of the school and the community at large and focus on leadership activities.

#### **Obligations**

At the end of the 1<sup>st</sup> and 2<sup>nd</sup> semester, the middle school office will compile a list of fines and/or missing items. Students may lose certain privileges if obligations are not taken care of in a timely fashion.

#### **Personal Belongings**

Only items that are necessary or appropriate for a school function should be brought to school. If items are brought to school that are a distraction, they will be held until the end of the day. It is extremely important that you safeguard your personal property at all times while in any public building. It is a good practice never to leave personal belongings unattended. It should not be necessary for you to bring to school more than the usual amount of money needed for lunch. You are reminded to put your name on all items such as outdoor clothing, books, musical instruments, eyeglass cases, PE clothing and shoes, and any other personal school items.

#### **Passes/Planner Passports**

There are three types of passes at Newfield Middle School:

- a. A pink temporary admission slip issued for students who have been absent/tardy to school.
- b. Pre-signed pass. If a pupil wishes to confer with a member of the faculty during a study period, he/she must first obtain a pass from the person he/she wishes to see and

present this pass to the academic lab teacher at the beginning of the period.

- c. The planner includes passport pages. Students are to fill in the information and then ask for permission (and a signature) from the teacher to leave the classroom (bathroom, visiting the library, coming to the office, etc.).

#### **Physical Education**

**Attendance:** Physical Education is required for all students according to New York State Law.

**Excuse:** All students must participate in class unless they are medically excused under any of the following policies:

- a. A medical excuse from a doctor excusing the student for a certain amount of time. The excuse must be kept on file in the health office.
- b. A note from parents excusing a student must be approved by the school nurse, who will then excuse the student from class.
- c. An excuse from the school nurse, which must be given to the PE teacher, will then excuse the student from class.

**\*\*All excuses just excuse the student from physical participation in class. The student will remain in class unless the teacher decides otherwise. Students will be given alternative assignments.**

**Injury:** Any injury, no matter how minor, must be reported to the teacher *immediately*. The school's insurance will cover costs after a deductible for any injuries that may occur during school time after your own insurance coverage. (Glasses are not covered by the school.)

**PE Clothes:** All students in grades 6 - 8 must have a change of clothing for class. This change of clothing should include loose-fitting, athletic attire such as a tee shirt, shorts, socks and sneakers. Sweats may be worn instead of shorts and tee shirts. Any student with clothing that could be considered a safety hazard will not be allowed to participate.

**PE Grading:** Physical Education is an academic course and the grading policy that all classes have applies in PE. The students must be in attendance, must be prepared for class with a proper change of clothing, must change, must demonstrate effort, and must demonstrate acceptable attitude and sportsmanship. Students will also be assessed using written examinations.

Clothing may be provided by the teacher in circumstances where the student is not prepared for class. Students will be expected to change their clothes as a result.

Students who do not participate in physical education due to a lack of preparation will be given three warnings. Upon the 3<sup>rd</sup> warning, students will be referred to the office for disciplinary action. At the 3<sup>rd</sup> warning, the student will receive detention. Any future incident of non-participation during a given semester, will be considered insubordination and be treated as such. Students who do not participate in class will not receive credit for that class.

Students who do not participate in physical education class for reasons of being unprepared or removed for disciplinary reasons, will not be eligible to participate in school-sponsored, organized athletics.

PE Locks & Lockers: Every student will be issued a lock and locker, which will be their responsibility. Any loss or damage to the lock or locker will be the responsibility of the student. A new lock costs \$6.00. **Lockers should be kept locked at all times.**

### **Retention/Promotion**

Students who pass all subjects will be promoted. Students who do not make satisfactory progress in two or more basic subjects (English/LA, math, science, social studies) shall have their cases considered according to the "Model for Academic Success" on an individual basis and may be considered for retention.

Retention: A decision to retain shall be arrived at by consensus from a case conference approach involving the grade level team, building principal, guidance counselor and parent/guardian. Factors to be considered include teacher recommendation; classroom achievement and attitude; standardized test scores; social, emotional and physical development; results of the family conference; and for identified students, recommendations by the Committee on Special Education. If a consensus cannot be reached, the decision of the Building Principal shall be final.

