



## **Newfield High School Strive for Excellence!**

### **2018-2019 Student and Family Handbook**

#### ***Let's Make this Year Amazing!***

Welcome to the 2018-2019 school year at Newfield High School. You are at a crucial point in your academic life that can help shape the path to your future. It is up to you to determine your destiny. Our school is rich with academic, extracurricular and athletic experiences. Don't hesitate to participate! Use the resources available to become a better, well-rounded person. Every year is a fresh start. Set personal goals, ask for help, challenge yourself and become part of the school community. The Newfield faculty and staff are here to help you be successful in all your endeavors.

Use this handbook during the year to understand and acknowledge how to be both productive and appropriate while attending NHS. The resources available here will help guide you through important policies and procedures.

#### ***Go Trojans!***

Patrick Mahunik  
High School Principal  
8/2018

*Newfield High School complies with New York's Dignity for All Students Act. The Dignity Act seeks to provide the State's public elementary and secondary 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.*

*DASA Coordinator – Patrick Mahunik, High School Principal*



**NEWFIELD HIGH SCHOOL**

**Advocating for our needs:**

**In the appropriate time, place, and manner**

**Mutual Support: Helping each other.**

**We are a learning community.**

**We share a responsibility for  
maintaining a safe, healthy, and  
effective learning environment.**

**Expectations**

- Complete all work on time, all the time.
- Always be in the appropriate place, at the appropriate time.
- Use appropriate language for educational setting.
- Keep your hands to yourself.
- Walk while in and around the building.
- Remove hats and hoods.
- No masks.
- Use cell-phones, iPod, & other electronic devices only in accordance to policy.
- When asked to do something, do so quickly and politely.
- Keep your pants all the way up and your body properly covered.
- Treat other adults and students with respect – Treat them how you would like to be treated.
- Stop and think before acting or speaking.

## **Accidents**

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

It is the responsibility of the student and teacher to complete reports or claim forms within the required time limits.



*Interact Club Varsity Club Art Club National Honor Society Yearbook Volleyball Basketball  
Baseball Soccer Track Football Softball Travel Club Drama Club Student Council  
Outdoor Sports/Conservation Club SADD Sources of Strength Computer Club Writers Club  
Sustainable Gardening Club*

## **Athletics and Extra-Curricular Participation**

Athletics and extra-curricular activities in Newfield are considered to be privileges that are available to all students. Student participation is encouraged at all levels whether it is on the Intramural, Middle School, Junior Varsity, or Varsity level. A student may lose his/her privilege if he/she breaks training rules, becomes ineligible, or becomes involved in a disciplinary problem that is severe enough to warrant such action.

All student athletes must abide by any / all district, school, or building rules. Failure to do so may result in the student athlete's dismissal from the team.

School Suspensions - Any student that is suspended for any reason may not participate in any practice or game on any day of their suspension. Exceptions may be made at the discretion of the principal for in-school suspension.

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 in order to join another team within the same sports season.

## **Athletic Eligibility**

You are eligible:

1. If you are a high school student in regular attendance in grades 9, 10, 11, or 12.
2. If you are between your 12<sup>th</sup> and 19<sup>th</sup> birthdays.
3. If parents and the school doctor approve the physical exam.
4. (For students 9-12) – eight (8) consecutive semesters beginning with the semester in which you entered 9<sup>th</sup> grade.
5. (For students 9-12) – only four (4) seasons in any one sport.
6. If you have not violated the all-star game rule.
7. If students have not played or practiced with a college team.
8. If students are an amateur, having never used their athletic skill for gain, and if you have never competed under an assumed name.
9. If students are familiar with the rules of the game and the standards of sportsmanship.
10. If students do not participate in physical education, they will not be allowed to practice/play that day.
11. If students go home ill, they will not be allowed to practice/play that day.
12. If students arrive to school by 11:11, they will be allowed to practice or play that day.

## **Academic Eligibility**

Grading periods (6 weeks) end on a Friday and report cards/eligibility lists are compiled as soon as possible based on the teacher's reports. There will be three levels of ineligibility /probation that a student may be put on, according to the number of course incomplete or failures that he/she has attained. The three levels (categories) are as follows:

1. **One failure/incomplete:** Student is put on probation for the next six-week grading period. He/she must have a weekly progress form filled out on a weekly basis, for the failure/incomplete class. \*\* Failure to complete the terms of probation, i.e., failure to complete the form, will result in a one-week ineligibility period\*\*
2. **Two failures/incomplete:** Student is put on probation for the next six-week grading period. He/she must have the weekly progress form filled out by all of his/her teachers on a weekly basis. Students with two or more failures and/or incompletes are automatically ineligible for one week.

3. **Three or more incomplete/failures:** This student will automatically be ineligible for a minimum of one week (Monday to Monday) following the issuance of the report card ineligibility list. After the first week, the terms for being reinstated to playing status and for probation are the same as in category 2.

**\*Weekly Ineligibility Forms:** The student is totally responsible for the completion of these forms. The forms can be picked up from the Guidance Office on Friday mornings, unless holidays necessitate a change in the schedule. They are to be presented to the teachers on Friday to be signed. The forms are due back to the Guidance Office (with a parent's signature) on the following Monday by 8:00 a.m. Students who turn in their forms late, or whose forms are not properly filled out, will remain ineligible for the full week. If a student is legally absent on the day ineligibility forms are given out or are due, she/he is allowed an additional day (or two, if absent for both days) to complete the process. The forms are to be completed each week for 6 weeks following report card to report card.

**Fall sport eligibility** will be determined by the prior year marking period 6 grades until the first marking period grades are available of the current year. If a student had failing grades or an incomplete, the student will be placed on the probationary chart stated above at the appropriate level and will be required to get teacher signature(s) in the failing/incomplete subject area(s) of the prior year or the equivalent thereof in the current school year. A student who earned full-year course credit for the end of marking period 6 (June) or in summer school (August) will be considered eligible for fall sports.

The following pertains to what will occur after summer for a student who advances a grade level or a student who fails to advance a grade level. A student who **fails one course** in the previous school year (June) will automatically be *ineligible* when returning to school in September. These students will have a "bye" until the first (six week) marking period report card is available. In addition, students will be required to fill out an ineligibility form for marking period one based on an equivalent/comparable course in the current school year. If a course during the current school year is not comparable enough, then the student must choose another elective or PLATO recovery as a metric in order to show progress in a class. All previously stated probationary rules from the student handbook will then be in effect.

A student who **fails two courses** in the previous school year (June) will automatically be *ineligible* when returning to school in September. These students will have a "bye" until the first marking period (six week) report card. In addition, students will be required to fill out a weekly ineligibility form and have all teachers sign the form. All previously stated ineligibility rules from the student handbook will then be in effect.

A student who fails three or more courses in the previous school year (June) will automatically be *ineligible* until the first marking period (six week) report card. These students will be required to fill out a weekly ineligibility form and have all teachers sign the form. All previously stated ineligibility rules from the student handbook will then be in effect.

**\*\*Terms of Ineligibility:** Students may participate in practice, but not in games, productions, etc.

#### **NEWFIELD CENTRAL SCHOOL DISTRICT COMPREHENSIVE ATTENDANCE POLICY**

Parents are expected to recognize that the education of their children is a joint responsibility of the parents and the school community. Children are to be sent to school ready to participate and learn. Parents are expected to ensure regular attendance and ensure students are to school on time.

For the purpose of this policy, any absence, excused or unexcused, is counted as a class absence unless it is for a school field trip, a suspension, or if written documentation from a physician is turned in to the office stating that the student is not physically able to attend school.

**Excused Absences List:** The Board of Education and New York State recognize the following reasons for student absences from school as excused absences: illness, illness or death in the family, impassible roads,

religious observance, doctor appointment, attendance at health clinics, quarantine, required court appearance, approved college visits, military obligations, approved cooperative work programs, approved field trips, in-school sanctioned activities, other reasons approved by the Commission of Education. **Excused absences are still counted as class absences in the Newfield classroom attendance policy unless it is a school field trip, a suspension, or a physician's document that states a student is not physically able to attend school.**

**Unexcused Absence List:** Any reason not listed as excused shall be deemed unexcused unless the principal determines otherwise. Examples of unexcused absences include, but are not limited to: shopping, traveling, oversleeping, missing the bus, skipping class, babysitting, needed to help at home.

**For the purposes of this policy, suspension from school or assignment to in-school suspension does not constitute an absence.**

**Classroom 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. Eighty-five percent (85%) of the regularly scheduled class period is defined as no more than 28 absences for a full-year course; no more than 14 absences for a half-year course; no more than 7 absences for a course that meets for one semester or all year every other day; no more than 4 absences from Driver's Education; and no more than 8 absences from Physical Education.

- A tardy of more than a third of a class period (15 minutes) is equivalent to one absence.
- Any absence from class is counted towards this policy – the only exceptions are:
  1. A school field trip or school-sponsored activity.
  2. A doctor's medical excuse stating a student cannot be in school for the day due to contagions, hospitalization, or emergency room service. A doctor's appointment is not a medical excuse.
  3. Suspension from school.

