

MOUNT SINAI MIDDLE SCHOOL



PARENT / STUDENT HANDBOOK



2017—2018

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**MOUNT SINAI MIDDLE SCHOOL
MOUNT SINAI, NEW YORK 11766**

Peter J. Pramataris
Principal

Christopher Heil
Assistant Principal

MEMORANDUM

To: All Parents / Guardians / Students
From: P. Pramataris
Re: Parent / Student Handbook
Date: 2017 - 2018

The contents of this Handbook are intended to familiarize you with all aspects of our school program. Part II of this Handbook contains the Board of Education's *Code of Conduct*.

MISSION STATEMENT

Our mission is to provide students with the academic and social opportunities that will enable them to become productive and responsible individuals in our society. Our goal is to provide an academic atmosphere in which every student will develop curiosity; demonstrate the self-discipline to persevere; engage in problem solving strategies; employ critical thinking skills; embrace risk-taking; take pride in developing good work habits; become self-directed learners and independent thinkers. In addition, we encourage all students to become individuals who are tolerant of individual differences, who respect themselves and others and who participate in the decision-making process.

EQUAL OPPORTUNITY

We will provide every student with equal educational opportunities, regardless of race, color, creed, sex, sexual orientation, national origin, religion, economic status or disability. No student will be excluded on such basis from participating in or having access to any educational program, extracurricular activities or other school resources. Notes and flyers regarding school activities and parent workshops are often sent home with students. Other important dates are indicated on the School District Calendar and Middle School website.

COMPREHENSIVE ATTENDANCE POLICY

Philosophy Statement

To be successful, students must actively participate in learning activities. To maintain academic standards, encourage progress and ensure student participation in the school experience, the Administration with the support of the Board of Education of Mount Sinai recognizes this attendance policy for the school district (high school and accelerated middle school students). The policy will ensure that students who receive credit for a course have attended 85% of the classes and have participated in the classroom. The policy affirms that classroom activities cannot be duplicated in an extra help session or by independent remediation. Even when specific work is made up, the valuable "time-on-task" is missed. Attendance is a critically important factor contributing to success in school.

By encouraging attendance and promptness through the policy, two essential components of self-discipline and responsibility will prepare our students for the demands of the future. It affirms that students will be aware that tardiness, cutting, excessive absence and/or truancy will jeopardize their successful completion of a course of instruction and/or their graduation. This value is one that society views as essential for success.

Objectives

The objectives of the Comprehensive Attendance Policy are:

1. To accurately track the attendance, absence, tardiness and early departure of students to and from the school;
2. To ensure sufficient pupil attendance of classes so that pupils may achieve State mandated education standards;
3. To track student location for safety reasons and to account to parents regarding the location of children during school hours.

Definitions

Whenever used within the Comprehensive Attendance Policy, the following terms shall mean:

1. Scheduled instruction: Every period that a pupil is scheduled to attend instructional or supervised study activities during the course of a school day during the school year.
2. Absent: The pupil is not present for at least half of the pupil's scheduled class period instruction.
3. Tardy: The pupil arrives later than the starting time of the student's scheduled instruction.
4. Early departure: The pupil leaves prior to the end of the pupil's scheduled instruction.
5. Excused Absences: Any absence, tardiness, or early departure may be excused if the reason is due to illness, a death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearance, attendance at a health clinic or other medical visit, approved college visit, approved cooperative work program, military obligation, or other such reason as may be approved by the Board of Education.
6. Unexcused Absences: An absence, tardiness, or early departure is considered unexcused if the reason for lack of attendance does not fall within the aforementioned categories (as noted in point 5). Family vacation, hunting, babysitting (except in the case of emergencies within a family situation), haircut, oversleeping, shopping trips, are examples of circumstances not to be considered as excused absences.

Note: It will be the determination of the School District as to whether or not an absence is to be considered as excused or unexcused; the District will consider, inter alia, explanatory notes written by parents or guardians setting forth the reasons for absence with the District reserving to itself the prerogative to verify the circumstances/reasons for an absence or absences; such verification may include the authority of the District to require medical verification as to illness.

7. Unlawful detention: When a parent or guardian consents to a child being absent from school for a reason that is not excusable. This is an illegal absence.
8. Truant: A student is absent from school without parent or prior school approval. This is an illegal absence.

PLEASE NOTE: The policy for the purpose of receiving course credit does not distinguish between an excused and unexcused absence.

Coding System

The following coding system shall be used to indicate the nature and reason for a pupil missing all or part of scheduled instruction:

ATTENDANCE OFFICE CODES

A=Absent	H=Home tutored	S=Suspended
T=Tardy	I=In-school suspension	U=Unlawful Detention
C=Court appt.	N=Truant	V=Educ/College Visit
F=Family	R=Religious	W=Waived

TEACHER CODES

A=Absent T=Tardy *Z=Pre-Approved absence

*Pre-Approved absences include:

- Field trip
- Music lesson
- Guidance appointment
- In-school suspension
- Out-of-school suspension
- Assembly/class meeting
- Co-curricular activity
- Health office appointment
- "Pull out" program

Strategies and Incentives

1. Minimum Attendance for Course Credit

A. A student must be noted as present at 85% of a course's scheduled classes in order to earn credit for the course.

- For purposes of minimum attendance requirements, **a student shall not be counted as present for a class if the student misses more than 15 minutes of a class**, whether through tardiness or early departure.
- Students suspended from school instruction may not be marked as absent unless they fail to fulfill the scheduled alternative education on that day.

B. In order to prevent loss of credit for failure to attend, the district will take the following steps:

- When a student has been marked as absent for 10% of a course's classes, the district shall notify the student and his parent(s) or persons in parental relation that the student is approaching the limit of absences for losing course credit for failure to attend class. The notice will include the school's attendance for credit policy, the actual number of classes the student may miss before forfeiting the right to earn credit, and the actual number of classes missed to date;
- A student and his parent(s) or persons in parental relation will be advised one month before the completion of the course if the student is in jeopardy of losing credit for failure to attend. The notice will include the school's attendance for credit policy, the actual number of classes the student may miss before forfeiting the right to earn credit, and the actual number of classes missed to date.

2. Parental/Guardian Notification of Absences:

The pupil's parent(s) or person in parental relation shall be notified of a pupil's absence, tardiness or early departure according to the following:

Where a pupil has not been marked as present for the first period of scheduled instruction and the school has not been previously notified of the absence, the district shall attempt to contact the pupil's parent(s) or person in parental relation to learn the nature of the pupil's absence and notify the parent that the pupil has not arrived at school.

3. Disciplinary Consequences

Truancy, unlawful detention, class cuts, unauthorized tardiness or early departures are unexcused absences that will result in disciplinary sanctions as described in the District's Code of Conduct. Consequences may include, but not be limited to, out of school suspension, in-school suspension, detention, and denial of participation in interscholastic and extra-curricular activities. Parents/persons in parental relation will be notified by the designated District personnel at periodic intervals to discuss their child's absences, tardiness or early departures and the importance of class attendance and appropriate interventions. The principals in each building establish attendance notification procedures.

4. Incentives:

District teachers shall work with the Building Principal and Attendance Supervision Officer to create and implement classroom-based incentive programs for excellent attendance.

5. Intervention Strategy Development:

The Building Principal shall meet each marking period with the Attendance Supervision Officer and other administrators and teachers as the Principal determines necessary to review student attendance records, address identified patterns of unexcused pupil absence, tardiness and early departure, and review current intervention methods. Where the Principal determines that existing intervention policies or practices are insufficient, the Principal shall notify the Board of Education prior to its annual review of the building's attendance records, of both insufficient practices and any proposed changes needing Board approval to implement.

6. Counseling:

The District shall provide consistent counseling to students with chronic attendance problems.

Attendance Supervision Officer

The Board shall designate a person as the Attendance Supervision Officer. The Attendance Supervision Officer is responsible for reviewing pupil attendance records and initiating appropriate action to address unexcused pupil absence, tardiness, and early departure consistent with the Comprehensive Attendance Policy.

Attendance Requirements

1. Students must attend each class a minimum or 85% of the time.

FULL YEAR COURSE – the minimum attendance shall be 85% or 153 days per year ($.85 \times 180 = 153$); therefore, a student may be absent not more than 27 times per year per class. A student will be in violation on the 28th absence.

HALF-YEAR COURSE AND PHYSICAL EDUCATION CLASS – The minimum attendance shall be 85% or 77 days ($.85 \times 90 = 76.5$ days); thus, a student may be absent no more than 13 times per semester per class. A student will be in violation on the 14th absence.

LAB SCIENCE COURSE – The minimum attendance shall be 85% or 229 periods per year ($.85 \times 270 = 229.5$ periods); thus, a student may be absent no more than 40 times per year per lab science class. A student will be in violation on the 41st absence.

BOCES – The district reserves the right to withdraw students from vocational courses at BOCES at any time that they fail to maintain a minimum attendance rate of 85%.

