



**Newfield High School
Strive for Excellence!**

2021-2022 Student and Family Handbook

Let's Make this Year Fantastic!

Welcome to the 2021-2022 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! Please 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.

This handbook is designed for you to understand and acknowledge how to be both productive and appropriate while attending NHS. The resources available here will help us work together to ensure your success!

Go Trojans!

Patrick Mahunik
Director of Secondary Education
DASA Coordinator
564-9955 ext 3130

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 settings.
- Keep your hands to yourself.
- Cell phones and other electronic devices may be used before 7:55 a.m., during lunch, and after 3:15 p.m. Any other use of devices must be for academic purposes and require teacher approval.
- Treat everyone with respect – Treat them how you would like to be treated.
- Stop and think before acting or speaking.

Extracurricular Opportunities

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



Research shows being involved in extracurricular clubs/athletics promotes student success in school. Consider getting involved.

Athletics and Extra-Curricular Participation (See BOE Policy 5000)

Participation in extracurricular and/or interscholastic sports is elective and a privilege. Extracurricular activities and interscholastic sports are considered to be valuable opportunities for students to explore interests and develop skills outside of the classroom. However, the primary focus of school is academics.

Students who participate in extracurricular clubs/activities and/or interscholastic sports do so as representatives of the Newfield Central School District. As such, student conduct is expected to be exemplary, violations of the code of conduct may result in suspension from extracurricular activities and/or interscholastic sports.

School Suspensions - Any student that is suspended for any reason may not participate in any practice, game, or activity on any day of their suspension.

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 12th and 19th birthdays.
3. If parents/guardians 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 9th 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 at school by noon, they will be allowed to practice or play that day.

Academic Eligibility

Grading periods are every 6 weeks and end on a Friday. Report cards/eligibility lists are compiled as soon as possible based on the teacher's reports.

Based on the number of course incompletes or failures on a report card, there will be three levels of probation/eligibility that a student may be put on. The three levels are as follows:

1. **One failure/incomplete:** Student is put on probation for a six-week grading period. They must have a weekly athletic progress/eligibility form filled out on a weekly basis, for the failure/incomplete class. ** **Failure to complete the form** will result in a one-week ineligibility period. Students may participate in practice, **but not in games, productions, etc.**** If the average grade in the class is 65 or better at the end of each week, the student may participate in extra-curricular and/ or athletic activities for the following week.
2. **Two or more failures/incomplete:** Student is put on probation for a six-week grading period. They must have the **weekly eligibility form filled out by all** of their teachers on a weekly basis. Students with two or more failures and/or incompletes are *automatically ineligible for one week*. If the average grade is 65 or better in classes failed at the end of each week, the student may participate in extra-curricular and/ or athletic activities for the following week.

***Weekly eligibility Forms:** The student is responsible for the completion of these forms. The forms can be picked up from the Athletic Office on Friday mornings. The eligibility forms are to be presented for teachers' signatures on Fridays. The forms are to be returned to the Athletic Office on the *next school day* 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*. The forms are to be completed *each week*. When the new marking period report card is distributed, the process starts anew.

If a student is legally absent on the day eligibility forms are given out or are due, they are allowed to turn them in upon their return.

Fall sport eligibility: If a student had failing grades or an incomplete in a core subject area in June, the student will *automatically be ineligible* when returning to school in September and placed on the probationary eligibility chart stated above. These students will be required to fill out an eligibility form for the first marking period based on the current school year subject area.

A student who passes the subject area in summer school (August) will be considered eligible for fall sports.

Newfield Central School District COMPREHENSIVE ATTENDANCE POLICY

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

Excused Absences:

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 script that states a student is not physically able to attend school.

Unexcused Absence List:

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; 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.

Attendance Issues

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 written correspondence to the parent/caregiver.
- At twelve (12) absences, a planning conference occurs involving the student, parents, caregivers, teachers, and administrators; a specific plan is devised to address the student's absenteeism; a letter outlining the understandings and outcomes of this meeting is sent home to the parent/caregiver.
- At twenty (20) absences, a parent/student/school conference is required notifying the parents/caregivers 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 to be notified of ineligibility for credit. Parents/guardians will also be notified by letter.
- 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.

1. Attendance Notification

Parents/caregivers are asked to notify the school (564-9955, extension 3130) by 9:00 a.m. on days the child will be absent.

A robo-call will be made to the homes of all students who are absent from school after 9 am.

Parents/guardians who have contacted the school prior to 9:00 am may ignore these.

2. **Written Excuses**

The school is required by the State to have a written excuse with a parent's signature on file for each time a student is absent or late or dismissed early. In the case of absences, the written excuse should be presented to the office on the day the student returns.