This policy will be reviewed on an annual basis.

### **Attendance Problems**

**Steps** for a full-year course under the traditional 9-period schedule:

- A school official may contact the parent/guardian at home or work to inquire about absences.
- After seven (7) absences, the classroom teacher notifies the student, the parent, the counselor and the administrator of the problem.
- An administrator/teacher calls the home after seven (7) missed days. This phone call is documented by some written correspondence to the parent/guardian.
- At twelve (12) absences, a planning conference occurs involving the student, parents, teachers, and administrators; a specific plan is devised to address the student's absenteeism; a certified letter outlining the understandings and outcomes of this meeting is sent home to the parent/guardian.
- At twenty (20) absences, a parent/student/school conference is required notifying the parents that the continued absences beyond twenty-eight (28) days may result in the student being removed from class(es). A follow-up letter confirming this information will be sent home.
- At twenty-eight (28) days of absence, the student will meet with the building principal or her/his designee to be notified of ineligibility for credit. Parents will also be notified by letter.
- At twenty-eight (28) days of absence, credit will be denied. The student may or may not be removed from each (or all) class/subject in which absences have occurred.
- For semester classes, the steps would apply after three (3) days absence, after seven (7) days absence, and again at ten (10) absences. At fourteen (14) absences, and at eight (8) absences for Physical Education, a student will be denied credit and may or may not be removed from the course.
- For ¼ credit course that meets for one semester, one period alternate days (i.e., Physical Education), no more than eight (8) absences are allowed.

**Understandings** associated with this policy:

- School sponsored events are equivalent to a class, i.e., field trips, school sponsored competitions, music lessons, school sponsored college visits, home tutoring, etc.
- Upon medical notation of a long-term absence, home tutoring is set up by the end of five (5) consecutive days of absence for students of compulsory education age.
- Home instruction may also be provided for other reasons, such as suspensions.
- Teachers will be available to respond to questions from students about work missed during a student's absence regardless of the reason for the absence. However, the district is not obligated to extend to every student who misses a class, test, etc., a make-up opportunity. Such opportunities do not have to be extended for unexcused absences or truancy.
- If make-up work is given, it is in lieu of that which was done in class; although it may not have the same format, it will have the same content.
- Some work is impossible to make up, i.e., class participation, oral class work that was graded, work that was scored and then reviewed in class, complex science labs, etc.
- Teachers may require that some class work (labs, etc.) be made up during school time, for example, when the teacher is available to help the student.

## **Attendance**

### **Minimum Attendance**

Students are required to attend all regularly scheduled classes. Attendance is taken by teachers on a daily basis for each class. Class attendance is part of class participation. A doctor's note may be requested from the parent/guardian if the child is out five (5) consecutive days.

#### 1. **Attendance Notification**

Parents/guardians are asked to notify the school (564-9955, extensions 3131 or 3130) by 9:00 a.m. on days the child will be absent. If the school is not notified, a school official may contact the parent/guardian at home or work to notify the parent/guardian the student is absent. This is especially important if the student may be out for more than five (5) days. The school will make an effort to provide home tutoring, and at a minimum, see that assignments are forwarded.

If a student's absence in physical education is the result of an extended period of legal absences, make-up classes in lieu of homework will be scheduled.

#### 2. **Written Excuses**

The school is required to have a written excuse with a parent's signature on file for each time a student is absent or late or dismissing early. If a student is dismissed early, a note is required providing the name of the person designated to pick the student up from school. In the case of absences, the written excuse should be presented to the office on the day the student returns. It is imperative that parents provide written excuses the following day.

### **IMPORTANT:**

**If no excuse is submitted, a written notification will be sent home to the parent/guardian. The undocumented absence or tardy will be considered as truant and disciplinary action may be warranted. Teachers are also not required to accept make-up work for a grade in these circumstances. If excuses are not submitted, all undocumented absences and lates to school will be recorded as "unexcused" on the permanent school record. This may trigger outside agency involvement since it may constitute "Educational Neglect."**

**Please be diligent with your child's attendance. Attendance matters for successful grades. Good work habits and attendance information may be requested by future employers.**

#### 3. **Homeroom**

- a. All students in the building are to report to their homeroom.
- b. If the student reports to homeroom late, he/she will be marked tardy.

- c. Students who are absent or enter school after 11:11 a.m. will not be eligible for after-school activities.

#### 4. **Tardiness**

If you are late to school, report to the Main Office and sign in. Explain the reason for being late with a **written, signed excuse** from the parent/guardian. Students who are late to class will be admitted.

Upon three (3) instances of tardiness, students will be assigned a detention.

A tardy of fifteen (15) minutes or more from class is recorded as an absence from class.

We cannot stress enough how important class attendance is for a student to be successful. In addition, absences from scheduled classes without parental or school permission are classified as truancy.

Tardiness of more than two (2) periods, or absence from school of more than four (4) periods on one day, or entering school after 11:11 a.m., bars students from participation in same day after school extra-curricular activities. This includes drama, musicals, as well as athletic practices, presentations, or contests.

In the event that a student's attendance at a religious service or personal reason (court, counseling) prevents him/her from being in attendance at school at least one-half day, the principal may consider a waiver of this policy if permission is sought in advance.

#### 5. **Dismissal During School Day**

Students are released from school for legal reasons upon written request to the Main Office from the parent/guardian. Legal reasons for early dismissal still count as an absence from class(es). Students should not request early dismissal for trivial reasons. Whenever possible, routine medical or dental appointments should be made for vacation periods or outside school hours. If a student is dismissed early, a note is required providing the name of the person designated to pick the student up from school.

##### **When early dismissals are necessary, please follow these procedures:**

- a. **Early Excuses** – Students must present a written parental request, *stating who will be picking up the student*, to the Main Office prior to homeroom to be dismissed early. Students must sign out in the Main Office and sign in upon returning. *A phone call from a parent requesting dismissal is acceptable only in an emergency situation.*
- b. **Illness** – Any student who becomes ill during the school day should request permission from the teacher to see the nurse. If your child is ill and needs to be picked up, it is **mandatory** that he or she contact you *from the nurse's office phone*, so the check-out may be documented properly. If your child contacts you for pick-up from his/her personal cell phone, please remind him/her that he/she must go to the health office and see the nurse for evaluation.
- c. The nurse will notify parents if necessary. If the nurse is unavailable, the student is to report to the Main Office.
- d. Students leaving school during the school day due to illness are not eligible for participation in any after-school activity or extra-curricular activities.
- e. Students absent from school are not allowed to participate in after-school events/practices, games, etc.

#### 6. **Perfect Attendance**

Students who are absent less than two and a half hours (2.5) a marking period (6 weeks) and have less than three (3) tardy to school during the marking period (6 weeks) are considered to have perfect attendance.

A student that serves suspension during the 6 weeks does not qualify for perfect attendance.

##### **Late Arrival/Early Dismissal – See Work Release for more information**

**Seniors** may be eligible for late arrival to school and early dismissal from school. These students **must** apply for this privilege by filling out the appropriate forms and have parental permission. The Principal reserves the right to deny or revoke this privilege at any time. If this privilege is denied or revoked, the principal will communicate the contributing factors to the student and the parent/guardian.

### **Student Arrival/Open Campus Conditions**

Once a student is on school grounds, he/she is not to leave school grounds without the permission of the Nurse and/or High School Principal. There is **no** 'open campus' at Newfield Central School.

### **Cafeteria Meal Policy**

#### **Free Lunch/Reduced Lunch Program**

The Newfield Central School cafeteria offers **free breakfast** for **all** students.

- Students eligible for free lunches may receive a New York State approved free breakfast and lunch each day.
- Students eligible for reduced rate lunches may receive a New York State approved free breakfast and a reduced cost New York State approved lunch.
- Students paying the full price may receive a New York State approved free breakfast each day. They must pay for lunches at the district's established meal rate.
- Parents or guardians are responsible for paying any balances on student accounts. If a parent does not want his/her child to purchase meals or other food items in the cafeteria due to low funds or for any other reason, s/he must send in a written note.
- A la carte items may be purchased only if there is money on the student's account or if the student has cash.

Further information may be found on the District's website.

A telephone calling service will remind you of low or negative account balances. Low cash notices (balances \$0.01 to \$10.00 inclusive) will be sent to your primary telephone on record each Tuesday and Thursday during the school year. **Negative balances will be called on Monday thru Friday until paid.** Please communicate with any other family members who may need to know this information.

Your student may qualify for a "free" or "reduced" lunch depending on family income. You may find applications on our website ([www.newfieldschools.org](http://www.newfieldschools.org)), in each of the cafeterias, and in the principal offices. Free and reduced lunch applications are processed all year.

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).

### **Cafeteria Alert – Students with Food Allergies**

If your child has a food allergy of any kind, the cafeteria requires 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 for one school year (confidentially) to ensure that your child does not purchase anything which may cause an allergic reaction. These records must be current.

Each cafeteria has a dedicated "allergy" 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 to school from home.