2. Three latenesses to class equal one absence. Students shall be considered absent from a class if they are absent from a class for more than 15 minutes of the class period.
3. Students attending approved alternative educational activities that include attendance at a school-sponsored activity, home instruction (whether due to illness or suspension, serving in-school suspension or out-of-school suspension) are considered to be "in attendance" and shall not be considered absent.
4. Teachers will provide make-up work ONLY for those students whose absences are excused or where said students are attending school-authorized activities such as meetings, music lessons, conferences with school personnel, field trips, out-of-district athletic trips, testing, in-school suspension and out-of-school suspension.
5. For each course, when a student reaches the maximum number of absences, the student's work will no longer be evaluated. The report card will show a CD to indicate "Credit-Denied" for all subsequent reporting periods and exams.
6. A student who does not meet the minimum attendance requirement in a course or courses will not be permitted to take class exams, tests, complete projects or papers and the like. A student eligible to take Regents exams (or RCTs), pursuant to Commissioner's Regulations, will have result(s) recorded on the student's permanent record.
7. Once a student is denied credit, he/she must attend class regularly and maintain appropriate behavior. Failure to continue to attend classes on a regular basis and maintain appropriate behavior will result in disciplinary action and may result in the student being permanently removed from the class.

8. Summer School Eligibility Requirement: Any student who fails to continue to attend classes on a regular basis will not be eligible to attend summer school. Summer school requires previous and continuous seat time.
9. The attendance requirement for course credit shall apply to all students enrolled in Mount Sinai High School in grades nine through twelve and middle school students in accelerated classes, except those students whose IEP (individualized educational plan) states otherwise. Students entering the school after the first day will have their attendance prorated. If a student enters a class after the first day, the number of days of attendance will be prorated using 85% as the minimum required.
10. The attendance record of a student making a schedule change in the same subject area will be forwarded to the new teacher. In other cases, attendance will be prorated based upon the entrance date into the new class.

Notification Sequence

Students, parents, and teachers shall be notified annually, in writing, of the attendance policy and administrative regulations.

The following refers to absences in a single course; therefore, a student may very well be notified by several different teachers for different courses. The teacher and/or Assistant Principal will send written notification of student absences to the student's parents at the following intervals:

Full Year Classes

First notice at 7 absences
 *Second notice at 14 absences
 Third notice at 20 absences
 LOSS OF CREDIT at 28 absences
 DENIAL OF ELIGIBILITY FOR SUMMER SCHOOL AT 35 ABSENCES

Semester classes and Physical Education Classes

First notice at 7 absences
 *Second notice at 10 absences
 LOSS OF CREDIT at 14 absences
 DENIAL OF ELIGIBILITY FOR SUMMER SCHOOL AT 18 ABSENCES

Lab Science Classes

First notice at 15 absences
 *Second notice at 25 absences
 Third notice at 35 absences
 LOSS OF CREDIT at 41 absences
 DENIAL OF ELIGIBILITY FOR SUMMER SCHOOL AT 52 ABSENCES

*guidance counselors will meet with students and contact parents to discuss strategies to improve attendance.

Please Note: Beginning of 3rd marking period, notification for absences will begin only when a student reaches his/her 14th absence for a full-year course (lab science classes on the 25th absence). The prime responsibility for the student's attendance in class rests squarely with the student.

Appeal Process

- A student who has accumulated 28 or more absences (14 in semester and physical education courses, 41 in a science lab course) and has been notified of loss of course credit due to absenteeism, has the right to appeal the decision and request a hearing before the Appeals Committee. S/he must do so in writing to the Appeals Committee Chairperson within 10 school days of the date of loss of credit notice. The student and parent(s) or guardian(s) may be asked to appear at this meeting with appropriate, verifiable documentation to present to the committee. The committee determines whether the student will continue as a regular student or be placed on a credit denied audit condition.
- The Appeals Committee will meet as needed because the review process is ongoing.

- The Appeals Committee is made up of one administrator, one guidance counselor, and two teachers.
- Guidance counselors will also become involved with students who experience chronic attendance problems.

Note: To facilitate the appeals process and provide the committee with information that will allow them to make an appropriate determination, it is strongly advised that when medical circumstances are at the root of at least some absences, that parents request health care providers (physician, physician's assistant, nurse practitioner) detail the necessary medical explanations (in writing) to the extent that it allows the committee to make the most informed decision possible. Parents are again reminded that notes, even from health care providers (physician, physician's assistant, nurse practitioner) are **notes of explanation and not notes of excuse**. It remains the parent's choice as to what information is to be provided, but limited information without sufficient understanding will not aid in the review and appeal.

Second Note: When a student is absent from school for reasons of illness or medical necessity, a note of explanation (including health care provider documentation as appropriate) should be submitted to the attendance office within a short period of time, but in no instance more than three (3) weeks from the point of return to school. This is important. If, later, the student exceeds the course credit, absent limit and the student initiates an appeal for credit reinstatement, medical documentation not submitted in a timely manner as noted herein will not be accepted at the later date for explanation and appeal.

Absence from School

Parents should call 870-2725 (Middle School nurse) in the event of their child's absence or tardiness. New York State Law requires that each student's attendance be verified daily. Any student who is absent from school must bring a note explaining the reason for his/her absence from his/her parents to their homeroom teacher upon his/her return to school. As described earlier and under the circumstances noted in Attendance Requirements, point 4), a student is responsible for completing any work missed. **No student may participate or attend any school or after-school activity on a day he/she is absent from school.**

Lateness to School

Student should be in their homerooms on time. If a student is late to school, he/she should report to the main entrance greeting station for an admittance slip. Students who arrive late to school must bring a note of explanation from a parent, or guardian, on that day. The note should include a telephone number where the parent may be reached. Failure to comply with this procedure may result in disciplinary action as per the Attendance Policy.

PLEASE NOTE: No student may participate in any after school activity (athletics, clubs) on a day in which he/she signs in after 2nd period. In addition, any student leaving school for reasons other than medical, legal, or educational/school related will not be allowed to participate in any after-school activities regardless of the time that he/she returns to school. Students leaving for medical, legal, or educational/school related reasons must bring a note from their health care professional, attorney, or educational institution and submit it to the principal, upon return, in order to be permitted to participate in any after-school activity. Students who are unable to return by the end of the school day but do so prior to the start of the after school activity may participate provided they show their "note" to the coach, advisor, etc. and then give it to the principal the subsequent day.

Lateness to Class

Students are expected to be in their assigned classed on time. Habitual lateness will result in administrative action. If students are detained, they must have a late pass from the faculty/staff member they were with.

DRESS CODE

Refer to page 5 of the *Mount Sinai Code of Conduct* for details regarding the dress code.

Please note that the Eighth Grade Moving-Up Ceremony and Dance are not considered formal events. That is, girls should be dressed in a dressy dress, NOT a formal gown. Boys should wear a tie, dress shirt and slacks. Many boys do wear a jacket/suit.

DIGNITY FOR ALL STUDENTS ACT

Effective July 1, 2012, NYS law includes the Dignity for All Students Act (DASA). The provisions of the Dignity Act have been added to the District Code of Conduct. The Dignity Act states that NO student shall be subjected to harassment or discrimination by employees or students on school property or at a school function based on their actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex. It is our mission to create a school environment that fosters civility and prevents such conduct. Additionally as of July 1, 2013, incidences of harassment or discrimination that occur through the use of technology devices, i.e. cyberbullying, social media, etc. are also subject to the DASA provisions and the District Code of Conduct.

BICYCLES

New York State law requires that all children under the age of fourteen wear a safety helmet when riding on bicycles. Only students with appropriate safety equipment may ride their bicycles to school. Students are advised to lock their bicycles. Motorbikes are prohibited on school grounds. Written permission from a parent / guardian is required for a student to ride a bicycle to and from school prior to approval being granted by the school.

WALKERS

Any student who wants to walk to and from school must provide a permission letter from their parent/guardian prior to approval being granted by the school.

BUS REGULATIONS

Bus drivers are responsible for the behavior of students on their buses. They will report any improper behavior to the principal or assistant principal. Such improper behavior may lead to the suspension of the student's bus privileges. It should be noted that transportation to and from school is a privilege that is maintained for those students who follow bus regulations and respect the rights of others. A separate bus policy booklet is sent to all residents in August of each year.

The following is a partial listing of bus regulations:

- Obey the driver's instruction at all times.
- Be at the bus stop on time (5 to 10 minutes before the time listed on the bus schedule).
- Respect the property at and near your bus stop.
- Do not do anything that might distract the driver. No shouting, pushing, or horseplay.
- Upon boarding the bus, go directly to a seat and remain there until you arrive at your stop.
- Keep the bus aisle clear.
- Keep your hands, arms, and head inside the bus at all times.
- Do not smoke on the bus.
- Stay clear of the bus after you get off. Walk at least ten feet in front the bus when the driver is holding traffic for you to cross.

EARLY DISMISSAL (Student Pick-up/Release)

If a student becomes ill in school, has an appointment, or is being released into the care of a parent or guardian for any reason including dismissal, the parent or guardian must report to the main office and sign the student out. If the parent or guardian is not available, only those individuals designated in writing or listed on the emergency contact card may sign the student out of school. **Students are not permitted to meet parents in the parking lot at dismissal without a written request by the parent to do so and administrative approval.**

PLEASE NOTE: Any student being picked up by someone other than a parent must provide written parental consent to do so. All persons picking up students early from school will be required to produce appropriate identification to a main office staff member.