### **Sales in School**

The Board of Education permits the sale of products by school organizations if the profits are to be used for education and cultural enrichment activities. However, these sales will be limited and controlled by the school. To maintain control over the sale of products by school organizations and school affiliated organizations, each organization must submit a written request form. Individuals may not sell on their own in school. All sales must be cleared through and have prior written authorization from the building principal in advance of sales. No private sale of food or property is allowed.

### **School Events**

1. **School Events**  
All students should be attired in a neat, clean manner and suitable to the theme of school events. In the event a person is dressed in extremely poor taste, he or she will be asked to leave, or not be admitted. Students are expected to conduct themselves in a proper and responsible manner at all times. Anyone who fails to comply with this regulation will be asked to leave.
2. **Dances**  
School dances are for Newfield Middle School students only. All students must submit a permission form, provided by the Middle School office, to the homebase teacher at least **ONE** day prior to the dance (i.e. Dance is on Friday, permission forms are due on Thursday at 3:00 PM.) No student will be allowed into any school dance without a pre-signed permission form secured in advance by the homebase teacher. (Students will NOT be allowed to present permission forms at the dance.) Students will abide by all rules as outlined in this handbook. The school rules apply while on school property: before, during, and after the dance. Students who leave the building during a dance or activity may not return and must leave school grounds promptly.

The hours of each dance are from 7:00 – 9:00 PM. No student will be admitted into the dance after 7:30 PM. Students will not be permitted to leave the building during the course of the dance. If this

choice is made, parents will be contacted by a school authority. Students will NOT be allowed to re-enter the building. Students exhibiting conduct unbecoming a student of Newfield Middle School will be asked to leave the dance via parent notification. Students who exhibit inappropriate conduct may be banned from attending future dances within the academic school year.

3. **Extracurricular Participation**  
Student participation in any extracurricular sport, club, band, chorus, drama production or any other activity offered by the school is considered a privilege available to all students. A student may lose his/her privilege if he/she breaks training rules, is academically ineligible, or becomes involved in a disciplinary problem that warrants such action. Athletic involvement is encouraged at all levels whether it is on the Intramural, Modified, Junior Varsity or Varsity level. Coaches will advise all team members of training rules at the beginning of each sports season. Once a team has been picked, athletes may not quit to join another team within the same season.  
Some of our clubs and activities include MS Drama Club, Yearbook, Robotics, Student Council, and Newfield Honors Program.

All students are encouraged to stay for any of the various activities. A 4:00 bus run is provided Monday through Thursday for those students staying in a **supervised activity**.

School rules apply to all school activities whether held at school or elsewhere.

Students may NOT attend school activities if they:

- a. Are suspended from school,
- b. Owe school or teacher detention,
- c. Have not been in attendance for at least 1/2 day.

### **School Visitors**

All visitors to the building are required to report to the middle school office and obtain a visitor's pass from the principal. *Students may not bring visitors to school.*

### **School Visitor Policy**

School is in session from 7:50 a.m. - 3:00 p.m. During these hours, teachers and students are focused on teaching and learning. If a parent or guardian needs to see, pick up, or speak with a student between 7:50 and 3:00, they must stop at the middle school office. The office staff may arrange for the student to come to the office and meet with the parent.

For safety reasons and to maintain an academic atmosphere, we request that visitors, high school students, and volunteers sign in at the middle school office. You will be given a volunteer or visitor pass. If a parent or guardian would like to meet with a teacher, please schedule an appointment through the teacher.

### **Sexual Harassment**

Sexual harassment in the work place is illegal, and all students are forbidden from engaging in such activity. The Newfield Central School District is committed to providing an environment for study free all forms of sexual harassment or intimidation. This policy applies with equal force to males and females, and to heterosexual and homosexual conduct.



**Definition:** The Equal Employment Opportunity Commission defines sexual harassment as follows:

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education,
- b. Submission to or rejection of such conduct by an individual is used as the basis for education decisions affecting such individual, or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive learning environment.