If a student is dismissed early, **a note is required providing the name of the person designated to pick the student up from school.**

IMPORTANT:

Undocumented absences or tardies 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 tardiness to school will be recorded as "unexcused". This may trigger outside agency involvement since it may constitute "Educational Neglect."

Please be diligent with your child's attendance. Attendance matters for their academic success. Good work habits are vital to their future success after school.

3. **Tardiness**

Students who are late to school must report to the Main Office and sign in with a **written, signed excuse** from the parent/caregiver.

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 the event that a student's attendance at a religious service or personal reason such as court or counseling prevents them from being in attendance at school for at least half of the school day, the principal may consider a waiver of this policy if permission is sought in advance.

4. **Dismissal During the 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). 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 up** the student 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 in order 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, the nurse will contact the parent/caregiver. If your child contacts you for pick-up from their personal cell phone, please remind them that they must go to the health office and see the nurse for evaluation.
- c. 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 or evening activity or in any extracurricular activities.

- e. Students absent from school are not allowed to participate in after-school or evening events/practices, games, etc.

5. **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) lates to school during the marking period (6 weeks) are considered to have perfect attendance.

A student that serves a 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 having parental permission. The Principal reserves the right to deny or revoke this privilege at any time.

Student Arrival/Open Campus Conditions

Once a student is on school grounds, they are not allowed 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. Some students may be eligible for free or reduced lunches. An application is available on the District’s website or through the Food Service Manager, Robin Wood, at 607-564-9955 ext. 4024 or by emailing 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). 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, they should sit at one of the tables dedicated to “allergy free”.



Bullying/Cyberbullying

Bullying at Newfield Central School is strictly prohibited on or off campus. Any incident that impacts the educational environment will be dealt with, regardless of location and the time that it occurred.

“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. If bullying is suspected, the following procedure will be followed.

Procedure:

1. Any student who believes that they are 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 anonymously.
2. The Building Principal will 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 all individuals and equipment. 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.
- Use appropriate language and gestures for an educational setting.
- Refrain from making unreasonable noise.
- Refrain from engaging in any willful act which disrupts the normal operation of the school community.
- **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:
 - Be safe, appropriate and not disrupt or interfere with the educational process.
 - Ensure that underwear is completely covered with outer clothing.
 - Include footwear at all times – no bare feet, stocking feet is allowed. Footwear that presents a safety hazard will not be allowed.
 - 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.
 - Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
 - 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 offensive item.

- **Treat others with respect – Treat them how you** would like to be treated.
- Refrain from insubordinate conduct. Follow all of the directions given by faculty/staff, when they are given.
- 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 may use electronic devices in school.
- No smoking/vaping is allowed by anyone.
- No illegal drugs.
- **STOP AND THINK BEFORE ACTING OR SPEAKING.**
(IS THIS RIGHT, KIND, OR NECESSARY? IS THIS THE APPROPRIATE TIME, PLACE, AND MANNER?)



Technology Usage

Newfield Central School District Technology Use Agreement

The Newfield Central School District is pleased to assign a device to support the educational needs and growth of each student. Prior to receiving the device, the student and parent/guardian must sign the 1:1 Device User Agreement. Using the District Website, click on Departments - Technology - scroll down

to ‘Announcements’ - follow the directions for the ‘Technology use Agreement’ OR type in the URL <https://bit.ly/3ccopil> in an open search to find the Agreement.

The device is subject to inspection at any time without notice and remains the property of the District.

Using the Device Outside of the District

The District cannot guarantee that the device will function outside the District at the same level as inside the District. Configuration of any home network is not the responsibility of the District. Any programs applied to the device that impairs the performance in school may be removed by the District staff.

Students are bound by the same policies, procedures, and guidelines when using the device outside of the District.

Device Care

The device assigned to the student will remain the property of the District and must be cared for responsibly. The District may charge you for the loss of or damage to the device and/or accessories.

If the computer is lost or stolen, families are to promptly report the loss or theft to the District Technology Director, to promptly report the theft to the appropriate law enforcement authorities, and to promptly provide the Technology Director with a copy of the related police report. Families will be responsible and liable to the District for the replacement cost of the device that is lost or stolen.

Students are responsible for reporting any damage or loss to the teacher or designated technical support person immediately. If the assigned device requires repair, the device must be turned over to the school technician for assessment.

Students should not disassemble any part of the device, jailbreak it, or attempt any repairs.

The device must be fully-charged for the school day. The District will not provide any additional capacity to accommodate charging student devices.