Students are required to attend school regularly and on time. Students may be excused (legal dismissal) from school for medical/dental appointments, required court appearances, religious observance, approved college visits or other appointments as reviewed and approved by the principal or assistant principal. Parents should be aware that parental notes are notes of explanation and not notes of excuse. Absences/early dismissals are excused only for the reasons previously cited. Under law, the responsibility for this judgment has been assigned to the school district.

If there is an excusable reason (see above) for a child to be dismissed early, the steps noted below must be followed:

- A note should be sent in requesting an early dismissal and should be brought to the main office.
- Requests will be reviewed (and approved) by the administration and/or their designee. Any questions regarding the request for dismissal will be addressed with the parent (and, if necessary, the student).

Note: The district reserves the right to verify all appointments. Notes that indicate “an appointment” as a general statement are not acceptable. Notes should be specific, including but not limited to student’s name, date, time, place, person, reason, etc. Deficient requests cannot be approved. Requests (notes) meant to excuse a student for lunch will be denied.

- Students will be released in the care of a parent or guardian or designated individuals on the emergency contact card.

Note: Students who forge notes will be subject to disciplinary penalties under the code of conduct. In such cases, parents would be required to sign students out for future (legal) appointments.

CELLULAR PHONES/ELECTRONIC EQUIPMENT

The display and/or use of cellular phones by students is prohibited beginning with the time they arrive at school until the instructional day is completed. Students’ cellular phones and/or any electronic devices must be turned off and kept in their lockers or backpacks during school hours.

Please Note: Parents and students should understand that electronic devices or other things of value that are brought to school are done so at your own risk. Lost, stolen or misplaced items are not the responsibility of the school district, administration, faculty or staff.

Students using cellular phones during the instructional day will have them confiscated. On the first offense, students may pick up their phone at the end of the school day. Any additional offenses will require a parent/guardian to pick up the phone and/or the student will forfeit his/her privilege to possess a cell phone while in school. Further, please note, at a teacher’s request, students may be requested to surrender their cell phones upon entering the classroom to be returned at the conclusion of the instructional period.

Other Electronic Devices

MP3 players, iPods, radios, headsets, beepers, CD players, laser pointers, electronic games, etc., are disruptions to the learning process. These items are prohibited in school during instructional hours and on school buses. All such equipment will be confiscated and returned under the same terms noted above.

The use of electronic communication devices such as cell phones, texting devices, recording devices, etc., without prior consent of the principal’s or his/her designee’s consent is prohibited. All such equipment will be confiscated and returned under the same terms noted above.

HIV/AIDS INSTRUCTION

In compliance with the Commissioner's Regulations, the school will provide HIV/AIDS instruction as part of a sequential and comprehensive health program for all students K-12. The school provides age-appropriate instruction, which must include the following information:

1. the nature of the disease,
2. methods of transmission of the disease, and
3. methods of prevention of the disease.

A copy of the grade level curriculum is kept in the main office for your information. Parents may request to have their child/ren excused from that segment of HIV/AIDS instruction regarding methods of prevention of the disease by filing a request with the Superintendent of Schools. This request must give assurance that such instruction will be given at home.

HOMEWORK

Homework provides excellent opportunities for developing good study habits, providing for individual differences and abilities, and encouraging self-initiative on the part of the students.

Parents and the school share the responsibility for student learning. Parents can assist their children with homework by:

- providing a study area free of distractions and with good lighting,
- asking questions about the content of student homework,
- giving requested assistance, but letting the student do his/her own work,
- avoiding undue pressure, and
- helping to create a "homework habit" at the same time each night.

Mount Sinai Middle School believes that parental involvement in students' homework is essential to making homework an integral part of the educational program. Parents should encourage and monitor homework assignments. As many teachers assign long-range project assignments, it is important for students to learn to budget work/study time and not leave assignments to the last minute.

At the discretion of the teacher, students may be assigned homework as follows:

Gr. 5/6	1 to 1.5 hours, 5 days a week
Gr. 7/8	1.5 to 2 hours, 5 days a week

Times include both daily and long term project assignments. Encouragement from parents is an important part of the homework process. In the event that a student is going to be absent from school for a short period of time due to a legal absence and is unable to make arrangements to obtain homework assignments from a classmate, assignments can be obtained by contacting the main office. Please allow one full day for the work to be prepared by the teachers. Students are responsible to make up all assignments and tests within a reasonable amount of time.

PROMOTION AND RETENTION OF STUDENTS

Mount Sinai Middle School will make every effort to place each student in the most appropriate learning level for a successful educational experience. The following guidelines govern promotion and retention:

1. Early Identification/Intervention

Classroom teachers are expected to make every effort to identify as early as educationally sound those students at risk of failing. The building principal, teacher, other resource personnel, and the parents/guardians will be informed promptly so that a special support program can be designed for each child identified as in danger of failing. Such support services may include, but are not limited to, individualized assistance before, during or after the school day; remedial classes; a change in instructional treatment.

2. Student Progression

Students who pass all subjects will be promoted. Students who do not make satisfactory progress in one or more basic subjects – English Language Arts, Mathematics, Social Studies, and Science, and also Reading for grades 5 and 6, – shall have their cases

considered on an individual basis and may be retained, held in grade, for one or more subjects or, at the parents' expense, be asked to attend summer school.

In order to be promoted to the high school students will need to have satisfactorily completed the core subjects of English Language Arts, Social Studies, Mathematics, and Science. Failure to do so will prevent students from participating in the Grade 8 Moving-Up Exercises and/or the Grade 8 Dance.

Note: A student failing one (1) or two (2) core subjects may attend summer school and make up a failing grade(s). A student failing three (3) or more core subjects in grade 8 will be retained in grade 8 for the next academic year.

ASSAULTS ON SCHOOL EMPLOYEES AND STUDENTS – CLASS “D” FELONY

Any individual who assaults a school employee on school grounds and any non-students who assaults a student on school grounds will be subject to prosecution on the basis of a Class “D” felony.

ASSEMBLIES

Student assemblies are seen as part of the overall educational process. School assemblies, at all instructional levels, are, at times, held to provide recognition of student accomplishments by peers, parents, and staff members. Assemblies will reflect our school's educational mission.

Students are reminded of proper conduct at assemblies to ensure responsible audience participation:

- take an assigned place quietly,
- do not speak above a whisper, and then only when necessary,
- pay attention to the speaker/performer(s), and
- applaud when appropriate.

FREE AND REDUCED PRICE FOOD SERVICES

The nutrition of district students is an important factor in their educational progress. The school therefore participates in the federally-funded school lunch program, and provides free or reduced price food services to qualified district students. Contact the main office for further information.

STAFF-STUDENT RELATIONS

Mount Sinai Middle School believes that the relationship between staff and students should be one of cooperation, understanding and respect.

Students will be expected to respect staff members as individuals, employed to provide direct or indirect contributions to learning. No student shall have the right to interfere with the efforts of the instructional staff to coordinate or otherwise implement a learning program. No student has the right to interfere with the learning activities and efforts of other students.

TEXTBOOKS

Students are responsible for textbooks and all materials assigned to them. Students should cover all textbooks and are responsible for maintaining the condition of the texts throughout the year. Students are required to pay for lost or damaged books. Access to the student management system and the ability to sign out books may be suspended until the obligation is met.

SEXUAL HARASSMENT OF STUDENTS

The following administrative regulation is intended to implement the Board of Education's policy against sexual harassment of students.

The Board recognizes that sexual harassment can originate from a student, employee, board member, or any other individual who forcibly may come in contact with a student on school grounds or at school-sponsored activities.

The school is committed to safeguarding the right of all students within the school district to learn in an environment that is free from all forms of sexual harassment. Conduct is deemed to be sexual harassment when the student perceives such behaviors unwelcome, such as inappropriate touching, verbal comments, sexual name calling, spreading sexual rumors, gestures, jokes, pictures, or blocking a student's movements.

Sexual harassment is a form of sex discrimination. Any student or parent of a student who believes that the student has been subject to sexual harassment, whether by a teacher, other student, or any individual on school property or at school activities, should report the alleged misconduct immediately to the building principal, so that appropriate investigation can begin. The Board policy on sexual harassment is available for review. Interested persons may contact the building principal.

Procedures

The Board of Education shall designate a compliance officer to carry out the district's responsibilities under Title IX and pursuant to the Board of Education's policy on non-discrimination in education programs and activities.

The Superintendent of Schools, or his/her designee, shall notify all employees, students and their parents of the name, office address, and telephone number of the district's Compliance officer. In addition, the Board through this regulation has established grievance procedures that provide for prompt investigation and equitable resolution of student sexual harassment complaints.

Consistent with federal and state law, and all acceptable provisions contained in the district's policy manual and collective bargaining agreements, the following procedures shall be employed in handling any report, investigation and remedial action concerning allegations of sexual harassment.

Students who believe they have been subjected to sexual harassment are to report the incident to the building principal, or an appropriate school employee such as a dean, teacher, guidance counselor, nurse, social worker, or other responsible adult. The building principal or other appropriate school employee shall notify the compliance officer and the Superintendent of Schools or his/her designee of all complaints. All reports of sexual harassment will be held in confidence, subject to the applicable laws and any relevant provisions found in the district's Board of Education policy manual and collective bargaining agreement, provided they do not interfere with the district's ability to investigate the complaint or take corrective action.