Such harassment refers to behavior typified by objectionable advances that are unwelcome, personally offensive, and debilitating to morale. This behavior includes any job related or academic action based upon an individual's acceptance of, resistance to, or refusal of sexual overtures. Such behavior undermines the integrity of the District's academic relationships.

**Complaint Procedure:**

Any student who believes that he/she has been the subject of sexual harassment should report the alleged incident immediately in accordance with the following procedures. All complaints will be held in confidence and disclosed only to the extent necessary for investigation. Retaliation against any person making a sexual harassment charge is forbidden.

- a. A student may report the incident to any person with authority in the Newfield Central School District. An interview will be held to discuss the allegations.
- b. To lodge a formal complaint, the students will complete a written form specifically detailing the complaint. These forms are available in Newfield Central School's District Office.
- c. The District Superintendent or his/her designee will immediately initiate and coordinate a thorough and impartial investigation of the incident. If investigation reveals that sexual harassment has occurred, immediate action will be taken to rectify the situation. Resolution of a formal complaint will occur within 60 days of the receipt of the complaint form.

Student Conduct found to violate this policy will result in immediate disciplinary action up to and including suspension from school.

**Student Academic Labs**

Students may be assigned to an academic lab, which will be used to help students reach the New York State Learning Standards. These sessions are a part of the instructional school day.

**Student Movement**

Because we must live as a community in our school, some controls must be enacted to govern the movement of students in the building. While we would like to have as open an attitude and policy as possible, some regulations of pupil movement are necessary.

- a. No running, pushing, shoving, horseplay, abusive language, or physical displays of affection will be tolerated.
- b. Voices should be kept at a conversational level.
- c. During class time, if a student leaves, they MUST carry their planner.
- d. Class ends only at the indication of the teacher.
- e. Bathroom needs - except in rare cases, these needs should be taken care of during the time between classes.
- f. At no time should students leave school grounds without permission.
- g. Students are expected to use designated middle school hallways, stairways, entrances and exits.

**Student Rights and Responsibilities**

Pursuant to Section 100.2 (1) (I) of the Regulations of the Commissioner of Education, a bill of student rights and responsibilities is established. A student in the Newfield Central School District shall:

- a. Be suspended from instruction only after his/her rights pursuant to Education Law 3214 have been observed.
- b. In all disciplinary matters, the students have the opportunity to present his/her version of the facts and circumstances leading to imposition of disciplinary sanctions to the professional staff member imposing such sanction.
- c. Take part in all district activities on an equal basis regardless of race, sex, or national origin.
- d. Take part in student government activities unless properly suspended from participation pursuant to the District's Discipline Policy.
- e. Address the Board of Education on the same terms as any citizen.

It shall be the responsibility of each student in the Newfield School District:

- a. To be familiar with and abide by all district policies, rules and regulations pertaining to student conduct.
- b. To work to the best of his/her ability in all academic and extra-curricular pursuits and strive toward the highest level of achievement possible.
- c. To conduct himself/herself, when participating in or attending school-sponsored extracurricular events, as a representative of Newfield School District and as such, hold to the highest standards of conduct, demeanor, and sportsmanship.
- d. To be in regular attendance of school and in class.
- e. Each student will be responsible for contributing to the maintenance of an environment that is conducive to learning and will be expected to show due respect to other persons and property.
- f. It will be the responsibility of each student to make constructive contributions to the school and to report fairly the circumstances of school-related issues.

*Through our decisions and our actions, the **people** at Newfield Middle School, our faculty, staff and students, **MAKE A DIFFERENCE!***

The Constitutional rights of individuals assure the protection of due process by law. Therefore, a system of constitutionally and legally sound procedures are used with regard to the administration of discipline in the Newfield Central School District. Any action taken by a teacher or principal is subject to a hearing by the Superintendent upon the request of the student or his/her parent. A search of student bookbags, purses, pockets, etc. by school officials is legal with reasonable suspicion of misconduct warranting such search. In most cases, if the student is not present, he/she will be informed of the search. Stolen items, or items which are specially prohibited by law, Board policy or school regulations may be impounded. The student will be given a receipt for any items impounded by school authorities and parents shall be notified of any items impounded. It should be noted that the general statements above are guidelines only. In the event of an emergency, such as bomb threat or during a search for drugs, other procedures may be followed.