#### **Bullying/Cyberbullying**

Bullying at Newfield Central School is strictly prohibited on school property, in school buildings, on school buses, off property where actions impact the education process in school, and at school sponsored events and/or activities while 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. "Cyberbullying" means harassment/bullying through any form of electronic communication.

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. Students will learn how to identify and interpret bullying and cyberbullying. If 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. There is a link on the District webpage for making this report.
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. 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.

### **Building Rules**

The Administration expects all students to conduct themselves in an appropriate and civil manner with proper regard for the rights and welfare of other students, district personnel, and other members of the school community, and for the care of school facilities and equipment. The best discipline is self-imposed where students assume and accept responsibility for their own behavior/actions, as well as the consequences of their misbehavior. All building rules are in effect while on campus and at school sponsored trips away from campus.

- Complete all work on time, all the time.
- Always be in the appropriate place, at the appropriate time.
- No trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building. Students are not permitted on school grounds from dusk to dawn except for events authorized by the district.
- Use appropriate language and gestures for an educational setting.
- Refrain from making unreasonable noise.
- Keep your hands to yourself.
- Walk while in and around the building.
- Refrain from engaging in any willful act which disrupts the normal operation of the school community.
- Refrain from obstructing vehicular or pedestrian traffic.
- Remove hats and hoods in the classroom; however, hats may be worn on “principal approved days” in the hallways and the cafeteria only.
- No facial masks or other items that obstructs the identity of a student should be worn.
- No bandanas.
- DRESS APPROPRIATELY – Keep your pants all the way up and your bodies properly covered. All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. A student’s dress, grooming and appearance, including hair style/color, jewelry, make-up, and nails shall comply with the following guidelines:
  1. Be safe, appropriate and not disrupt or interfere with the educational process.
  2. Not include extremely brief garments such as strapless, spaghetti straps less than 1” wide, short skirts or shorts, deep cut tank tops, bare midriffs, plunging necklines (front and/or back) and see-through garments which, at the principal’s discretion, are not appropriate.
  3. Ensure that underwear is completely covered with outer clothing.
  4. Include footwear at all times – no bare feet, stocking feet is allowed. Footwear that presents a safety hazard will not be allowed.
  5. 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.
  6. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
  7. Not include jewelry and accessories that are a safety hazard to the wearer or others.

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.

- Treat other adults and students with respect – Treat them how you would like to be treated.
- Refrain from insubordinate conduct. Examples are, but not limited to:
  1. Failing to comply with the reasonable directions of teachers, school administrators, or other school employees in charge of students or otherwise demonstrating disrespect.
  2. Missing, leaving, or being late for school without permission.
  3. Skipping detention.
- Use of cell phones, iPod, and other electronic devices (unless use is requested by a teacher or teacher permission is granted) in accordance with school policy. ALL STUDENTS are required to complete and return the *Personal Technology Permission Form* **before** they can use electronic devices in school.
- No gambling in any form is allowed.
- No smoking by anyone is allowed.
- No illegal drugs.
- No water guns, water bottles, etc.
- No food/drink allowed outside of the cafeteria.
- No roller blades, skateboards, or bicycles.
- No card or board game playing, except principal approved educational games.
- No hacky sack (except in the gym or in side lawn of the high school building).
- **STOP AND THINK BEFORE ACTING OR SPEAKING.**  
**(IS THIS RIGHT, KIND, OR NECESSARY? IS THIS THE APPROPRIATE TIME, PLACE, AND MANNER?)**



### **Computer Usage**

#### **Newfield Central School District Computer Use Agreement**

The Newfield Central School District is pleased to offer students and staff access to a computer network for Internet use and E-mail. To gain access to the Internet, all students must obtain parental permission. If a parent prefers that their child 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.

#### **What is possible?**

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 might contain material that is 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 district 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, outweigh the potential 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 supports and respects each family's right to decide whether or not to apply for access.

#### **Filtering Policy**

Pursuant to the Children's Internet Protection Act, Newfield Central School District has developed an Internet Filtering policy. Every computer in the District with Internet access shall be subject to filtering. Such filtering software shall also be designed and operated so that images and text that are deemed harmful to minors by the Newfield School District shall not be displayed. All Internet traffic is monitored and logged. Comprehensive reports can be generated at any time if requested by the Superintendent. Logs will be archived and kept indefinitely.

#### **Student E-mail**

Students must complete an e-mail user agreement form in order to access their account. This form provides a detailed list of expectations.

#### **What is expected?**

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 public in nature. General school rules for behavior and communications apply.

**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 their 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. When individual users access files that may be considered inappropriate, the parent or guardian will be informed.

**What are the guidelines?**

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on District computers will be private. Student should not share phone numbers, addresses, or other personal information about themselves or others.

**What are the rules?**

The following are examples of behaviors that are not permitted:

- Downloading or installing any software, shareware, or freeware onto network drives or disks.
- 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's password.
- Giving one's password to another.
- Trespassing in another's folders, work, or files.
- Intentionally wasting limited resources.
- Employing the network for commercial purposes.
- Transmitting credit card and other personal identification information, including home addresses or telephone numbers.
- Using an instant messenger service or program, Internet relay Chat, or other forms of direct electronic communication, or entering a chat room without the express permission of the staff member supervising the computer resource.
- Disabling or attempting to disable (or bypass) filtering software.

The school District does not guarantee or imply that access to the Internet will always be available when students/staff want access or that the software provided by the District will always work as needed.

**What are the 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.

**Computer Permission Form**

A permission form may be obtained in the high school office or high school library. Completed forms need to be returned to the Librarian or the Director of Technology via interoffice mail.

**Student Use Of Personal Technology**

*All student use of personal technology is governed by the Student Acceptable Use Policy, the Student Use of Personal Technology Policy and Regulation, and the Code of Conduct. Any student requesting use of personal technology within the Newfield School District must read and agree to the following.*

- The student takes full responsibility for his/her device and keeps it in his/her possession at all times. The school is not responsible for the security of the device. The District is not responsible if the device is lost, stolen, or broken.
- The student and his/her family are responsible for the proper care of his/her personal device, including any costs of repair, replacement, or any modifications needed to use the device.

- The school reserves the right to inspect a student's personal device if there is reason to believe that the student has violated District policies or regulations, the Code of Conduct, or has engaged in other misconduct while using his/her personal device.
- The student must comply with all teacher and administrator requests related to the use of personal devices.
- The student may not use the device to record, transmit or post photos or video of a person or persons on campus without their permission. Images or video recorded for instructional purposes cannot be transmitted or posted without permission of the teacher.
- The student should only use his/her device to access relevant files, software, e-mail, apps, and Internet content necessary for instructional use and appropriate and authorized personal use. Confidential files and student records may not be accessed.
- Students and parents/guardians should not use personal technology to circumvent school rules on excuses, dismissals, absences, and the like. Parents/guardians should call the school office rather than contacting his/her child directly.
- Students are discouraged from sharing personal devices. If a student uses a personal technology device of another student and commits a violation of District policy, both students may be liable for consequences resulting from such use.
- Students may not utilize any technology to harass, threaten, bully, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. This is unacceptable student behavior known as cyberbullying and will not be tolerated.
- Students must be aware of the appropriateness of usage and communications when using any device. If a student is told to stop inappropriate usage, that student must cease the activity immediately.
- The use of any personal technology is prohibited in locker rooms, Health Offices, restrooms, or any other area where an individual would have a reasonable expectation of privacy.
- Students may not use any technology for any unlawful activity.
- Violations of any District policies including the Acceptable Use Policy, administrative regulations, the Code of Conduct, or school rules involving a student's personally owned device may result in the loss of use of the device in school and/or disciplinary action.

### **Computer Lab/Computer Equipment**

No food or drink is allowed in the lab. Laptops are to be kept on the tables at all times.

### **Food and Beverages**

**NO** food or beverages (except water in the classroom at the teacher's discretion) will be allowed in the halls/classrooms during school hours. These items are to be consumed only in the cafeteria during lunch and breakfast or study halls.

Students should not order food from an outside vendor during the school day. **No outside food** should be ordered for delivery during the school day.

**ONLY** unopened **cans** of soda/juice will be allowed to be brought into school.

**MUGS are not be permitted, except at the principal's discretion.**

**NO GLASS CONTAINERS.**



### **Dances**

Students must receive parental and school permission in order to bring a guest to a dance. Permission forms are available in the high school office the week of the dance.

1. Guests must show a picture ID to gain admittance into the dance.
2. Students may **not** attend school activities if they:
  - a. Are suspended from school.
  - b. Owe detention time.

- c. Have not been in attendance a majority of the school day.
3. No backpacks/bags/duffle bags are allowed on premises during a dance.
4. A guest is someone who is in high school and is between the ages of 14-19.
5. No middle school/elementary students are allowed to attend high school dances.

### **Prom**

Seniors must have all detentions served in order to attend the Prom. Seniors wishing to bring a guest to the Prom must speak with the Class Advisor and obtain permission. A guest is someone who is in high school and is between the ages of 14-19.