Investigating a Complaint

Upon receipt of a formal or informal complaint, a prompt, thorough, and impartial investigation of the allegations shall follow. This investigation is to be conducted diligently. All witnesses shall be interviewed. The complainant* and/or the parent or guardian are to be notified of the outcome of the investigation.

Informal Complaints

Students who believe they have been subjected to sexual harassment may request that an informal meeting be held between themselves and the building principal. The purpose of such a meeting will be to discuss the allegation and remedial steps available. Should the building principal be the alleged harasser, the complainant shall by pass the principal and request a meeting with the Title IX Coordinator. Parents or guardians of the student shall be notified in the event that an informal complaint is received.

* Complainant – as used in this policy includes the parent or guardian if the student is under eighteen years of age.

The building principal will then promptly discuss the complaint with the alleged harasser. Alleged harassers shall be informed of their right to union representation and/or outside legal representation, if applicable.

Should the alleged harasser admit the allegations, the building principal is to obtain a written assurance that the unwelcome behavior will stop. The building principal shall notify the Title IX Coordinator of the action. Depending on the severity of the misconduct, further disciplinary action may be taken by the Superintendent of Schools or his/her designee.

Thereafter, the building principal is to prepare a written report of the incident and inform the complainant and/or the parent or guardian of the resolution. The complainant is to indicate on the report whether or not the resolution is unsatisfactory.

If the resolution is satisfactory, the incident will be deemed closed. However, the complaint may be reopened for investigation if a recurrence of sexual harassment is reported. The building principal is to inform the complainant to report any recurrence of the harassment or any retaliatory action that might occur. Should the complainant be dissatisfied with the resolution, a formal written complaint should be filed.

If during the building principal's informal attempt to resolve the complaint, the alleged harasser admits the allegations, but refuses to give assurance that the unwelcome behavior will stop, the building principal is to file a report with the next appropriate level in the complaint procedure. The report is to indicate the nature of the complaint, a description of what occurred when the building principal informed the alleged harasser of the allegations the alleged harasser's response to the allegations, and a recommendation that stronger corrective measure be taken. This report should be accompanied by the student's formal complaint.

Should the alleged harasser deny the allegations, the building principal is to inform the complainant of the denial and state that a formal written complaint will be required for formal investigation. The building principal will then file a report with the next level in the complaint procedure setting for the events that have occurred to that point. If the complainant submits a formal complaint, a copy of the complaint shall accompany the building principal's report with a recommendation for further action.

Formal Complaints

Formal complaints may be submitted either to initially report any incident of sexual harassment, or as follow-up to an unsatisfactory resolution of an informal attempt to resolve a complaint. In the latter case, the formal written complaint is to be submitted to the building principal originally consulted, who will then forward it to the next level in the complaint procedure for appropriate action.

The formal written complaint will consist of a form and copy of any relevant information and reports. The form shall solicit the specifics of the complaint: date and place of incident, description of sexual misconduct, names of any witnesses, and any previous action taken to resolve the complaint.

The complainant will file reports of sexual harassment to the following person in this order:

- Level I - Building Principal
- Level II - Title IX Coordinator
- Level III - Superintendent of Schools or his/her designee
- Level IV - Board of Education

Each level will be followed in succession in the event of the appeal of a formal complaint or the unsuccessful resolution of an informal complaint. Should the individual to whom a report should be filed by the alleged harasser, the matter will be referred to the next level, and the alleged harasser bypassed.

The Superintendent of Schools or his/her designee or the Board shall take appropriate corrective action upon a determination of sexual harassment. The Superintendent of Schools or his/her designee or the Board shall notify the complainant of any findings and action taken.

Remedial Action

If the investigation reveals that sexual harassment has occurred, appropriate sanctions will be imposed in a manner consistent with any applicable law, district policies, and the regulations and collective bargaining agreements. Depending on the gravity of the misconduct, sanctions may range from a warning, up to and including dismissal of an employee or the permanent suspension of a student.

Anyone subjecting complainant or witnesses to any form of retaliation will also be subject to disciplinary action in the manner prescribed by law and consistent with any applicable provision in the district's policy manual and collective bargaining agreements.

If the investigation reveals that no sexual harassment has occurred, or if the complainant is not satisfied with the remedial action taken after a finding of sexual harassment, the complainant may appeal to the next level, providing relevant information, the specific action being appealed, and an explanation of why the complainant is appealing.

Post-Remedial Action

Following a finding of sexual harassment, the victim will be interviewed by the appropriate building principal or his/her designee to ensure that the harassment has not resumed, and that no retaliatory action has occurred. At the discretion of the district, follow up interviews may contribute over a period of time. A report will be made by the principal of the victim's response.

Complaint Reports

Upon written request, complainants and/or the parent may receive a copy of the resolution reports filed by the building principal or other district official concerning their complaint.

False Accusations

Given the nature of this type of discrimination and the serious ramifications that may result from a complaint, the district recognizes that false accusations of sexual harassment can have serious effects on innocent people.

False accusations of sexual harassment made knowingly may be subject to sanctions in a manner prescribed by law, and consistent with any applicable provisions in the district's policy manual and collective bargaining agreement.

Sexual Harassment of Students

The Equal Employment Opportunity Commission (EEOC) has defined sexual harassment as it relates to students 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, a term or condition of a student's right to a fair and equal education opportunity;
2. submission to or rejection of such conduct by a student is used as the basis for educational decisions affecting such student; or
3. such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, hostile, or offensive learning environment.

The Mount Sinai School District will not condone any acts of sexual harassment and further forbids all employees from engaging in such activity. The Board of Education also strongly opposes any retaliatory behavior against the complainant or any witnesses. The Board is committed to maintaining a school/work environment that is free from all forms of sexual harassment. Conduct is deemed to be sexual harassment when it consists of unwelcome conduct of a sexual nature. The Board recognizes that sexual harassment can originate from a person of either sex against a person of the opposite or same sex, and from peers, as well as district employees or visitors. Students who believe that they have been subjected to sexual harassment should report the alleged misconduct immediately pursuant to Administrative Regulations, so that an investigation can begin at once. Upon a finding of sexual harassment, corrective action up to and including discharge of an employee and permanent suspension of a student may occur.

The Superintendent of Schools or his/her designee will oversee the implementation of procedures on reporting, investigating and remedying allegations of sexual harassment.

EXTRACURRICULAR ACTIVITIES

The Mount Sinai Middle School recognizes the educational value inherent in student participation in the extracurricular life of the school, for such purposes as building social relationships, developing interests in an academic area, and gaining an understanding of the responsibilities of good citizenship. The following after-school activities are traditionally offered:

Clubs and Activities

Art Club 7/8
Chess Club 5 - 8
Community Outreach Club
Courtyard Club
Drama Club
Home and Career Club 5
Home and Careers Club 6
Jazz Band
Jazz Choir
Literary Magazine (ZED)
Math Olympiads 5/6
Mathletes 7/8
National Junior Honor Society
Peer Support
Science Club
Scrabble Club
Service Club
Set Design Construction
Student Council
Yearbook Club 7/8

Interscholastic Sports

Fall Season

Cross Country (boys/girls)
Football (boys)
Soccer (boys)
Soccer (girls)
Tennis (girls)

Early Winter

Basketball (boys)
Volleyball (girls)

Late Winter

Basketball (girls)
Wrestling (boys)

Spring Season

Baseball (boys)
Lacrosse (boys)
Lacrosse (girls)
Softball (girls)
Tennis (boys)
Track (boys)
Track (girls)

****Student spectators wishing to attend an after-school Interscholastic Sport game MUST leave the building at dismissal (2:35 p.m. bus). Games start at 4:00 p.m. Parents are responsible for bringing students back for games and picking them up when the game is ended.***

Students not involved in teams or after-school activities will not be permitted to ride the late bus home.

ACADEMICS

STUDENT ACADEMIC ELIGIBILITY POLICY

The purpose of this academic eligibility policy is to insure that any student's involvement in any co-curricular activity does not detract from the main objective of academic achievement. It is also essential that any participant in these activities maintain a minimum academic level of performance.

The school year will be divided into eight five-week grade reporting periods (4 progress reports and 4 report cards). These eight progress report and report card grades will be used to identify students having academic difficulty. Students receiving a progress report comment of: "student is presently failing" or a report card grade below 65 in two or more subjects for the first time will be placed on probation for five weeks. Students on a probationary status will be allowed to participate in co-curricular activity: practices, game, meetings, rehearsals, school sponsored field trips, etc., during this five-week period, but will be encouraged to attend extra-help sessions on a regular basis.

Students who fail two or more subjects during the next five-week grade report period will be declared academically ineligible and will not be allowed to participate in any co-curricular activity: practices, games, meetings, rehearsals, school sponsored field trips, etc. during that particular five-week period. *Very simply, two consecutive five-week failing report periods will result in the student being ineligible. The subjects failed do not have to be the same classes that were failed during the previous five-week probationary period. No student will be declared academically ineligible unless they have experienced a probationary status during the prior five-week period.

Any student who fails two or more subjects during the final five-week grade reporting period in June will fulfill his/her probationary or ineligible period during the first five weeks of the school year in September. This status can be overturned by successful completion and passing of these subjects in summer school.