#### **Telephone Usage**

In an emergency a phone is available for student use in the middle school office. Students should be taking care of all dismissal and after school plans BEFORE they come to school in the morning. Students will not be called to the office phone during school hours unless the call is an emergency.

#### **Theft**

All suspected theft of property should be reported immediately to the teacher and middle school office. **IF YOU KEEP YOUR LOCKERS LOCKED, KEEP YOUR LOCKER COMBINATION A SECRET FROM EVERYONE AND DO NOT LEAVE MONEY OR VALUABLES IN YOUR LOCKER,** you will greatly reduce your chances of losing your personal property.



**Newfield Middle School provides an environment to aid students in transitioning from elementary school to high school, while**

**focusing on the following:**

**SUCCESS** Academic success is achieved through personal connections and support for students to reach their academic potential.

**SELF-WORTH** Students are valued for the people they are and the people they will become in the future.

**SCHOOL CONNECTION** We value home, school, and the community working together as a team in the best interest of our students.

Our goal is to work in an environment based on mutual respect and a common mission--  
**educating our children.**

# CODE OF CONDUCT

## INTRODUCTION

The ultimate purpose of any discipline policy is to foster the ability of every student to discipline himself/herself. In order for education to take place, there must be order. If one student's misbehavior affected only that student, our policy would be simpler. But the reality is that many others have their right to an education disrupted when misbehavior occurs. Consequently, for the good of the district as a whole, disciplinary policies and procedures have been formulated. These rules shall apply on all school grounds, in all school vehicles, and/or while participating as a representative of Newfield Central School District. Disciplinary actions are listed in this document for the various violations of school district rules. It should be noted that repetition of severe offenses will result in escalating disciplinary responses. Furthermore, district administrators have the ability to determine if additional consequences are required. The following sections provide a summary of the Newfield Central School District Code of Conduct.

## STUDENT DISCIPLINE POLICIES AND PROCEDURES

### GLOSSARY OF TERMS

BOE: Board of Education

COLLUSION: Secret agreement or cooperation for a fraudulent or deceitful purpose.

DETENTION: A disciplinary action determined by an administrator or teacher that requires a student to report to a classroom or the office for a designated period of time.

DISRUPTIVE STUDENT: A student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.

EDUCATIONAL NEGLECT: Any recurring practice by a parent/guardian that jeopardizes a student's educational performance. For example, a parent/guardian failing to correct a student's chronic lateness or absence from school.

EXTRA-CURRICULAR: Outside of the required credit-bearing curriculum, i.e., clubs and sports.

INHALANTS: Chemicals that easily evaporate and can cause an altered state when their vapors are inhaled.

MEDIATION: Intervention between conflicting parties to reach a solution or compromise.

PARAPHERNALIA: Any item that could be used to participate in any use of drugs, tobacco or alcohol.

PINS (Person In Need of Supervision): A program for students that provides case management through a law enforcement agency.

PLAGIARISM: Stealing and presenting as one's own, the work and/or words of another.

SCHOOL PROPERTY: In or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public school, or in a school bus.

SCHOOL REPRESENTATION: When a student represents Newfield Central School District during any school-approved activity (on or off school property).

STUDENT: An individual enrolled in Newfield Central School District.

SUPERINTENDENT'S HEARING: A due process hearing with the Superintendent of Schools for the purpose of determining disciplinary action.

SUSPENSION (In-school): Disciplinary action determined by an administrator, in which the student is removed from the regular classroom setting, to a supervised suspension area on school property, where he/she is responsible for completing all school assignments.

SUSPENSION (Out-of-School): Disciplinary action determined by an administrator, in which a student is not permitted to be on school property and is expected to remain at home where he/she is complete all school assignments.