General Precautions

- Only use a clean, soft cloth to clean the device’s screen; no cleansers of any type should be used.
- Insert and remove cords and cables carefully to prevent damage to connectors.
- Do not write or draw on the device and case.
- Do not apply any stickers or labels that are not the property of the District.
- Do not change wallpapers or backgrounds.
- Do not place personal information on the device. The District works hard to maintain uniformity of the devices as they are recalled, cleaned, updated, and recirculated to students each year.
- Handle the device carefully. Screens can crack not only when dropped, but also when subjected to pressure from stepping or leaning on them.
- When packing the device in a backpack and/or binder, ensure that your device is safely stored.
- Don’t leave the device in places of extreme temperature, humidity, or limited ventilation (e.g., in a car) for an extended period of time.
- Make sure the device is secure when it is out of sight.
- Do not leave it in an unlocked locker, on a desk, or other location where someone might take it.
- Keep food and beverages away from the device.
- Do not share password information with others.
- Optional: Purchase a protective sleeve or case for the device

Accessories

The District will provide the necessary accessories for the use of the device. The decision whether to purchase additional accessories for the device (such as an extra charger, keyboard, stylus, etc.) rests with the individual student and parents/guardians. However, the school reserves the right to disallow the use of any accessory with the device and is not responsible for any loss or damage to personal property. The District cannot guarantee that an accessory will be compatible with the devices.

Returning the Device

The devices must be returned no later than the last day of the current school year. Any accessories, including but not limited to cables, charging cords, a power and/or video adapter or case, should be returned with the device. The device and accessories must be returned in operable condition with all parts intact. Parents/guardians may be responsible for damages or loss for the full replacement cost of the district-provided accessories.

If a student leaves the District, the device and assigned accessories must be returned prior to the last day of attendance. Failure to return a device to the District could result in legal action to recover the device, as well as a theft report filed with the appropriate law enforcement agency.

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.

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 their device, including cell phones, and keeps it in their possession at all times. The school is not responsible for the security of devices. The District is not responsible if the device is lost, stolen, or broken.
- The student and their family are responsible for the proper care of the personal devices, 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 devices 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 their 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 devices to record, transmit or post photos or videos of a person or persons on campus without their permission. Images or videos recorded for instructional purposes cannot be transmitted or posted without permission of the teacher.
- The student should only use their devices 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 their child directly on their cell phone.
- 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

- Students are not permitted to order food from an outside vendor during the school day. **No outside food** will be accepted from outside vendors during the school day.
- **NO GLASS CONTAINERS.**



High School Events

Students must receive parental and school permission in order to bring a guest to an event. Permission forms are available from the advisor of the club sponsoring the event or in the high school office the week of the event.

1. Guests must show a picture ID to gain admittance.
2. Students or guests 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 middle school/elementary students are allowed to attend high school events.

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/or Principal to obtain permission.

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**: Students who are substantially disruptive of the education process or substantially interfere 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 as 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 extracurricular 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 they are 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 they are to complete all assignments.
- **Suspension (Transportation)**: Disciplinary action determined by an administrator in which a student's riding privilege is suspended. The student's parents/guardians will become responsible for seeing that their 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**: A weapon is A **firearm**, whether loaded or unloaded; or. A knife, bludgeon, or any other **weapon**, device, instrument, material, or substance, whether animate or inanimate, that, in the manner it is used, or intended to be used, is capable of producing death or serious bodily injury.

Discipline Procedures (Code of Conduct – Policy 5300)

Introduction

The ultimate purpose of any discipline policy is to foster the ability of every student to learn from the experience.

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 all aspects of the student's academic and disciplinary history, as well as their age and outside

information. 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.

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

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

A student in the Newfield School District shall:

1. Be suspended from instruction only after their rights pursuant to Education Law 3214 have been observed.
2. In all disciplinary matters have the opportunity to present their 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 the 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 their ability in all academic and extracurricular pursuits and strive toward the highest level of achievement possible.
3. To conduct themselves, 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.

Any action taken by a teacher or the principal is subject to a hearing by the Superintendent upon the request of the student.

A. Penalties

Students who are found to have violated the district's code of conduct may be subject to the following penalties. As we believe that all disciplinary issues are learning experiences, the district acknowledges that this list is not all inclusive and other penalties may be implemented to ensure that the behavior is not repeated. 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 their 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 themselves properly on the bus, the bus driver is expected to first contact the parent/guardian and bring such misconduct to the Principal's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the Principal or the Superintendent or designee.

In such cases, the student's parent/guardian will become responsible for seeing that their child gets to and from school safely.

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

Any student and/or the student's parent/guardian 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/or 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."

A student subjected to an in-school suspension, along with their 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 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/or the Superintendent.