### **Discipline Policies and Procedures**

#### **Glossary of Terms** (Code of Conduct Policy 5300)

- **BOE**: Board of Education
- **Collusion**: Secret agreement or cooperation for a fraudulent or deceitful purpose.
- **Controlled Substance**: A drug or other substance identified in certain provisions of the federal Controlled Substances Act specified in both federal and state law and regulations applicable to this policy.
- **Detention (School)**: A disciplinary action determined by an administrator that requires a student to stay after school, before school or during lunch/recess at the administrator's direction.
- **Detention (Teacher)**: A disciplinary action determined by a teacher that requires a student to stay after school, before school or during lunch/recess at the teacher's direction.
- **Disability**: A physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevent the exercise of a normal bodily function.
- **Discrimination**: Based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
- **Disruptive Behavior**: Student who is substantially disruptive of the education process or substantially interferes with the teacher's authority over the classroom or social environment.
- **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.
- **Emotional Harm**: In the context of harassment or bullying that means to harm a student's emotional well-being through the creation of a hostile school environment that is so severe or pervasive as to unreasonably and substantially interfere with a student's education.
- **Extra-Curricular**: Outside of the required credit-bearing curriculum – i.e., clubs and sports.
- **Gender**: Actual or perceived sex and includes a person's gender identity or expression.
- **Harassment**: The creation of a hostile environment by conduct or by 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 would cause a student to fear for his or her physical safety.
- **Illegal Drugs**: A controlled substance except for those legally possessed or used under the supervision of a licensed healthcare professional or that is legally possessed or used under any other authority under the Controlled Substances Act or any other federal law.
- **Inappropriate Language**: Any words, spoken or written, or gestures that are profane, vulgar, abusive, or which may offend or incite another person.
- **Inhalants**: Chemicals that easily evaporate and can cause an altered state when their vapors are inhaled.
- **Insubordination**: Examples of insubordination conduct that includes, but is not limited to: failing to comply with the reasonable directions of teachers, school administrators, or other school employees in charge of students, or otherwise demonstrating disrespect; missing, leaving, or being late for school without permission; skipping detention.
- **Intimidation (Verbal or Physical)**: Conduct having the purpose or effect of unreasonably interfering with an individual's learning performance or creating an intimidating, hostile, or offensive learning environment.

- **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, which provides case management through a law enforcement agency.
- **Plagiarism:** Stealing and presenting as one's own work and/or words of another. (see section on Plagiarism)
- **School Bus:** Every motor vehicle owned by a public or governmental agency or private school or privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities.
- **School Function:** Any school-sponsored extra-curricular event or activity.
- **School Property:** Any area or object owned by Newfield Central School District in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus.
- **School Representation:** When a student represents Newfield Central School District during any school-approved activity (on or off school property).
- **Sexual Harassment:** Sexual harassment consists of unwelcome sexual advances, request for sexual favor, and other verbal or physical conduct of a sexual nature.
- **Sexual Orientation:** Actual or perceived heterosexuality, homosexuality, or bisexuality.
- **Student:** An individual enrolled at the Newfield Central School District, TST Boces, or affiliated outreach schools.
- **Superintendent's Hearing:** A due process hearing with the Superintendent of Schools for the purpose of determining the appropriateness of a long-term suspension.
- **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 to complete all assignments.
- **Suspension (Transportation):** Disciplinary action determined by an administrator in which a student's riding privilege is suspended. The student's parent will become responsible for seeing that his or her child gets to and from school safely.
- **Truancy:** Illegal absence from school without parent/guardian permission or written documentation.
- **Vandalism:** Willful or malicious destruction or defacement of public or personal property.
- **Violent Student:** A student under the age of 21 who:
  1. Commits an act of violence upon a school employee, or attempts to do so.
  2. Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function, or attempts to do so.
  3. Possesses, while on school property or at a school function, a weapon.
  4. Displays, while on school property or at a school function, what appears to be a weapon.
  5. Threatens, while on school property or at a school function, to use a weapon.
  6. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
  7. Knowingly and intentionally damages or destroys school district property.
- **Weapon:** Weapon means a firearm as defined in 18USC §921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutters, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death. "Weapon" also means the same as "dangerous weapon" under 18 U.S.C. §930(g)(w) which includes "a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except... [for] a pocket knife with a blade of less than 2 ½ inches in length.

## **Discipline Procedures** (Code of Conduct – Policy 5300)

### **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 usually 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 while on all school grounds, in all school vehicles, and/or while participating in events or activities off campus as a student of the Newfield Central School District.

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

- The student's age and stage of development.
- The nature of the offense and the circumstances which led to the offense.
- The student's prior disciplinary record
- The effectiveness of other forms of discipline.
- Information from parents, teachers and/or others, as appropriate.
- Other extenuating circumstances.

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

Remedial responses place the focus of discipline on discerning and correcting the reasons why discrimination and harassment occurred. The remedial responses should also be designed to correct the problem behavior, prevent another occurrence of the behavior, and protect the target of the act.

In general, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of the code of conduct for disciplining students with a disability or presumed to have a disability.

### **A. Penalties**

Students who are found to have violated the district's code of conduct may be subject to the following penalties, either alone or in combination. The school personnel authorized to impose the penalty must be consistent with the student's right to due process.

1. Oral warning – any member of the district staff
2. Written warning – any member of the district staff
3. Written notification to parent – bus drivers, hall and lunch monitors, coaches, guidance counselors, teachers, teaching assistants, Principals, Superintendent
4. Detention – teacher, Principal, Superintendent
5. Suspension from transportation – Head Bus Driver, Principal, Superintendent
6. Suspension from athletic participation – coaches, athletic director, Principal, Superintendent
7. Suspension from social or extracurricular activities – activity director, Principal, Superintendent
8. Suspension of other privileges – Principal, Superintendent
9. In-school suspension – Principal, Superintendent
10. Removal from classroom by teacher – teachers, Principal
11. Short-term (five days or less) suspension from school – Principal, Superintendent
12. Long-term (more than five days) suspension from school – Principal, Superintendent
13. Permanent suspension from school – Superintendent

## **B. Procedures**

All students will have an opportunity to present his/her version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty.

### **1. Detention**

Teachers, Principal, and the Superintendent may use school detention as a penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate.

### **2. Suspension from Transportation**

If a student does not conduct himself/herself properly on the bus, the bus driver is expected to first contact the parent and bring such misconduct to the Principal's attention. Students who become a serious disciplinary problem may have his/her riding privileges suspended by the Principal or the Superintendent or designee.

In such cases, the student's parent will become responsible for seeing that his or her child gets to and from school safely. Should the suspension from transportation amount to a suspension from attendance, the district will make appropriate arrangements to provide for the student's education.

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

### **3. Suspension from athletic participation, extra-curricular activities and other privileges**

A student subjected to a suspension from athletic participation, extra-curricular activities or other privileges is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the district official imposing the suspension to discuss the conduct and the penalty involved.

### **4. In-School Suspension**

The Board recognizes the school must balance the need of students to attend school and the need for order in the classroom to establish an environment conducive to learning. As such, the Board authorizes Principals and the Superintendent to place students who would otherwise be suspended from school as the result of a code of conduct violation on "in-school suspension." The in-school suspension teacher will be a certified teacher or teaching assistant.

A student subjected to an in-school suspension is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the district official imposing the in-school suspension to discuss the conduct and the penalty involved.

### **5. Teacher Disciplinary Removal of Disruptive Students**

On occasion a student's behavior may become disruptive. A substantial disruption of the educational process or substantial interference with a teacher's authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher's instructions or repeatedly violates the teacher's classroom behavior rules. A classroom teacher may remove a disruptive student from his/her class for up to one class day.

### **6. Suspension from School**

Suspension from school is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health, or welfare of others.

The Board places primary responsibility for the suspension of students with the Principals and the Superintendent.

All staff members must immediately report and refer a violent student to the Principal or the Superintendent for a violation of the code of conduct.

#### **a. Short term (five days or less) Suspension from School**

When the Superintendent or Principal (referred to as the "suspending authority") proposes to suspend a student charged with misconduct for five days or less pursuant to Education Law §3214(3), the suspending authority must immediately notify the student orally. If the student denies the misconduct, the suspending authority must provide an explanation of the basis for the proposed suspension. The suspending authority must also notify the student's parents in writing, and where possible, notice should be provided by telephone for the purpose of contacting the parents that the student may be suspended from school.

The notice shall provide a description of the charges against the student and the incident for which suspension is proposed and shall inform the parents of the right to request an immediate informal conference with the Principal. After the conference, the Principal shall promptly advise the parents in writing of his or her decision. If the parents are not satisfied with the decision and wish to pursue the matter, they must file a written appeal to the Superintendent within five business days. The Superintendent shall issue a written decision regarding the appeal within ten business days of receiving the appeal. If the parents are not satisfied with the Superintendent's decision, they must file a written appeal to the Board of Education with the District Clerk within ten business days of the date of the Superintendent's decision. Only the final decisions of the Board may be appealed to the Commissioner of Education within thirty days of the decision.

**b. Long term (more than five days) Suspension from School**

When the Superintendent or Principal determines that a suspension for more than five days may be warranted, he or she shall give reasonable notice to the student and the student's parents of their right to a fair hearing. At the hearing the student shall have the right to be represented by counsel, the right to question witnesses against him or her, and the right to present witnesses and other evidence on his or her behalf.