TRUANCY: Illegal absence from school without parent/guardian permission.

VANDALISM: Willful or malicious destruction or defacement of public or personal property.

## CODE OF CONDUCT

### Students' Rights and Responsibilities

**All students have a right to attend a school where a positive learning environment exists; a school where student behavior is conducive to maximum performance in classes and extra-curricular activities. All students have a responsibility to do their best to achieve in class and school activities and to abide by the schools' rules and code of conduct. When this happens, the school atmosphere will truly be conducive to student achievement and happiness.**

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**All students have a right to feel safe and be safe in this school. This means no students will be harassed, intimidated, or physically harmed in any way. ALL STUDENTS HAVE A RESPONSIBILITY TO MAKE THE SCHOOL SAFE.**

\*\*\*\*\*

**All students have a right to expect their property to be safe in this school. This means that no one will steal, damage, or destroy personal or school property. ALL STUDENTS HAVE A RESPONSIBILITY TO RESPECT PERSONAL AND SCHOOL PROPERTY.**

\*\*\*\*\*

**All students have the right to be treated with respect in this school. This means that no one will act or speak in a disrespectful manner. ALL STUDENTS HAVE A RESPONSIBILITY TO TREAT OTHERS WITH RESPECT.**

\*\*\*\*\*

**All students have the right to be accepted and treated fairly in this school. This means that no one will be treated unfairly. ALL STUDENTS HAVE A RESPONSIBILITY TO ACCEPT AND TREAT OTHERS FAIRLY.**

\*\*\*\*\*

**All students have a right to hear and be heard in this school.  
This means that no one will interrupt or be disruptive.  
ALL STUDENTS HAVE A RESPONSIBILITY TO LISTEN  
WHEN OTHERS ARE SPEAKING.**

\*\*\*\*\*

**All students have a right to express thoughts and feelings in this school.  
This means that all students will be free to express their feelings and opinions in an acceptable manner.  
ALL STUDENTS HAVE A RESPONSIBILITY TO ALLOW OTHERS TO EXPRESS THEIR FEELINGS AND OPINIONS.**

*Newfield Middle School complies with New York's Dignity for All Students Act. The Dignity Act seeks to provide the State's public school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus, and/or at a school function.*

#### **A. Bullying / Cyberbullying:**

A variety of negative acts carried out repeatedly over time. It involves a real or perceived imbalance of power. Bullying can take many forms which may include, but are not limited to, physical, verbal, and or psychological.

**All Offenses:** Depending on the form of bullying (physical, verbal, psychological, etc.), consequences will be based on the behavior manifested (i.e., verbal or physical intimidation, etc.) and outlined within this document.

#### **B. Drugs/Alcohol/Tobacco**

1. Possession and/or under the influence of drugs and/or alcohol  
(including illegal, prescription, counterfeit, inhalants, synthetic cannabinoids, and paraphernalia):

**First Offense:** Automatic 5 days out of school suspension, Mandatory in-house drug evaluation, Parent notification, Possible notification of Law Enforcement, Possible Superintendent's Hearing

**Second Offense and future offenses:**  
Automatic 5 days out of school suspension, Automatic Superintendent's Hearing, Parent notification, possible notification of Law Enforcement

2. Possession of over-the-counter drugs:  
Examples:  
Advil/Tylenol (**Including, but not limited to vitamin** supplements, Cold Medicine, or Alternative Medicine(s) including homeopathy  
Policy: "All over-the-counter drugs must be stored and dispensed through the school nurse with written parent permission/directions. The student and/or parent must bring the product(s) to the Health Office prior to the start of the school day."