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

When the Superintendent or Principal proposes to suspend a student charged with misconduct for five days or less, they must immediately notify the student orally. If the student denies the misconduct, the district must provide an explanation of the basis for the proposed suspension. The district must also notify the student's

parents/guardians in writing, and where possible, notice should be provided by telephone for the purpose of contacting the parents/guardians that the student may be suspended from school.

The notice will include an opportunity for an informal hearing with the Principal. If the parents/guardians 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/guardians 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, they shall give reasonable notice to the student and the student's parents/guardians 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 them, and the right to present witnesses and other evidence on their behalf.

The Superintendent or designee shall personally hear and determine the outcome and consequences. 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. 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/guardian before questioning the student.

In addition, the Board authorizes the Superintendent of Schools, Building Principals, the school nurse and any 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 their consent.

An authorized school official may conduct a search of a student's belongings that is minimally intrusive, if the school official has reasonable suspicion that a violation of the code of conduct has occurred.

An authorized school official may search a student or the student's belongings based upon information received from a reliable informant. District employees are considered reliable informants.

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 their 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.

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

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 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 designee shall first try to notify the student's parent/guardian to give them the opportunity to be present during the police questioning or search. If the student's parent/guardian 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 as mandated reporters to report to child protective services 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 the 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 the Principal or designee. 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 their clothing in order for the child protective services worker to verify the allegations, the school nurse or other district personnel of the same sex must be present during that portion of the interview. No student may be required to remove their 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 they 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/guardian's consent.

1. 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.

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 statements 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, national 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. 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 a vaping device, chewing or smokeless tobacco.
- Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances or being under the influence of either. "Illegal substances". 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.

Reporting Violations

All students are expected to promptly report violations of the code of conduct to a teacher, school counselor, the Building Principal, or any trusted adult. 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 trusted adult in the building.

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.

School buses are considered school property. Therefore, all district discipline policies are in effect. Any discipline infraction that endangers the safety of others will 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. Written notes are required for any student who wishes to ride a different bus. An administrator or designee must sign the notes.
8. Remain seated and seat belts must be worn at all times
9. Students must wait for a signal to cross in front of the bus and then walk 10 feet in front of the bus.
10. Do not play with emergency windows or doors.
11. Video cameras may be used on the buses.

Students Riding a Different Bus

Written notes from a parent/guardian are required for any student wanting to ride a different bus. An administrator or designee must sign the notes. Permission will be given only if space on the bus is available.

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.



Driving

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. Students 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 five (5) miles per hour.
4. Cars are off-limits to students during school hours (7:55-3:10) unless the Principal grants permission.
5. School buses are not to be passed while they are **stopped** and **in-line** for delivery and pick up of students.

6. Students are not to take any passengers with them at any time during the school day.
7. 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.
8. The student parking lot is located in the last 2 rows of the district parking lot.
9. **Written parental permission** is required prior to any student signing out to attend an appointment.

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

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 is unacceptable behavior.

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.

****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.***

Guidance Corner

See the last page in the handbook for the guidance corner class preparation checklist.



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 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 for the previous 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 and not late to school more than three (3) times.

Leaving School or Dropping Out

Students who plan to drop out of school will 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, they must report to the Health Office with a pass. The nurse will determine if the student should be sent home. No student will be allowed to leave the building without permission from either the Principal or the health office.

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/guardian, 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.

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. 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.**

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 all sexes and to homosexual and heterosexual conduct.

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 they have been the subject of sexual harassment should report the alleged charge immediately to a trusted adult. The Title IX Compliance Officer is the Superintendent. The Superintendent may be contacted at 607-564-9955 at extension 4140 or by email.

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

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.

The Newfield Central School District 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*. Students may not bring a visitor to school, without prior authorization by the Principal. Visitors should have an appointment set in advance to see faculty.

Work Release

Seniors who have completed most of their coursework toward graduation are permitted to adopt a reduced schedule in order to secure part-time work or enter into other forms of education. 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 a request 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 their employer in order to meet their school obligations.

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 impairment.

Copies of the grievance procedure are available in the District Office or on the website.

Testing Information/Preparation

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

Career Resources

- Career Building: www.careerbuilding.com
- Monster: www.monster.com

- JobTrak: www.jobtrak.com
- New York's Education Job Site: www.nyeducationjobs.com
- Financial Jobs in New York: www.jobsinmoney.com
- NYS Department of Civil Service: www.cs.state.ny.us
- US Department of Labor: www.dol.gov
- NYS Department of Labor: www.labor.state.ny.us
- Tompkins County Personnel: www.tompkins-co.org

Financial Aid/Scholarships

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

School Code The Newfield School Code for the College Entrance Examination Test (ACT or SAT) is 33334

Guidance Corner

Checklist



Freshmen 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 I 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