The Superintendent shall personally hear and determine the proceeding or may, in his or her discretion, designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and to issue subpoenas in conjunction with the proceeding. A record of the hearing shall be maintained. A tape recording shall be deemed a satisfactory record. The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline to the Superintendent. The report of the hearing officer shall be advisory only and the Superintendent may accept all or any part thereof.

An appeal of the decision of the Superintendent may be made to the Board that will make its decision based solely upon the record before it. All appeals to the Board must be in writing and submitted to the District Clerk within ten business days of the date of the Superintendent's decision. Final decisions of the Board may be appealed to the Commissioner of Education within thirty days of the decision.

**c. Permanent Suspension**

Permanent suspension is reserved for extraordinary circumstances such as where a student's conduct poses a life-threatening danger to the safety and well-being of other students, school personnel or any other person lawfully on school property or attending a school function.

**C. Minimum Periods of Suspension**

**1. Students who bring a weapon to school**

Any student, other than a student with a disability, found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law §3214. The Superintendent has the authority to modify the one-year suspension on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent may consider the following:

1. The student's age.
2. The student's grade in school.
3. The student's prior disciplinary record.
4. The superintendent's believe that other forms of discipline may be more effective.
5. Input from parent, teachers and/or others.
6. Other extenuating circumstances.

A student with a disability may be suspended only in accordance with the requirements of state and federal law.

**2. Students who commit violent acts other than bringing a weapon to school**

Any student, other than a student with a disability, who is found to have committed a violent act, other than bringing a weapon onto school property, shall be subject to suspension from school for at least one day. If the proposed penalty is the minimum one-day suspension, the student and the student's parent will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum one-day suspension, the student and the student's parent will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The Superintendent has the authority to modify the minimum suspension on a case-by-case basis.

In deciding whether to modify the penalty, the Superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

**3. Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interfere with the teacher's authority over the classroom**

Any student, other than a student with a disability, who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom will be suspended from school for at least one day. For purposes of this code of conduct, "repeatedly is substantially disruptive" means engaging in conduct that results in the student being removed from the classroom by the teacher(s) pursuant to Education Law §3214 (3-a) and this code on four or more occasions during a semester, or three or more occasions during a trimester. If the proposed penalty is the minimum one-day suspension, the student and the student's parent will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds a five-day suspension, the student and the student's parent will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The Superintendent has the authority to modify the minimum one-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

**D. Student Searches and Interrogations (Code of Conduct : Policy Section 5300.55)**

The Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the direct code of conduct. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student. Whenever possible, school officials will offer students an explanation of why they are being questioned.

In addition, the Board authorizes the Superintendent of Schools, Building Principals, the school nurse and district security officials ("authorized school officials") to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district code of conduct.

In addition, student lockers, desks, and other school storage places may be subject to search at any time by school officials, without prior notice to students and without his/her consent.

An authorized school official may conduct a search of a student's belongings that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

An authorized school official may search a student or the student's belongings based upon information received from a reliable informant. Individuals, other than district employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, or they make an admission against their own interest, or they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. District employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Before searching a student or the student's belonging, the authorized school official should attempt to get the student to admit that he or she possesses physical evidence that they violated the law or the district Code, or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought.

Whenever practical, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

An intrusive search is a search that requires a student to remove any or all of his or her clothing, other than an outer coat or jacket. If an authorized school official believes it is necessary to conduct an intrusive search of a student, the school official may do so only if the search is authorized in advance by the Superintendent or the school attorney. The only exception to this rule requiring advanced authorization is when the school official believes there is an emergency situation that could threaten the safety of the student or others.

Intrusive searches may only be conducted by an authorized school official of the same sex as the student being searched and in the presence of another district professional employee who is also of the same sex as the student.

In every case, the school official conducting an intrusive search must have probable cause – not simply reasonable cause – to believe the student is concealing evidence of a violation of law or the district code. In addition, before conducting an intrusive search, the school official must consider the nature of the alleged violation, the student’s age, the student’s record and the need for such a search.

School officials will attempt to notify student’s parent by telephone before conducting an intrusive search, or in writing after the fact if the parent could not be reached by telephone.

#### **Documentation of Searches**

The authorized school official conducting the search shall be responsible for promptly recording the following information about each search:

1. Name, age and grade of student searched.
2. Reasons for the search.
3. Name of any informant(s).
4. Purpose of search (that is, what item(s) were being sought).
5. Type and scope of search.
6. Person conducting search and his or her title and position.
7. Witnesses, if any, to the search.
8. Time and location of search.
9. Results of search (that is, what item(s) were found).
10. Disposition of items found.
11. Time, manner and results of parental notification.

The Principal or the Principal’s designee shall be responsible for the custody, control and disposition of any illegal or dangerous item taken from a student. The Principal or his or her designee shall clearly label each item taken from the student and retain control of the item(s), until the item(s) is turned over to the police. The Principal or his or her designee shall be responsible for personally delivering dangerous or illegal items to police authorities.

#### **Police Involvement in Searches and Interrogations of Students**

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in schools or at school functions, or to use school facilities in connection with police work. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have:

1. A search or an arrest warrant; or
2. Probable cause to believe a crime has been committed on school property or at a school function; or
3. Been invited by school officials.

Before police officials are permitted to question or search any student, the Principal or his or her designee shall first try to notify the student’s parent to give the parent the opportunity to be present during the police questioning or search. If the student’s parent cannot be contacted prior to the police questioning or search, the questioning or search shall not be conducted. The Principal or designee will also be present during any police questioning or search of a student on school property or at a school function.

Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school. This means:

1. They must be informed of their legal rights.
2. They may remain silent if they so desire.
3. They may request the presence of an attorney.

#### **Child Protective Services Investigations**

Consistent with the district’s commitment to keep students safe from harm and the obligation of school officials to report to child protective services when they have reasonable cause to suspect that a student has been abused or maltreated, the district will cooperate with local child protective services workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse, and/or neglect, or custody investigations.

All requests by child protective services to interview a student on school property shall be made directly to Principal or his or her designee. The Principal or designee shall set the time and place of the interview. The Principal or designee shall decide if it is necessary and appropriate for a school official to be present during the interview, depending on the age of the student being interviewed and the nature of the allegations. If the nature of the allegations is such that it may be necessary for the student to remove any of his or her clothing in order for the child protective services worker to verify the allegations, the school nurse or other district medical personnel must be present during that portion of the interview. No student may be required to remove his or her clothing in front of a child protective services worker or school district official of the opposite sex.

A child protective service worker may not remove a student from school property without court order, unless the worker reasonably believes that the student would be subject to danger of abuse if he or she were not removed from school before a court order can reasonably be obtained. If the worker believes the student would be subject to danger of abuse, the worker may remove the student without a court order and without the parent's consent.

#### **E. Discipline of Students with Disabilities**

##### **Authorized Suspensions or Removal of Student with Disabilities**

The Board recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The Board also recognizes that students with disabilities enjoy certain procedural protections whenever school authorities intend to impose discipline upon them. The Board is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations.

**1. For purposes of this section of the code of conduct, the following definitions apply.**

A "suspension" means a suspension pursuant to Education Law §3214.

A "removal" means a removal for disciplinary reasons from the student's current educational placement other than a suspension and change in placement to an interim alternative educational setting (IAES) ordered by an impartial hearing officer because the student poses a risk of harm to himself/herself or others.

An "IAES" means a temporary educational placement for a period of up to 45 days, other than the student's current placement at the time the behavior precipitating the IAES placement occurred, that enables the student to continue to progress in the general curriculum, although in another setting, to continue to receive those services and modifications, including those described on the student's current individualized education program (IEP), that will enable the student to meet the goals set out in such IEP, and include services and modifications to address the behavior which precipitated the IAES placement that are designed to prevent the behavior from recurring.

**2. School personnel may order the suspension or removal of a student with a disability from his or her current educational placement as follows:**

a. The District (BOCES) Superintendent of Schools or a Principal may order the placement of a student with a disability into an IAES, another setting or suspension for a period not to exceed five consecutive school days and not to exceed the amount of time a non-disabled student would be subjected to suspension for the same behavior.

b. The Superintendent may order the placement of a student with a disability into an IAES, another setting or suspension for up to ten consecutive school days, inclusive of any period in which the student has been suspended or removed under subparagraph (a) above for the same behavior, if the Superintendent determines that the student has engaged in behavior that warrants a suspension and the suspension or removal does not exceed the amount of time non-disabled students would be subject to suspension for the same behavior.

c. The Superintendent may order additional suspensions of not more than ten consecutive school days in the same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement.

d. The Superintendent may order the placement of a student with a disability in an IAES to be determined by the committee on special education (CSE), for the same amount of time that a student without a disability would be subject to discipline, but not more than 45 days, if the student carries or possesses a

weapon to school or to a school function, or the student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function.

e. Subject to specified conditions required by both federal and state law and regulations, an impartial hearing officer may order the placement of a student with a disability in an IAES setting for up to 45 days at a time, if maintaining the student in his or her current educational placement poses a risk of harm to the student or others.