The Principal reserves the right to remove a student from a club/activity/trip if that student is not performing academically as expected.

ATHLETE'S CONTRACT **MOUNT SINAI SCHOOL DISTRICT**

Participation in interscholastic athletics is a privilege. Students wishing to take advantage of the opportunities presented to them by the Mount Sinai School District must show a commitment to the athletic program by regular attendance at practices and contests, as well as conformity to the rules established by the District and coach. The privilege of competing in interscholastic athletics in the Mt. Sinai UFSD requires that each athlete adhere to a number of conditions that enhance their commitment to his/her school and community, family, coaches, and himself/herself. **Failure to comply with the Student Code of Conduct (Handbook) and/or this Contract will result in disciplinary action and/or dismissal from the team.**

Eligibility

- An athletic candidate must be a bona fide student and adhere to the N.Y.S.P.H.S.A.A. rules and regulations.
- All athletic candidates must have completed a sports physical prior to participation. For those students utilizing their own physician, school forms (goldenrod) must be used. All physicals must be taken on or after June 15 to be valid for the ensuing school year, beginning in August/September.
- A student shall be eligible for interscholastic competition in grades 9, 10, 11 and 12 until his/her nineteenth birthday. If the age of nineteen years is reached on or after July 1, the student may continue to participate during that school year in all sports.
- A student in grade 7 or 8 who is selected to participate at the Varsity or Junior Varsity level must pass selection/classification before being able to compete.

Substance Abuse

Smoking, being in possession of or drinking alcohol, or becoming involved with narcotics or controlled substances of any kind, at any time or any place, will result in disciplinary action that may include the suspension from the team for a period of two weeks (14 days); the suspension from the team for the remainder of the season; or the suspension from all athletic teams for the remainder of the school year. (Suspensions will carry over to the next sports season in which the student participates.) In addition, the athlete may be subject to the disciplinary provisions of Education Law 3214.

Hazing – Initiation Ceremony (A Crime in New York State)

“A person is guilty of hazing... when, in the course of another student’s entry into or affiliation with any team or club, s/he intentionally or recklessly engages in conduct which creates a risk of physical injury, emotional harm or a feeling of intimidation toward another student or students.” This includes, but is not limited to physical harm, threatened harm, harassment, ridicule, criticism and causing the victim to damage public or private property. Any type of “initiation or hazing” is prohibited. Athletes who violate the “hazing” rules will be subject to severe discipline and may be subjected to criminal action.

Academics

It is recognized that the primary function of the school is to provide each student with a basic education. Therefore, the principal reserves the right to remove a student from a team if that student is not performing academically as expected.

Grades 7 thru 12:

The school year will be divided into eight, five-week grade-reporting periods (4 progress reports and 4 report cards). The four progress reports and report card grades will be used to identify students having academic difficulty. The purpose of this academic eligibility policy is to ensure that any student's involvement in any athletic activity does not detract from the main objective of academic achievement. It is also essential that any participant in athletic activities maintain a minimum academic level of performance.

Students receiving a progress report comment of "student is presently failing" or a report card grade below 65 in two or more subjects for the first time will be placed on probation for five weeks. Students on a probationary status will be allowed to participate in practices, games, meetings, rehearsals, etc., during this five-week period but are advised to attend extra-help sessions on a regular basis.

Students who fail two or more subjects during the next five-week grade report period will be declared academically ineligible and will not be allowed to participate in any athletic activity during that particular five-week period.

Any student who fails two or more subjects during the final five-week grade reporting period in June will fulfill his/her probationary or ineligible period during the first five weeks of the school year in September. This status can be overturned by successful completion and passing of those failed subjects in summer school.

Transportation

All players will ride to and from games on the team bus, under the supervision of a coaching staff member. Proper conduct is expected at all times while riding on school transportation. There may be times when it becomes necessary for a parent to pick up an athlete after a game. This must be cleared with the coach in writing in advance (prior to the day of the contest).

Attendance

- If any athlete is absent or suspended from school, s/he may not participate in any practice, scrimmage, or game on that day.
- If any athlete signs in after 9:34 a.m. in the middle school, they may not participate in any practice, scrimmage, or game on that day.
- Each athlete is expected to accept responsibility for his/her appearance and behavior at all times.

No student may quit one sport and then participate in another once the teams have been selected.

Student Responsibilities

Students earn the privilege of participating in athletics based on good school citizenship, accepting responsibility and maintaining appropriate behavior in school and at school events. The Board of Education, faculty, staff and administration of the Mount Sinai School District strongly believe that all students should be accountable for their actions. Those students who exhibit a failure to abide by the Code of Conduct may be excluded from all extracurricular activities. Athletes are responsible to review the Student Handbook: Code of Conduct and Student Citizenship Sections (high school students) and be aware of its content.

Equipment

The care of team equipment is each athlete's responsibility. Each piece of equipment issued to an athlete must be returned. Any athlete who "owes" the return of a piece of equipment or payment for a piece of equipment may not participate on any athletic team until the equipment is returned or restitution is made.

Injuries

All injuries should be reported to the coach as soon as possible so that treatment may begin immediately and necessary insurance regulations complied with.

Conduct of an Athlete

Student/Athlete conduct is a reflection on the educational institution. The conduct of an athlete is closely observed in many areas of life. It is important that behavior be above reproach in all the following areas:

On the Field –In the area of athletic competition, an athlete must not use profanity or illegal tactics, understand that losing is part of the game, and is gracious in defeat and modest in victory. The student/athlete is always courteous, makes no excuses, and congratulates the opponent on a well-played game.

In the Classroom – In the academic area, an athlete strives to become a good student. If you are not productive and responsible in class, you will likely be the same on the practice field or floor and never reach

your full potential. As an athlete, you must plan your schedule so that you give sufficient time and energy to your studies to ensure acceptable grades. In addition to maintaining good scholarship, an athlete should give full attention to classroom activities and show respect for other students and faculty members at all times. An athlete should have a good attendance record, never cutting class or school.

Parental/Guardian Conduct

It is expected that the department of parents and guardians of student-athletes at athletic contests will reflect a respect for all the participants involved including the athletes, coaches, officials and fellow-fans. Any conduct deemed abusive may lead to ejection from a contest; or dependent upon prior misconduct or egregious conduct a permanent suspension from a season's contests.

Assumption of Risk

Injury, including paralysis or death, is a risk that must be assumed when engaging in sports; accordingly, it is acknowledged that the athlete assumes the risk of such injury or death and in consideration of the District permitting participation in interscholastic athletics, the student-athlete and his/her parents/guardian agree not to hold the District liable for any such injury, including death.

I have read, fully understand and agree to fully abide by the terms of the Athlete's Contract:

_____	_____
DATE	STUDENT'S SIGNATURE
_____	_____
DATE	PARENT'S (Guardian) SIGNATURE
_____	_____
DATE	PARENT'S (Guardian) SIGNATURE

SAMPLE

FERPA (Family Rights and Privacy Act) – Release of Student Directory Information

For the purpose of this policy, the school district has used the following definitions of terms:

Student – Any person who attends or has attended a program of instruction sponsored by the school district.

Eligible Student – A student or former student who has reached age 18 or is attending a post-secondary school.

Parent – Either natural parent of a student unless his or her rights under the FERPA (Family Educational Rights and Privacy Act) has been removed by a court order, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights, a guardian, or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

Education Records – Any records (in handwriting, print, tape, film, microfilm, microfiche or other medium) maintained by the school district, an employee of the district or an agent of the district, which is related to a student except:

- Any personal records kept by a school staff member, which meet the following tests:
 - It was made as a personal memory aid;
 - It is in the personal possession of the individual who made it;
 - Information contained in it has never been revealed or made available to any other person except the maker's temporary substitute.
- Employment records which are used only in relation to a student's employment by the school district. (Employment for this purpose does not include activities for which a student receives a grade or credit in a course).
- Alumni records, which relate to the student after he or she no longer attends classes provided by the school district and the records do not relate to the person as a student.

Personally Identifiable Information – Any data or information that makes the subject of the records known. This includes the student's name, the student's parents or other family member's name, the student's address, the student's social security number, a list of personal characteristics or any other information which would make the student's identity known.

Annual Notification

Within the first three weeks of each school year, the school district will publish in the legal section of a newspaper having general circulation in the district, a notice to parents and eligible students of their rights under the FERPA and this policy. The district also will send home (via the student handbook) with each student notification listing these rights. The handbook will be included with a packet of material provided parents or an eligible student when the student enrolls during the school year.

The notice will include the following:

- (1) The right of a student's parents and an eligible student to inspect and review the student's education records.
- (2) The intent of the school district to limit the disclosure of information contained in a student's education records except: (a) by the prior written consent of the student's parent or an eligible student, (b) as directory information, or (c) under certain limited circumstances, as permitted by the FERPA.
- (3) The right of a student's parents or an eligible student to seek to correct parts of the student's education records which he or she believes to be inaccurate, misleading or in violation of the student's rights. These rights include the right to a hearing to present evidence that the records should be changed if the district decides not to alter such records according to the parent or an eligible student's request.
- (4) The right of any person to file a complaint with the Department of Education if the school district violates the FERPA.