**First Offense:** Student will return to their regular class schedule after a parent conference.

**Second Offense:** Automatic 3 days out of school suspension, Parent notification/conference

**Third Offense:** Automatic 5 days out of school suspension, Plus in-house Drug Evaluation

3. Possession of Tobacco, including paraphernalia

**First Offense:** Automatic 1 day out of school suspension, Parent notification

**Second Offense:** Automatic 3 days out of school suspension, Parent notification

**Third Offense:** Automatic 5 days out of school suspension, Parent notification, Possible Superintendent's Hearing

**Fourth Offense:** Automatic 5 days out of school suspension, Automatic Superintendent's Hearing, Parent notification

4. Selling/dealing/distributing of drugs/alcohol/tobacco

**All Offenses:** Automatic 5 days out of school suspension, Automatic Superintendent's Hearing, Parent notification, Possible notification of Law Enforcement

#### **C. Gun-Free Schools Policy**

No student shall bring onto school premises or have in his/her possession on school premises any "firearm" as defined in federal law. For purposes of this policy, the term "firearm" shall mean: any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of such weapon; any firearm muffler, or silencer; or any destructive device.

In accordance with the Gun-Free Schools Act of 1994, any student found guilty of bringing a firearm onto school premises or having such has been provided pursuant to Section 3214 of the Education law, will be suspended from school for a period of not less than one year. However, after the imposition of the one-year

Penalty has been determined, the Superintendent of Schools may review and modify such suspension requirement for a student on a case-by-case basis. In reviewing the student's one-year suspension penalty, the Superintendent may modify the penalty based on factors as set forth in Section 100.2 of the Regulations of the Commissioner of Education and in Commissioner's Decisional Law.

For students who are classified as having a disability under the Individuals with Disabilities Education Act (IDEA) and Part 200 of the Commissioner's Regulations, a suspension for more than ten days constitutes a change of placement. As such, if a student with a disability brings a weapon to school in violation of Board policy and federal law, the District will not only follow the procedures under Education Law Section 3214, it will also provide parental notice in accordance with Commissioner's Regulations to refer the student to the Committee on Special Education (CSE) before a change of placement (i.e. a suspension for more than ten days) is invoked.

The District will continue to offer students with disabilities a free appropriate public education despite any suspension imposed as a result of the Board policy. Additionally, this policy does not diminish the authority of the Board of Education to offer courses in instruction in the safe use of firearms pursuant to Education Law Section 809a.

This policy does not prohibit the District from utilizing other disciplinary measures, including but not limited to, out-of-school suspension for a period of five days or less or in-school suspensions in responding to other types of student misconduct which infringe upon the establishment rules of the school.

The District will continue to provide the suspended student with appropriate alternate instruction during the period of the student's suspension. Regulations shall be developed by the administration to implement this policy. Goals 2000: Educate America Act P.L. 103-227 (Gun-Free Schools Act of 1994) 18 United States Code (USC) Section 921 Education Law Sections 809a and 3214 8 New York Code of Rules and Regulations (NYCRR) Section 100.2 and Part 200 Public Law 101-476, Individuals with Disabilities Act (IDEA)

#### D. Weapons

Definition: A weapon is any item that can be or is used to threaten or inflict harm, including the following but not limited to: Anything with a blade, any type of slingshots, projectiles/sharp objects, blunt instruments, explosives/chemicals

##### 1. Possession of Weapons

**First Offense:** Item will be confiscated, parent conference will be held. Upon consideration of the circumstances, the administrator will determine if additional consequences are required. These may include suspension, law enforcement notification, and/or a Superintendent's Hearing.

**Second Offense:** Automatic 5 days out of school suspension, parent conference, Possible Law Enforcement, Possible Superintendent's Hearing

**Third Offense:** Automatic 5 days out of school suspension, Automatic Superintendent's Hearing, Parent notification

##### 2. Use of Weapon/Intent to Use Weapon (Use or Threat)

**First Offense:** Automatic 5 days out of school suspension, Parent conference, Possible Law Enforcement

**Second Offense:** Automatic 5 days out of school suspension, Automatic Superintendent's Hearing, Parent notification

#### E. Verbal or Physical Intimidation

Definition: Conduct having the purpose or effect of unreasonably interfering with an individual's learning performance or creating an intimidating, hostile, or offensive learning environment.

**First Offense:** Automatic mediation between all parties involved, Automatic parent notification of all parties  
\*Upon consideration of the circumstances, the administration will determine if additional consequences are required.