#### **F. Change of Placement Rule**

1. A disciplinary change in placement means a suspension or removal from a student's current educational placement that is either:

- For more than 10 consecutive school days; or
- For a period of 10 consecutive school days or less if the student is subjected to a series of suspensions or removals that constitute a pattern because they cumulate to more than 10 school days in a school year and because of such factors as the length of each suspension or removal, the total amount of time the student is removed and the proximity of the suspensions or removals to one another.

2. School personnel may not suspend or remove a student with disabilities if imposition of the suspension or removal would result in a disciplinary change in placement based on a pattern of suspension or removal.

However, the district may impose a suspension or removal, which would otherwise result in a disciplinary change in placement, based on a pattern of suspensions or removals if the CSE has determined that the behavior was not a manifestation of the student's disability, or the student is placed in an IAES for behavior involving weapons, illegal drugs or controlled substances.

#### **G. Special Rules Regarding the Suspension or Removal of Students with Disabilities**

1. The district's Committee on Special Education shall:

- Conduct functional behavioral assessments to determine why a student engages in a particular behavior, and develop or review behavioral intervention plans whenever the district is first suspending or removing a student with a disability for more than 10 school days in a school year or imposing a suspension or removal that constitutes a disciplinary change in placement, including a change in placement to an IAES for misconduct involving weapons, illegal drugs or controlled substances.

If subsequently, a student with a disability who has a behavioral intervention plan and who has been suspended or removed from his or her current educational placement for more than 10 days in a school year is subjected to a suspension or removal that does not constitute a disciplinary change in placement, the members of the CSE shall review the behavioral intervention plan and its implementation to determine if modifications are necessary.

If one or more members of the CSE believe that modifications are needed, the school district shall convene a meeting of the CSE to modify such plan and its implementation, to the extent the committee determines necessary.

- Conduct a manifestation determination review of the relationship between the student's disability and the behavior subject to disciplinary action whenever a decision is made to place a student in an IAES either for misconduct involving weapons, illegal drugs or controlled substances or because maintaining the student in his current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension that constitutes a disciplinary change in placement.

2. The parents of a student who is facing disciplinary action, but who has not been determined to be eligible for services under IDEA and Article 89 at the time of misconduct, shall have the right to invoke applicable procedural safeguards set forth in federal and state law and regulations if, in accordance with federal and state statutory and regulatory criteria, the school district is deemed to have had knowledge that their child was a student with a disability before the behavior precipitating disciplinary action occurred. If the district is deemed to have had such knowledge, the student will be considered a student presumed to have a disability for discipline purposes.

- The Superintendent, Principal or other school official imposing a suspension or removal shall be responsible for determining whether the student is a student presumed to have a disability.

- A student will not be considered a student presumed to have a disability for discipline purposes if, upon receipt of information supporting a claim that the district had knowledge the student was a student with a disability, the district either:
  1. conducted an individual evaluation and determined that the student is not a student with a disability, or
  2. determined that an evaluation was not necessary and provided notice to the parents of such determination, in the manner required by applicable law and regulations.

If there is no basis for knowledge that the student is a student with a disability prior to taking disciplinary measures against the student, the student may be subjected to the same disciplinary measures as any other non-disabled student who engaged in comparable behaviors.

However, if a request for an individual evaluation is made while such non-disabled student is subjected to a disciplinary removal, an expedited evaluation shall be conducted and completed in the manner prescribed by applicable federal and state law and regulations. Until the expedited evaluation is completed, the non-disabled student who is not a student presumed to have a disability for discipline purposes shall remain in the educational placement determined by the district, which can include suspension.

3. The district shall provide parents with notice of disciplinary removal no later than the date on which a decision is made to change the placement of a student with a disability to an IAES for either misconduct involving weapons, illegal drugs or controlled substances or because maintaining the student in his/her current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension or removal that constitutes a disciplinary change in placement. The procedural safeguards notice prescribed by the Commissioner shall accompany the notice of disciplinary removal.

4. The parents of a student with disabilities subject to a suspension of five consecutive school days or less shall be provided with the same opportunity for an informal conference available to parents of non-disabled students under the Education Law.

5. Superintendent hearings on disciplinary charges against students with disabilities subject to a suspension of more than five school days shall be bifurcated into a guilt phase and a penalty phase in accordance with the procedures set forth in the Commissioner's regulations incorporated into this code.

6. The removal of a student with disabilities other than a suspension or placement in an IAES shall be conducted in accordance with the due process procedures applicable to such removals of non-disabled students, except that school personnel may not impose such removal for more than 10 consecutive days or for a period that would result in a disciplinary change in placement, unless the CSE has determined that the behavior is not a manifestation of the student's disability.

7. During any period of suspension or removal, including placement in an IAES, students with disabilities shall be provided services as required by the Commissioner's regulations incorporated into this code.

#### **H. Expedited Due Process Hearings**

1. An expedited due process hearing shall be conducted in the manner specified by the Commissioner's regulations incorporated into this code, if:

a. The district requests such a hearing to obtain an order of an impartial hearing officer placing a student with a disability in an IAES where school personnel maintain that it is dangerous for the student to be in his or her current educational placement, or during the pendency of due process hearings where school personnel maintain that it is dangerous for the student to be in his or her current educational placements during proceedings.

b. The parent requests such a hearing from a determination that the student's behavior was not a manifestation of the student's disability, or relating to any decision regarding placement, including but not limited to any decision to place the student in an IAES.

(1) During the pendency of an expedited due process hearing or appeal regarding the placement of a student in an IAES for behavior involving weapons, illegal drugs or controlled substances, or on grounds of dangerousness, or regarding a determination that the behavior is not a manifestation of the student's disability for a student who has been placed in an IAES, the student shall remain in the IAES pending the decision of the impartial hearing officer or until expiration of the IAES placement, whichever occurs first, unless the parents and the district agree otherwise.

(2) If school personnel propose to change the student's placement after expiration of an IAES placement, during the pendency of any proceeding to challenge the proposed change in placement, the student shall remain in the placement prior to removal to the IAES, except where the student is again placed in an IAES.

2. An expedited due process hearing shall be completed within 15 business days of receipt of the request for a hearing. Although the impartial hearing officer may grant specific extensions of such time period, he or she must mail a written decision to the district and the parents within five business days after the last hearing date, and in no event later than 45 calendar days after receipt of the request for a hearing, without exceptions or extensions.

#### **I. Referral to law enforcement and judicial authorities**

In accordance with the provisions of IDEA and its implementing regulations:

1. The district may report a crime committed by a child with a disability to appropriate authorities, and such action will not constitute a change of the student's placement.
2. The Superintendent shall provide copies of the special education and disciplinary records of a student with disabilities for consideration to the appropriate authorities to whom a crime is reported.

#### **Gun-Free Schools Policy**

Pursuant to School Board Gun-Free Schools Policy, Section 7370 (1994), no student shall bring on 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 School Act of 1994, any student found guilty of bringing a firearm onto school premises or having such a firearm in his or her possession on school premises, after a hearing 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 53n 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 this 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 established 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: Education 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)

**A. Safety, Morals, Health or Welfare of Others**

Include but are not limited to:

- Lying to school personnel.
- Stealing the property of other students, school personnel, or any other person lawfully on school property or attending a school function.
- Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
- Discrimination, which includes the use of actual or perceived race, color weight, nation origin, ethnic group, religion, religious practice, gender, sexual orientation or disability as a basis for treating another in a negative manner.
- Bullying.
- Harassment, which includes a sufficiently severe action or persistent pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be, or which a reasonable person would perceive as ridiculing or demeaning, including any incidents of 'cyberbullying' or 'sexting' on campus or off campus which cause a substantial disruption in the school. Harassment may include, among other things, the use, both on and off school property, of information technology, including, but not limited to, email, instant messaging, blogs, chat rooms, pagers, cell phones, gaming systems and social media websites, to deliberately harass or threaten others. This type of harassment is generally referred to as cyberbullying.
- Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
- Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.
- Selling, using or possessing obscene material.
- Using vulgar or abusive language, cursing or swearing.
- Smoking a cigarette, cigar, pipe, or using chewing or smokeless tobacco.
- Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as 'designer drugs.'
- Inappropriately possessing, using or sharing prescription and over-the-counter drugs, synthetic cannabinoids, or other mind-altering substances.
- Gambling.
- Indecent exposure, that is exposure to sight of private parts of the body in a lewd or indecent manner
- Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.

**B. Reporting Violations**

All students are expected to promptly report violations of the code of conduct to a teacher, school counselor, the Building Principal, or his or her designee. No repercussions may be taken toward students who report violations. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the Principal, the Principal's designee or the Superintendent of Schools.

**C. Bus Discipline**

It is crucial for students to behave appropriately while riding on district buses for safety reasons and to avoid distracting the driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Pushing, shoving, fighting, and excessive noise will not be tolerated. A bus driver is a professional. He or she deserves the same respect as a teacher or an administrator.