- (5) The procedure that a student's parents or an eligible student should follow to obtain copies of this policy and the location where copies may be obtained.

The district will arrange to provide translation of this notice to non-English speaking parents in their native language.

Statement of Rights

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act and this policy:

- (1) The right to inspect and review the student's education records;
- (2) The right to exercise a limited control over other people's access to the student's education records;
- (3) The right to seek to correct the student's education records in a hearing if necessary;
- (4) The right to report violations of the FERPA to the Department of Education; and
- (5) The right to be informed about FERPA rights.

All rights and protections given parents under the FERPA and this policy transfer to the student when the student reaches age 18 or enrolls in a post-secondary school. The student then becomes an eligible student.

Under the No Child Left Behind Act of 2001, schools receiving Title I money must release names, addresses and telephone listings to military recruiters upon request. Parents have the right to request that information not be released to military recruiters without prior written consent.

Location of Education Records

<u>Types</u>	<u>Location</u>	<u>Custodian</u>
Cumulative School Records	Office of School Principal	School Principal (Elementary, Middle and High Schools)
Cumulative School Records (Former Students)	District Office	Superintendent
Health Records	Office of School Principal	School Principal (Elementary, Middle and High Schools)
Speech Therapy Records	Office of Education for the Handicapped	Director of PPS (Elementary, Middle and High Schools)
School Transportation	District Office	Assistant Superintendent for Business
Special Test Records	Office of School Principal	School Principal (Elementary, Middle and High Schools)
Occasional Records (Student Education Records not identified above such as those in the superintendent's office, in the school attorney's office or in the personal possession of a teacher)	Office of School Principal or District Office as may be applicable	School Principal (Elementary, Middle and High Schools) or Superintendent as may be applicable

Procedure to Inspect Education Records

Parents of students and eligible students may inspect and review the student's education records upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. See the schedule of fees for copies.

Since a student's records may be maintained in several locations, the school principals will offer to collect copies of records or the records themselves from locations other than a student's school, so that these records may be inspected at one site. However, if parents and eligible students wish to inspect records where they are maintained, school principals will accommodate their wishes.

Parents or eligible students should submit to the student's school principal a written request, which identifies as precisely as possible the record or records he or she wishes to inspect.

The principal (or other custodian) will contact the parent of the student or the eligible student to discuss how access will be best arranged (copies, at the exact location, or records brought to a single site).

The principal (or other custodian) will make the needed arrangements as promptly as possible and notify a parent or an eligible student of the time and place where the records may be inspected. This procedure must be completed in 45 days or less from the receipt of the request for access.

If, for any valid reason such as working hours, distance between records location sites or health, a parent or an eligible student cannot personally inspect and review a student's education records, the school district will arrange for a parent or an eligible student to obtain copies of the records. See below for information regarding fees for copies of records.

When the records contain information about students other than the child or the eligible student involved, a parent or an eligible student may not inspect and review the records of other students.

Fees for Copies of Records

The school district will not deny parents or eligible students any rights to copies of records because of the following published fees. Where the fee represents an unusual hardship, it may be waived in part or entirely by the record custodian. However, the district reserves the right to make a charge for copies such as transcripts it forwards to potential employers or to colleges and universities for employment or admissions purposes.

The FERPA requires a school district to provide copies of records:

- (1) When the refusal to provide copies effectively denies access to the records by a parent or an eligible student;
- (2) At the request of a parent or an eligible student when the school district has provided the records to third parties by the prior consent of the parent or an eligible student; or
- (3) At the request of a parent or an eligible student when the school district has forwarded the records to another school where the student seeks or intends to enroll.

The fee for copies provided under the FERPA may not include the costs for search and retrieval. This fee will be from no cost to .25 cents per page.

The fee for all other copies such as copies of records forwarded to third parties with prior consent or those provided to parents, as a convenience will be 25 cents per page plus postage if mailing is involved.

Directory Information

The school district proposes to designate the following personally identifiable information contained in a student's education records, as directory information, and it will disclose that information without prior written consent:

- The student's name;
- The student's address;
- The student's telephone listing;
- The student's date and place of birth;
- The student's class designation and major field of study (e.g., first grade, tenth grade, and the like);
- The student's participation in officially recognized activities and sports;
- The student's degrees, achievement awards or honors;
- The student's weight and height if a member of an athletic team;
- Dates of attendance;
- The student's photograph;
- The most recent educational institution attended before the student enrolled in the school district; and
- Electronic mail address.

Within the first three weeks of each school year, the school district will publish in the legal section of a newspaper having general circulation in the district the above list, or a revised list, of the items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment.

After the parents or the eligible students have been notified, they will have two weeks to advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about that student.

At the end of the two-week period, each student's records will be appropriately marked by the records custodians to indicate the items the district will designate as directory information about that student. This designation will remain in effect until it is modified by written direction of a student's parents or an eligible student.

The district may disclose directory information about former students without following the procedures specified in this paragraph.

Use of Student Education Records

To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The school district will use the following criteria to determine school officials. An official is:

- A person duly elected to the school Board;
- A person certified by the State and appointed by the school Board to an administrative or supervisory position;
- A person certified by the State and under appointment to the school Board as an instructor;
- A person employed by the school Board as a temporary substitute for administrative, supervisory or instructional personnel for the period of his or her performance as a substitute; or
- A person employed by or under appointment to the school Board to perform a special task such as a secretary, a clerk, the school Board attorney or auditor for the period of that person's performance as an employee or contractor.

School officials who meet the criteria listed above will have access to student's records if they have a legitimate educational interest in doing so. A legitimate educational interest is the person's need to know in order to:

- Perform an administrative task required in the school officials position description approved by the school Board;
- Perform a supervisory or instructional task directly related to the student's education; or

- Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement or student financial aid.

The school district only will release information from or permit access to student's education records with a parent or an eligible student's prior written consent except that the school superintendent or a person designated in writing by the superintendent may permit disclosure:

- When a student seeks or intends to enroll in another school district or in a post-secondary school. The district will not further notify parents or eligible students prior to such a transfer of records. Parents and students have a right to obtain copies of records transferred under this provision.
- When certain Federal and State officials need information in order to audit or enforce conditions related to federally supported education programs in the district.
- To parties who provide or may provide financial aid to a student to:
 - (1) Establish the student's eligibility for the aid;
 - (2) Determine the amount of financial aid;
 - (3) Establish the conditions for the receipt of the financial aid;
 - (4) Enforce the agreement between the provider and the receiver of financial aid.
- If a State law adopted before November 19, 1974 required certain specific items of information to be disclosed in personally identifiable form from student records to State or local officials.
- When the school district has entered into a written agreement or contract for an organization to conduct studies on the school district's behalf to develop tests, administer student aid or improve instruction. Such study may not permit personal identifiable information of parents or students by individuals other than representatives of the organization. Such information must be destroyed when no longer needed.
- To accrediting organizations to carry out the accrediting functions.
- To parents of eligible students if the parents claim the student as a dependent as defined by the Internal Revenue Code.
- To comply with a judicial order or lawfully issued subpoena. The district will make a reasonable effort to notify the student's parents or the eligible student before making a disclosure under this provision.
- In connection with a health or safety emergency under conditions described below.
- If the disclosure is an item of directory information and the student's parents or an eligible student has not refused to allow the district to designate that item as directory information for that student.
- Disclosure to a parent of a student who is not an eligible student or the student.

The school district will permit any of its officials to make the needed disclosure from student education records in a health or safety emergency if:

- The official deems it is warranted by the seriousness of the threat to the health or safety of the student or other persons;
- The information is necessary and needed to protect the health and safety of the student or other individuals;
- The persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency; and
- Time is an important and limiting factor in dealing with the emergency. (The health or safety exception shall be strictly construed).

School district officials may release information from student's education records if the student's parents or the eligible student gives his prior written consent for the disclosure. The written consent must include at least:

- A specification of the records to be released;
- The reasons for the disclosure;
- The person or the organization or the class of persons or organizations to whom the disclosure is to be made;
- A parent or an eligible student's signature; and
- The date of the consent and, if appropriate, a date when the consent is to be terminated.

The student's parents or the eligible student may obtain a copy of any records disclosed under this provision.

The school district will not release information contained in student's education records, except directory information, to any third parties except its own officials, unless those parties agree that the information will not be redisclosed without the parents or eligible student's prior written consent.

Records of Requests for Access and Disclosure Made From Education Records

The school district will maintain an accurate record of all requests for it to disclose information from or to permit access to a student's education records and of information it discloses and access it permits with some exceptions listed below. These records will be kept with, but will not be a part of, each student's Cumulative School Records. It will be available only to the record custodian, the eligible student, the parents of the student or to Federal, State or local officials for the purpose of auditing or enforcing federally supported educational programs.

The records will include at least:

- The name of the person or agency that made the request;
- The interest the person or agency had in the information;
- The date the person or agency made the request; and
- Whether the request was granted and, if it was, the date access was permitted or the disclosure was made.

The district will maintain these records as long as it maintains the student's education records. Such records may be inspected by the parent or eligible student or the school official or that person's assistant responsible for the custody of the records.