**Second Offense:** Automatic one day out of school suspension. Automatic mediation between all parties involved.  
Automatic parent notification of all parties involved

\*Upon consideration of the circumstances, the administration will determine if additional consequences are required.

**All Future Offenses:** Automatic 3-5 days out of school suspension, Automatic mediation between all parties. Automatic parent notification of all parties involved

\*Upon consideration of the circumstances, the administration will determine if additional consequences are required.

#### F. Physical Fighting or Causing Physical Harm to Another

**All Offenses:** Suspension, number of days to be determined by severity of incident, Mediation between all parties, Parent notification of all parties  
\*Upon consideration of the circumstances, the administration will determine if additional consequences are required.

#### G. Sexual Harassment (Verbal or Physical):

Definition: Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

**All Offenses:** Parent notification, Possible mediation between parties  
\*Upon consideration of the circumstances, the administration will determine if additional consequences are required.

#### H. Insubordination/Disruptive Behavior/Inappropriate Language

##### Insubordination

Definition: Refusal to follow reasonable directions

##### Disruptive Behavior

Definition: Conduct that unreasonably interferes with the educational or social environment

##### Inappropriate Language

Definition: Any words, spoken or written, or gestures that are profane, vulgar, abusive, or which may offend or incite another person

Depending on the nature or history of insubordinate acts, disruptive behavior, and inappropriate language, the student may face some or all of the following consequences: Teacher Intervention, Parent Notification, Detention, Suspension, Exclusion from particular class/activity, Superintendent's Hearing

#### I. Student Dress

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

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

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back) and see

- through garments are not appropriate. No bare midriffs.
3. Ensure that underwear is completely covered with outer clothing.
  4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
  5. Exclude the wearing of hats or head wraps in the building. Scarves covering the head are not appropriate unless they are used as a legitimate hair accessory.
  6. Not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, 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.

Each building principal or his or her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school. 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.

#### J. Theft/Vandalism

Theft: Return and/or replace the item(s), Possible Law Enforcement notification, Possible suspension, Parent notification  
 Vandalism: Restitution for damage, Possible law enforcement notification, Possible suspension, Parent Notification  
 \* Depending upon the severity of the theft and vandalism, a possible Superintendent's Hearing could be held.

#### K. Bus Discipline

Students are expected to display the same conduct on a bus as they do in a classroom. A bus driver is a professional. He or she deserves the same respect as a teacher or an administrator. School busses are considered school property. Therefore, all district discipline policies are in effect. Any discipline infraction that endangers the safety of others may result in the loss of transportation privileges.

##### BUS CONDUCT RULES

1. Obey the bus driver at all times. \* Video cameras may be used on our buses.
2. Be on time to your bus stop.
3. Keep your hands to yourself. No pushing or fooling around.
4. Keep your body inside the bus. Do not throw anything out the window.
5. No eating, drinking, or littering on the bus.
6. Use appropriate and respectful language in a low volume.
7. Written notes are required for any student who wishes to ride a different bus. Notes must be signed by any office personnel.
8. Remain seated at all times.
9. Students must walk 10 feet in front of the bus and then await signal from the driver to cross in front of the bus.
10. Sit in your assigned seat.
11. Do not play with emergency windows or door.

12. All district policies are in effect at all times.

Violations of school bus rules will be dealt with in the following manner \* These are subject to change as the situation may arise:

**First Offense:** Driver will warn student of inappropriate action and take action. A referral will be completed by the driver. Parent notification. Possible suspension

**Second Offense:** A referral will be completed by the driver. Parent notification, Possible bus suspension

**Third Offense:** Automatic bus suspension. The length of the suspension will be determined by administration based on the severity of the infraction. A conference may be requested with the student, parent, driver, transportation supervisor and principal. A referral will be completed by the driver.

#### L. Academic Misconduct

Definition: Cheating, including but not limited to copying, using unauthorized help sheets and the like, illegally obtaining tests in advance and other forms of collusion, plagiarism

**First Offense:** No credit will be given until the assignment is done, Parent Notification, Conference with principal

**Future Offenses:** No credit will be given for the assignment(s), Parent Notification, Conference with principal

#### M. Other Student Misconduct

1. Physical conduct of an intimate nature including kissing, lap sitting, intimate touching, etc., that has the affect of creating an offensive educational or social environment.