School buses 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.
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 or drinking on the bus.
6. Use appropriate language in a low volume.
7. Use respectful language and behavior.
8. Written notes are required for any student who wishes to ride a different bus. An administrator or his/her designee must sign the notes.
9. Remain seated.
10. Seat belts must be worn at all times.
11. Students must walk 10 feet in front of the bus and then wait for a signal to cross in front of the bus.
12. Sit in your assigned seat.
13. Do not play with emergency windows or door.
14. Video cameras may be used on the buses.

**D. Academic Misconduct**

Definition: Engage in any form of misconduct. Examples of academic misconduct include, but are not limited to:

- Plagiarism.
- Cheating.
- Copying.
- Altering records.
- Assisting another student in any of the above actions.
- Using unauthorized help sheets and the like.
- Illegally obtaining tests in advance and other forms of collusion.
- Forgery – falsifying any document.
- Lying – not telling the truth in unacceptable behavior.

**E. Notice of Search of Vehicles**

Students are hereby notified that any vehicle parked on school grounds will be subject to search by school officials and/or police when school officials have reason to believe that drugs, weapons, or any other item, article, substance or object prohibited by State law or school policy is present in such vehicle.

**F. Students Riding A Different Bus**

Written notes are required for any student wanting to ride a different bus. An administrator or his/her designee must sign the notes by 8:15 a.m.



## **Driving**

We believe it is a privilege to drive your car to school at Newfield High School. Therefore, if you have this privilege, you must follow the rules listed below:

1. Student must present a valid driver's license to receive a tag and permission to park on school property.
2. Each student must register their car(s) and have a signed permission slip available in the high school office.
3. The speed in the parking lots and driveways is ten (10) miles per hour.
4. Spinning tires and doing donuts and other reckless driving is not permitted.
5. Cars are off limits to students during school hours (7:55-3:00) unless the Principal grants permission.
6. School buses are not to be passed while they are **stopped** and **in-line** for delivery and pick up of students.
7. Students are not to take unauthorized passengers with them at any time.
8. Students who drive to school (N.C.S., Vocational, and/or Alternative) without permission from the high school office will be subject to suspension and loss of driving privileges.
9. The student parking lot is located in the last 2 rows of the district parking lot.
10. Parking parallel to the lines is required - taking up only one parking space.
11. Students' vehicles are subject to searches while parked on school grounds, with reasonable suspicion of any violations of the code of conduct.
12. Parent permission is required prior to any student signing out to attend an appointment.
13. Playing Loud music is prohibited while the vehicle is on school grounds.

**\*\* Principal reserves the right to deny or revoke any driving privilege with reasonable cause; student and parent will be notified upon denial or revocation of such privileges.**

## **Written Work Standards**

Students must use these standards for all written work, including on exams.

- Use blue or black pen (pencil is allowed in some areas of work, however, check with the teacher).
- Legible handwriting is to be used at all times. Written work that cannot be read will be returned to the student to be rewritten or it will be discarded and not graded.
- Typewritten papers are to be:
  - Double spaced
  - Use 12 point, a simple/clear Font
  - Use 1" margins
- 8 ½ X 11 paper should be neat, flat, clean, and not be torn.
- Paper should not have any doodles or scribbles on it.
- Paragraphs should be clearly indented.
- Use complete sentences.
- Use correct capitalization.
- Heading must include first and last name, date, subject, and assignment.

Example: Joe College  
9-10-01  
English 10  
pp. 103, #'s 1,2,3

- Erasing mistakes can be done with white out or with a single line through the error, if not permitted to correct digitally, for example exams.

Example: ~~error~~

**What is Plagiarism?** Plagiarism is defined as stealing or theft of someone else's idea. *Writers Inc.* says that when writing research, you must "give credit for anyone else's ideas or words... if you don't, you may be guilty

of plagiarism – the act of presenting someone else’s ideas as your own” (256). If you mislead people into thinking that the ideas are your own because the source text says it just the way that you want to express it, you are guilty of plagiarism.

**Writers Inc. further explains that there are different types of plagiarism:**

- ✓ **Word-for-word plagiarism** which means that you copied exactly from your source.
- ✓ **Paraphrase plagiarism** which means you changed a few words to make it sound like your own.
- ✓ **Spot plagiarism** which means that you use some key words from your source.

**Further there are two categories of plagiarism:**

**Intentional:** items copied directly and presented as your own without citation

**Unintentional:** lack of understanding how to, or forgetting to cite, an item or a portion

Plagiarism includes not only words or sentences; it also includes using maps, pictures, and web pages without giving credit. Information that is common knowledge, i.e., if it is widely known and easily referenced, does not need to be cited; however, any information that you use in a paraphrase, summary or quote must be cited. Avoid plagiarism by learning how to write a good paraphrase and summary, and how to use the MLA or APA reference system. Check with the teacher who assigned the paper. Be honest; give credit to someone else’s ideas.

**\*Consequences for plagiarism are very severe. You will receive no credit for the work, and will be required to do the assignment over with proper citation and may be referred for disciplinary action. Plagiarism is also a disqualifier for future National Honor Society membership.**

### **Testing Information/Preparation**

- NY Regents Review: [www.wi.k12.ny.us/links/regents](http://www.wi.k12.ny.us/links/regents), [www.nysl.nysed.gov/regentsexam](http://www.nysl.nysed.gov/regentsexam), [www.regentsreviewlive.net](http://www.regentsreviewlive.net), <http://www.regentsprep.org>, <http://mathforum.org/dr.math>, [www.sosmath.com](http://www.sosmath.com), [www.testprepreview.com](http://www.testprepreview.com), [www.allaboutcollege.com/netguide/test/test.htm](http://www.allaboutcollege.com/netguide/test/test.htm), [www.barronsregents.com](http://www.barronsregents.com)
- ACT: [www.act.org](http://www.act.org)
- SAT/Educational Texting Service: [www.collegeboard.com](http://www.collegeboard.com)
- The Princeton Review: [www.princetonreview.com](http://www.princetonreview.com)
- Kaplan’s Test Prep: [www.kaplan.com](http://www.kaplan.com)

### **Career Resources**

- Career Building: [www.careerbuilding.com](http://www.careerbuilding.com)
- Monster: [www.monster.com](http://www.monster.com)
- JobTrak: [www.jobtrak.com](http://www.jobtrak.com)
- New York’s Education Job Site: [www.nyeducationjobs.com](http://www.nyeducationjobs.com)
- Financial Jobs in New York: [www.jobsinmoney.com](http://www.jobsinmoney.com)
- NYS Department of Civil Service: [www.cs.state.ny.us](http://www.cs.state.ny.us)
- US Department of Labor: [www.dol.gov](http://www.dol.gov)
- NYS Department of Labor: [www.labor.state.ny.us](http://www.labor.state.ny.us)
- Tompkins County Personnel: [www.tompkins-co.org](http://www.tompkins-co.org)

### **Financial Aid/Scholarships**

- Matching students to scholarships:
  - [www.fastweb.com](http://www.fastweb.com)
  - [www.careersandcolleges.com](http://www.careersandcolleges.com)
  - [www.collegepress.com](http://www.collegepress.com)
- Financial aid information: [www.finaid.org](http://www.finaid.org)
- 529 plans: [www.savingforcollege.com](http://www.savingforcollege.com)
- Saving for college while shopping: [www.upromise.com](http://www.upromise.com)
- New York State Express TAP Grant and Scholarship Application: [www.hesc.org](http://www.hesc.org)
- FAFSA: [www.fafsa.edu.gov](http://www.fafsa.edu.gov)

### **School Code**

The Newfield School Code for the College Entrance Examination Test (ACT or SAT) is 333340.

## Guidance Corner

Checklists



### **Freshman Year:**

- Complete a career plan with your school counselor
- Update/prepare your resume
- Continue to start logging service hours
- Join at least one club, organization, or sport
- List all awards earned for the year

### **Sophomore Year:**

- Update your career plan with your school counselor
- Continue logging service hours
- Join or stay involved in at least one club, organization or sport
- Review awards and scholarship requirements – List earned awards
- Attend a college fair or planning night with parent(s)/guardian(s)
- Review requirements for National Honor Society

### **Junior Year:**

- Take the PSAT in October
- Continue logging service hours
- Join or stay involved in at least one club, organization or sport
- Take an interest inventory, plan internship
- Explore college search program on computer and visit college web sites
- Gather information on colleges
- Make a list of colleges that meet your interests and needs
- Attend College Information Day at TC3
- Meet with college representatives who come to the school
- In the spring, take the SAT, or ACT, and if needed the SAT Subject Tests
- Review scholarship booklet on the web or in the Guidance Office

### **Senior Year:**

- Take the SAT if you haven't already
- Continue logging service hours
- Join or stay involved in at least one club, organization or sport
- File NCAA form if planning on playing a sport for a Division I or II college
- Review college/major information with your counselor
- Apply for scholarships
- Meet with college representatives who come to your school
- Ask teachers, counselor, employers, club advisors and coaches to write you a letter of recommendation. Bring the recommendation letters to the school counselor.
- Write a resume and bring it to the school counselor – this is used by the school counselor to write a letter of recommendation to attach to your college applications
- Contact admissions office at your selected college(s) for an interview and visit, if not done
- Apply for Part 1 online or by mail. Bring secondary report to your counselor for a transcript to be sent. Common and SUNY applications are available in the Guidance Office.
- File profile (supplemental financial aid form), if necessary, for selected college(s)
- Attend the Financial Aid Workshop
- Make sure you've asked the Guidance Counselor to send a mid-year report to your selected college
- Advise the Guidance Counselor of all college acceptances
- Inform the Guidance Counselor of any information from selected college(s) regarding missing information



## **Grading**

1. See **Honor Roll, Incomplete Grade Policies**, and the first paragraph on **Leaving School or Dropping Out**.
2. **Report Cards / Reports:** Report cards will be issued every six (6) weeks.
3. **Honor Roll:** See “Honor Roll” Section.
4. **Incomplete:** Incompletes will be made up no later than two (2) weeks after the termination of any given marking period and/or semester or year course.