These records will not include requests for access or access granted to parents of the student or to an eligible student, requests for access or access granted to officials of the school district who have a legitimate educational interest in the student, requests for, or disclosure of, information contained in the student's education records if the request is accompanied by the prior written consent of a parent of the student or an eligible student or the disclosure is authorized by such prior consent, or for requests for, or disclosures of, directory information designated for that student.

Procedures to Seek to Correct Education Records

Parents of students and eligible students have a right to seek to change any part of the student's records they believe is inaccurate, misleading or in violation of the student's rights. (NOTE: Under the FERPA, the district may decline to consider a request to change the grade a teacher assigns for a course).

For the purpose of outlining the procedures to seek to correct education records, the term incorrect will be used to describe records that are inaccurate, misleading or in violation of the student's rights. The term correct will be used to describe records that are accurate, not misleading and not in violation of the student's rights. Also, in this section, the term requester will be used to describe a parent of a student or an eligible student who is asking the school district to correct the records.

To establish an orderly process to review and correct education records for a requester, the district may make a decision to comply with the request for change at several levels in the procedure.

First Level Decision - When a parent of a student or an eligible student finds an item in the student's education records which he or she believes is inaccurate, misleading or in violation of student rights, the parent immediately should ask the record custodian to correct it. If the records are incorrect because of an obvious error and it is a simple matter to make the record change at this level, the record custodian will make the correction. However, if the records are changed at this level, the method and result must satisfy the requester.

If the custodian cannot change the records to the requester's satisfaction or the records do not appear to be obviously incorrect, the custodian will:

- (1) Provide the requester a copy of the questioned records at no cost;
- (2) Ask the requester to initiate a written request for the change; and
- (3) Follow the procedure for a second level decision.

Second Level Decision - The written request to correct a student's education records through the procedure at this level should specify the correction the requester wishes the district to make. It should at least identify the item the requester believes is incorrect and state whether the requestor believes the item:

- (1) Is inaccurate and why;
- (2) Is misleading and why; or
- (3) Violates the student's rights and why.

The request will be dated and signed by the requester.

Within two weeks after the record custodian receives a written request, the custodian will:

- (1) Study the request;
- (2) Discuss it with other school officials (the person who made the records or those who may have a professional concern about the district's response to the request);
- (3) Make a decision to comply or decline to comply with the request; and
- (4) Complete the appropriate steps to notify the requester or move the request to the next level for a decision.

If, as a result of this review and discussion, the record custodian decides the records should be corrected, the custodian will effect the change and notify the requester in writing that the change has been made. Each such notice will include an invitation for the requester to inspect and review the student's education records to make certain the records are in order and the correction is satisfactory.

If the custodian decides the records are correct, the custodian will make a written summary of any discussions with other officials and of the custodian's findings in the matter. The custodian will transmit this summary and a copy of the written request to the school superintendent.

Third Level Decision - The school superintendent will review the material provided by the record custodian and, if necessary, discuss the matter with other officials such as the school attorney or the school Board (in executive session). The superintendent will then make a decision concerning the request and complete the steps at this decision level. Ordinarily, this level of the procedure should be completed within two weeks. If it will take longer, the superintendent will notify the requester in writing of the reasons for the delay and a date when the decision will be made.

If the superintendent decides the records are incorrect and should be changed, the superintendent will advise the record custodian to make the change. The record custodian will advise the requester of the change as the custodian would if the change had been made at the second level.

If the superintendent decides the records are correct, the superintendent will prepare a letter to the requester, which will include:

- (1) The school district's decision that the records are correct and the basis for the decision.
- (2) A notice to the requester that the requestor has a right to ask for a hearing to present evidence that the records are incorrect and that the district will grant such a hearing.
- (3) Instructions for the requester to contact the superintendent, or an official designated by the superintendent, to discuss acceptable hearing officers, convenient times and a satisfactory site for the hearing. (The district will not be bound by the requester's positions on these items but will, so far as possible, arrange the hearing as the requester wishes).
- (4) That the requester may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense.

Fourth Level Decision - After the requester has submitted (orally or in writing) that person's wishes concerning the hearing officer and the time and place for the hearing, the superintendent will, within a week, notify the requester when and where the district will hold the hearing and whom the superintendent has designated as the hearing officer.

At the hearing, the hearing officer will provide the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education records are incorrect as shown in the requester's written request for a change in the records (second level).

Within two weeks after the close of the hearing, the hearing officer will submit to the school superintendent a written summary of the evidence submitted at the hearing. Along with the summary, the hearing officer will submit recommendations, based solely on the evidence presented at the hearing, that the records should be changed or remain unchanged.

The school superintendent will prepare the district's decision within three weeks of the hearing. That decision will be based on the summary of the evidence presented at the hearing and the hearing officer's recommendation. The district's decision will be based solely on the evidence presented at the hearing. The superintendent may overrule the hearing officer if the superintendent believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the district's decision, the superintendent will take one of the following actions:

- (1) If the decision is that the district will change the records, the superintendent will instruct the record custodian to correct the records. The record custodian will correct the records and notify the requester as at the second level decision.
- (2) If the decision is that the district will not change the records, the superintendent will prepare a written notice to the requester which will include:
 - (a) The school district's decision that the records are correct and will not be changed.
 - (b) A copy of the summary of the evidence presented at the hearing and a written statement of the reasons for the district's decision.
 - (c) A statement advising the requester that the requestor may place an explanatory statement which states the reasons the requestor disagrees with the school district's decision or the reasons the requestor believes the records are incorrect in the student's education records.

Final Administrative Step in the Procedure - When the school district receives an explanatory statement from a requester after a hearing, it will maintain that statement as part of the student's education records as long as it maintains the questioned part of the records. The statement will be attached to the questioned part of the records and, whenever the questioned parts of the records are disclosed, the explanatory statement also will be disclosed.

Parents have a right to file a complaint with the Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue S.W., Washington, DC 20202-5901. (202-260-3887)

PROTECTION OF PUPIL RIGHTS POLICY

The Board of Education recognizes that student surveys are a valuable tool in determining student's needs for educational services. Parents have the right to inspect all instructional materials that will be used for a survey analysis or evaluation as part of a US Department of Education – funded program. In addition, no minor student may, without parental consent, take part in a survey analysis or evaluation funded in whole or in part by the United States Department of Education that reveals information concerning:

1. Political affiliations or beliefs of the student or the student's parents;
2. Mental or psychological problems of the student or the student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
7. Religious practices, affiliations or belief of the student or the student's parents;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

For surveys that are not funded in whole or in part by the United States Department of Education, the following is a schedule of surveys and activities requiring parental notice and consent or opt-out for the upcoming school year. This list is not exhaustive and for surveys and activities scheduled after the school year starts, the Mount Sinai Union Free School District will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to review the surveys and opt their child out of the surveys. This notice and

consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under state law.

Middle School:

- Grade 6: The Career Game, Family and Consumer Sciences – Middle School – administered quarterly based on student section rotation
- Grade 7: Career Zone, Family and Consumer Sciences – Middle School – administered each semester, January/June
- 12th Birthday - Level I Transitional Planning Form administered to students – Middle School

Parents have the right to inspect upon their request any instructional material, which is used as part of the educational curriculum. Instructional material is defined by the Board of Education as instructional content that is provided to a student regardless of format including printed or representational materials, audiovisual materials, materials in electronic or digital formats (such as materials accessible through the internet). It does not include tests or academic assessments.

A parent who wishes to inspect and review instructional material shall submit a request in writing to the building principal. Upon receipt of such request, arrangements will be made by the building principal to provide the parent access to instructional materials requested within 30 calendar days after the request has been received by the principal.

It is the policy of the Board of Education not to permit the collection, disclosure or use of personal information collected from students for the purpose of marketing or selling that information or providing it to others for that purpose. This does not apply to collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services.

Parents shall also have the option, upon provision of written notice to the district, to opt the student out of any non-emergency, invasive physical examination or screening of their student which is required as a condition of attendance administered by the school or school personnel. The term invasive physical examination means any medical examination that involves exposure of private body parts or any act during such examination that includes incision, insertion or injecting into the body but does not include a hearing, vision or scoliosis screening. Further, it does not include any examination necessary to protect the immediate health or safety of the student or other students.

Parent and eligible students shall be notified of the policy at least annually at the beginning of the school year and when enrolling students for the first time in school.

EXTRA HELP

Students may seek extra help from teachers if they do not understand an assignment or if they have been absent and have missed assignments and class discussions. Some teachers will offer extra help on certain scheduled days after school, while other teachers will set up extra help sessions upon request. It is the student's responsibility to find out when a teacher offers extra help. In some cases, a teacher may require that a student attend extra help after school. In such cases, students must attend extra help before reporting to any other after school activity.

GUIDANCE

The guidance staff is available to assist students as needed. Students in grades five through eight are assigned to the same guidance counselor for their four years in the Middle School. At times guidance counselors will work with classroom teachers to present workshops in the classroom.

HEALTH OFFICE

The school nurse is available for any student who feels ill or is injured during the school day. A student should report to his/her classroom and then be dismissed to the nurse's office with a school pass. In the event of vomiting or bleeding, the student may report directly to the nurse's office. Parents are encouraged to discuss with the school nurse at the beginning of the school year any chronic illnesses, allergies, medications, or other issues relating to their child's health. This information will help us meet the individual student's medical needs. Students who need to go home because of illness or injury must be released from the Nurse's Office.