**First Offense:** Warning, Possible parent notification, Possible suspension and counseling

**Second Offense:** Mandatory detention, Parent notification, Possible suspension

**Future Offenses:** Parent notification, Mandatory suspension

2. Forgery  
 Definition: Falsifying any document

**All Offenses:** Parent notification. Consequences may include detention, suspension, or loss of privileges

3. Late to School  
 Any student who arrives late to school for illegal reasons such as oversleeping or missing the bus will face one or more of the following consequences: Detention, Parent notification/parent conference.

The district may be required to file charges of Educational Neglect.

4. Truancy

Definition: A student who is absent from school without parent permission.

**First Offense:** One detention is assigned for every period of truancy.  
Parent notification

**Future Offenses:** Parent conference is held.  
Possible detention or suspension  
Possible PINS (Person In Need of Supervision) petition  
The district may be required to file charges of Educational Neglect.

**STUDENT SUSPENSION** Students that are suspended either in or out of school are to leave school grounds at dismissal and are not to return until the next school day.

Procedures Related to the Suspension of Students with Disabilities

A student identified by the Committee on Special Education as having educational disabilities who has been suspended for 10 cumulative days shall be referred immediately to the Committee on Special Education for consideration of change in placement.

Suspension of a student with a disability for more than ten days under federal law constitutes a change in placement.

The Building Principal shall notify the Chairperson of the Committee on Special Education (CSE) immediately, in

writing, requesting consideration of a change in placement for the student.

The CSE Chairperson shall immediately schedule a meeting to discuss the issues related to the suspension(s). The committee will determine whether the present placement is appropriate or whether a change in placement is warranted. The student is afforded the opportunity for a due process hearing in which he/she is given oral or written notice of the charges.

Pending an appeal, the student will receive written notification from the CSE Chairperson of his/her right to remain in the current educational placement pending the resolution of all proceedings.

If the disabled student is considered to be dangerous and his/her parents refuse to permit a change in placement, the school district will seek a court injunction to show that the student's current educational placement is likely to result in injury to self or others.

**BUILDING RULES**

- NO HATS**
- NO HACKY-SACK**
- NO RUNNING**
- NO GAMBLING OF ANY FORM**
- NO SMOKING**
- NO WATER GUNS, TOY GUNS OR KNIVES**
- NO FOOD/DRINK ALLOWED OUTSIDE OF THE CAFETERIA**
- NO ROLLERBLADES, SKATEBOARDS, SCOOTERS**

## Newfield Central School District 2017-18 Calendar

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- ⬆ = School Vacation
- ⬇ = Employee Holiday (FT)
- SC = Supt.'s Conference Day
- R = Regents Exams
- RD = Rating Day
- / = 1/2 day for elementary students

Adopted by the BOE on March 16, 2017

Total Faculty = 187  
Total Students & 10 Mo. Staff = 182

Paid Holidays for Part Time SVC Employees Oct 8, Nov 28, Dec 26, Jan 1, May 28

Parent/Teacher Conferences at ES - Nov 17, Nov 30, March 18, March 22

- September 4 - Labor Day
- September 6 - FIRST DAY OF SCHOOL FOR TEACHERS
- September 7 - FIRST DAY OF SCHOOL FOR STUDENTS & 10-MO STAFF
- October 8 - Columbus Day
- November 10 - Veterans' Day
- November 22-24 - Thanksgiving Holiday
- December 26 - January 2 - Holiday Recess
- January 16 - Martin Luther King, Jr. Day
- January 22-26 Regents/Midterm Exams
- February 18-20 Winter break
- Mar 28-30 Spring Break
- May 28 - Memorial Day
- June 12-22 - Regents Exams
- June 21 - Last Day for Students
- June 22 - Rating Day/Last Day for Teachers
- June 22 - Graduation