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, or a minimum grade, or no credit.

Final marking period incompletes (assignments, projects, reports, etc.,) will be turned in to the Guidance Office and to the High School Principal and will be graded at the convenience of the teacher.

No incomplete can 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.

As to the eligibility requirements, an incomplete will have the same status as a failing grade.

5. **Students 9-12** enrolled in any course must have a passing final average in order to receive course credit. The final average is determined by averaging the six (6) marking period grades and the final exams. Passing the final exam, local, or regents, does not guarantee that course credit will be given. In a regents-level course, the regents exam is considered to be the final exam. The Principal may also bar a student from taking a final exam if the student has not fulfilled the requirements of the course.

An exception can be made when the teacher and the Principal recommend that a student be given school credit in a regents subject.

6. **Exemptions:** Final examinations are an integral part of any course for both the student and the teacher. Therefore, no student will be exempt from a final exam.



## **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 earned an average of 90.00 or higher. The *honor roll* is a list of all students who earned an average between 85.00 and 89.99. To be eligible for the honor roll, a full-time student must be carrying no fewer than five (5) courses that receive marks. Seniors who are dismissed early must carry 3.5 marked courses unless approved by the High School Principal to carry less than 3.5 credit courses. Students must be passing all courses to be eligible for the honor roll with no incompletes.

## **Student of Distinction**

Student of Distinction is published at the end of each marking period. Students who earn an 85 or higher in every credited course and do not receive any disciplinary actions or negative staff comments will be considered for Student of Distinction. Further consideration for Student of Distinction is a minimum course load of five (5) credits.

## **Leaving School or Dropping Out**

Students who plan to leave school should talk to the counselor before using this step. The counselor will help in locating work and talk about alternative methods of earning a diploma. We are aware that there are many reasons for leaving school, and every effort is made to help the students make the decisions that are most beneficial.



## **Graduation (Commencement Exercises)**

A student may only participate in the commencement exercises provided that they have met **all** the necessary state and local requirements to graduate and owe no obligations, including detentions.



## **Health Office**

When a student becomes ill in school, he/she must report to the Health Office with a pass where the nurse will determine if the student should be sent home. No student should leave the building without permission from either the Principal or the health office. Often times if a child is moderately ill and not contagious, remaining in school is beneficial since there is a licensed RN on staff to check on them as opposed to being home with no nurse available.

**Students on medication must 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 slip signed by the student’s parent, must be on file in the health office before medication may be administered in school. This includes any over-the-counter medication.**

**Students are not allowed to have any medication in their lockers including aspirins and inhalers, without doctor's permission on file.**

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.

In compliance with new regulations, it is our duty to warn you of potential dangers on campus. These may include, but are not limited to:

- Lyme disease, Zika Virus, and West Nile Virus may be contracted through insect-borne illnesses. There may be disease-bearing ticks on school property.
- There are often several types of stinging insects that may make nests on the property. These insects may sting if disturbed.
- Concussions, broken bones, abrasions, and other injuries could occur when participating in school sports, during recess/play times, during field trips, or at any time you are active.
- Staff should not be texting or communicating via social networks with students for any reason without parent permission.
- Construction areas could pose a safety risk. All students and unauthorized personnel should stay clear of these areas.
- Other potential dangers for specific off-site field trips will be passed on to students and parents as needed through an information sheet or permission slip.

### Lockers

The condition of a locker is a student's responsibility. Damages to a locker will be the financial responsibility of the student to cover the expense of repair or replacement parts. If a locker is defaced in writing or marking, the student should report this to the office; and after inspection, remove the writing, etc.

Metal lockers for books and clothing are provided. Each student is assigned a locker. Defective locks must be reported to the high school office. **Keep lockers locked. Do not give your locker combination to another student and do not leave money or valuables in any locker. The school is not responsible for any lost or stolen items.**

No student is allowed to switch assigned lockers with another student without prior permission from the Principal.

### Obligations

Throughout the school year, the high school office will compile a list of fines, detention hours, and/or missing items that students are obligated to pay or perform. Graduating seniors are required to take care of all assigned obligations before exiting school.

### Weather Delays

#### School Closings / School Delays

Should it be necessary to close or delay school because of inclement weather or other emergency circumstances, an automated messaging system will send a recorded message. **You should not call the school, radio station, etc., but follow the recorded instructions in the recorded message.** In addition, an announcement will be made over radio stations WTKO, WHCU, Z95.5, Lite 97, as well as News10 Now and Channel 3 News. You can also consult [www.cancellations.com](http://www.cancellations.com) or [www.newfieldschools.org](http://www.newfieldschools.org).

### Sexual Harassment

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

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:*

- 1) *Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's education.*
- 2) *Submission to or rejection of such conduct by an individual is used as the basis for education decisions affecting such individual, or;*
- 3) *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.*

Sexual harassment refers to behavior typified by objectionable advances that are unwelcome, personally offensive, and debilitating to morale. This behavior includes 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 Procedures

Any student who believes that he or she has been the subject of sexual harassment should report the alleged charge 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.

- 1) 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.
- 2) To lodge a formal complaint, the student will complete a written form specifically detailing the complaint. These forms are available in the office of the Elementary, Middle and High Schools and in the Newfield Superintendent's office.
- 3) The District Superintendent or his/her designee will immediately initiate and coordinate a thorough and impartial investigation of the incident. If the 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.

The Title IX Officer is the Superintendent, Dr. Cheryl Thomas. She may be contacted at 607-564-9955 at extension 4140 or [cthomas@newfieldschools.org](mailto:cthomas@newfieldschools.org).

**Disciplinary Action** - Student conduct found to violate this policy will result in immediate disciplinary action up to and including suspension from school.

### Students' Rights and Responsibilities (Code of Conduct Policy 5300.10)

Pursuant to Section 100.2(1)(l) of the Regulations of the Commission of Education a bill of students' rights and responsibilities is established. A student in the Newfield School District shall:

1. Be suspended from instruction only after his/her rights pursuant to Education Law 3214 have been observed.
2. In all disciplinary matters 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.
3. Take part in all district activities on an equal basis regardless of race, sex, or national origin.
4. Take part in student government activities unless properly suspended from participation pursuant to the district's discipline policy.
5. Address the Board of Education on the same terms as any citizen.

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

1. To be familiar with and abide by all district policies, rules, and regulations pertaining to student conduct.
2. To work to the best of his/her ability in all academic and extracurricular pursuits and strive toward the highest level of achievement possible.
3. 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.
4. To be in regular attendance at school and in class.
5. 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 to property.
6. 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.

The constitutional rights of individuals assure the protection of due process by law. Therefore, a system of constitutionally and legally sound procedures is used with regard to the administration of discipline in the Newfield Central School District. Any action taken by a teacher or the principal is subject to a hearing by the Superintendent upon the request of the student.

### Theft

All suspected theft of property should be reported immediately to the teacher and the high 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.** 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 or in sight.

Newfield Central School is not responsible for broken/damaged, lost, or stolen items.

### Visitors

All visitors to the building are required to report to the high school office and obtain a *Visitor's Pass* from the principal. Students may not bring a visitor without a legitimate purpose. In all cases, prior permission is required at least three (3) days before the visit. Visitors should have an appointment set in advance to see faculty.

**Work Release**

Seniors who have completed most of their course work toward graduation are permitted to adopt a reduced schedule in order to secure part-time work or enter into other forms of education. Permission for late arrival will be given only under unusual circumstances. Taking fewer courses could change the status of the student from a full-time student to a part-time student.

To be eligible for an early dismissal, students must have parental and administrative permission, approved transportation, and a letter from an employer, if applicable.

Students who have early dismissal are required to leave the school grounds immediately after dismissal. Permission may be given by the building principal to remain in attendance at school for a special occasion if application is made at least one day in advance.

Early release forms may be obtained at the high school office.

Work release does not take priority over school responsibilities (detention, making up exams, etc.). Given a day's notice, a student must make arrangements with his/her employer in order to meet his/her obligations at school.

**Public Notification**

The Newfield School District hereby advises students, parents, employees, and general public that it offers employment and educational opportunities, including vocational education opportunities, without regard to sex, race, color, national origin, or handicap.

Copies of the grievance procedure are available in the District Office.