Immunizations

All immunization requirements, including Hepatitis B for seventh grade students, must be completed in order for a child to attend school. Written documentation, from a health care provider is required, indicating that all immunizations have been given in accordance with state law. This form should include the name of each immunization and the date or dates of administration and be signed by the health care provider. Questions regarding immunization requirements may be directed to the school nurse.

Accidents

All accidents and injuries occurring in school buildings or on school property during school sponsored events or athletic contests must be reported immediately to the person in charge and to the school nurse.

Emergency Contact Cards

Emergency contact cards should be filled out for each student and returned to the nurse's office for use in emergency situations. This should be done during the first week of school. Students will only be released to those persons listed on the card by their parent/guardian. It is essential that these cards be kept accurate and current. Any changes in address, phone numbers, beepers, and cell phones should be reported as soon as possible. Temporary changes, when parents will be away, should be given to the school nurse in writing.

Administration of Medications

Signed, written orders from a licensed health care provider must be given to the school nurse. The orders must clearly state the diagnosis, the name of the medication, the dosage, the frequency, route of administration, and any possible side effects. The medication must be delivered directly by the parent from the pharmacy. In addition, the parent or guardian must complete and sign an *Authorization of Administration of Medication* form for the nurse. Please note students are not allowed to carry medications on their person, except for certain life threatening conditions for which special arrangements are made between the health care provider, parent, student and school nurse. These procedures are in compliance with the provisions of State Education Law and the regulations outlined in the New York State Nurse Practice Act.

PHYSICAL EXAMS

School Physicals

All students in Grade 7 are required by law to have a physical exam. Parents are encouraged to have this examination done by their health care provider in early fall. The school physician will examine all students who have not been seen by their own physician.

Sports Physicals

No student may participate in tryouts or practices for an interscholastic sport unless he/she has passed a school approved sports physical, which has been reviewed by the school nurse. The school physician gives sports physicals during the summer months at the high school. A schedule is mailed home in the late spring. Students may have their sports physical completed by their health care provider. The provider must complete the school approved sports physical form no sooner than June 15th of the preceding school year.

HONOR ROLL

To earn Honor Roll status, a student must obtain an overall average of 85% or above in primary and secondary academic subject areas. High Honor Roll status is granted to those students who achieve an average of 90% or above. A student failing any subject area will not qualify for recognition on the Honor Roll/High Honor Roll.

LOCKERS

Each student is assigned a locker for the storage of books and other belongings. It is the student's responsibility to see that his/her locker is kept locked and in order at all times. Students are to keep their combinations private and are not to share lockers. Lockers should be used only before school, at lunch, and at the end of the school day. Materials for morning classes should be picked up before homeroom and materials for the afternoon classes should be picked up after lunch. Students will have one other late afternoon opportunity to retrieve or drop off books in their locker. Lockers are the property of the school district, as such; the decorating of lockers is prohibited. Additionally, lockers may subject to inspection from time to time by school officials.

MIDDLE SCHOOL CURRICULUM

Grade 5

Academics are taught in interdisciplinary teams. Special area courses include physical education, art, and music. Students are given the option to continue their group music studies. All classes are grouped heterogeneously.

Grade 6

Academics are taught in interdisciplinary teams. Special area courses include physical education, art and music. All students will be introduced to Family and Consumer Sciences as an exploratory course. Students are given the option to continue their group music studies. All classes are grouped heterogeneously.

Grade 7

Academics are taught by department. Special area courses may include physical education, music, art, computers, family and consumer sciences, and technology. Accelerated classes will be offered in math and second language. Students are given the option to continue their group music studies. All other classes will be heterogeneously grouped.

Grade 8

Academics are taught by department. Special area courses may include physical education, health, music, art, computers and technology. Accelerated classes will be offered in math, science and second language. Students are given the option to continue their group music studies. All other classes will be heterogeneously grouped.

PLAGIARISM

With the increase in the use of Internet resources by students, educators need to exercise greater vigilance in an effort to deter plagiarism. Therefore students determined to have plagiarized are subject to disciplinary action, which may include, but not limited to, no credit for the assignment.

NATIONAL JUNIOR HONOR SOCIETY

The following criteria will be utilized to identify seventh and eighth grade students eligible for NJHS candidacy and govern the academic performance of current members:

- ✓ Students with a cumulative Grade Point Average in the four core subjects (English, Math, Social Studies and Science) of 92% or higher for three quarters prior to making application will be eligible to receive an application for membership in the NJHS. Any student who receives a behavior referral will not be eligible to receive an application for membership in the NJHS. Additionally, a student must complete within the range of twenty-five (25) to fifty (50) community service hours.
- ✓ Should a current member's grade point average fall below 92% in the aforementioned core subjects, probationary procedures will be implemented.
- ✓ All NJHS candidates and members must additionally maintain a minimum average of 80% in all **non-core** academic subject areas including Physical Education and Music. Should a current member's average fall below 80% in non-core subjects, probationary procedures will be implemented.
- ✓ The quarterly averages of students enrolled in Pre-Algebra 7, Algebra 1 and Earth Science will be weighted 1.05 times the grade earned for the aforementioned subjects only. Further, the weighted grade in Pre-Algebra 7 is for NJHS candidacy and membership status only and will not replace students' earned grade for reporting purposes on quarterly report cards.

Students who are accepted into the National Junior Honor Society are inducted in the spring of seventh or eighth grade. Students inducted into the National Junior Honor Society will be expected to maintain the rigorous standards of the organization. Students who fail to meet the stated standards at the end of each quarter following their induction will be placed on probation until the end of the following quarter. If their grades then meet the standards they will be reinstated into the National Junior Honor Society. However, if they fail to meet the rigorous standards, at that time, they will no longer be considered a member of the National Junior Honor Society and reinstatement will no longer be a possibility. A student who is placed on probation twice during a school year will be subject to disqualification from membership in the National Junior Honor Society. Membership in the National Junior Honor Society is subject to the rules and regulations of the District's Code of Conduct. Infractions of the Code of Conduct may set in place the procedures for dismissal from the Mount Sinai National Junior Honor Society.

REPORT CARDS

Report cards are issued four times during the school year at approximately ten-week intervals. Students in the Middle School receive number grades. The passing grade is 65%.

Grades 5-6

Students in grades 5 and 6 have parent conferences at the time of the first report card. Additional conferences may be held as needed or at the request of the guidance counselor, teacher or parent.

Grades 5-8

Students in grades 5, 6, 7, and 8 are given numerical grades as outlined below.

- The passing grade at Mt. Sinai Middle School is 65%.
- An incomplete grade may, under certain circumstances, be entered on the report card. In such cases, a grade must be entered within one week after the student returns to school unless special arrangements have been made with the teacher.
- **Grades 5-6**
The final grade will be based on an average of the four marking periods.

- **Grade 7**
In the subject areas of English Language Arts, Mathematics Social Studies, Science and Foreign Language students' final grades consist of a 20% weight for each of the four marking periods and the final exam. In courses that do not give final exams, the final grade will be based on the marking periods (two for half-year courses and four for full-year courses).
- **Grade 8**
In the subject areas of English Language Arts, Mathematics, Science and Foreign Language students' final grades consist of a 20% weight for each of the four marking periods and the final exam. In Social Studies, the final grade consists of a weighting of 16.6% for each of the four marking periods, a midterm exam and a final exam. In courses that do not give final exams, the final grade will be based on the marking periods (two for half-year courses and four for full-year courses). Additionally, the quarterly averages of students enrolled in courses that culminate in a Regents exam (Algebra 1 and Physical Setting: Earth Science) will be weighted 1.05 times the grade earned and the final grade will consist of a 20% weight for the Regents exam grade.

PROGRESS REPORTS

Progress reports are sent out at mid-quarter. The progress report is not always a notice of failure. Often, teachers will also indicate on progress reports if a student's work has improved or if a student is doing particularly well. Parents are asked to acknowledge receipt of the progress report if the teacher has indicated that a parent conference is necessary.

Any student receiving Academic Intervention Services is required by regulations to receive a progress report. This report is to be generated in collaboration with the provider(s) of the service(s) being implemented.

POWERSCHOOL

Parents/guardians are encouraged to monitor their child's academic progress and grades via PowerSchool located on the district's website (<http://167.206.142.241/public/>). Your user name and password for doing so can be obtained through your child's guidance counselor.

NOTIFICATION OF SEX OFFENDERS

The Mount Sinai Middle School shall cooperate with local law enforcement in its efforts to notify the schools when a person with a history of sex offenses against a child is being paroled or released into the community. Any information by local law enforcement officials will be disseminated to all staff who might come into contact with the offender in the course of doing their jobs, including the building principal, staff who issue visitors' passes, bus drivers, custodians, and playground monitors. All other staff members and community residents shall be informed of the availability of the information.

EMPLOYMENT OF STUDENTS

Students under 18 who are interested in working papers may pick up an application in the Middle School Main Office.

If a student plans to work he/she must observe the following regulations:

- If he/she is 11 to 12 years old, he/she may deliver newspapers. A newspaper permit is required.
- If he/she is 12 or 13 years old, a special farm permit is required to work in the harvesting of berries, fruits and vegetables. The maximum work time is four hours per day. Students may only work between the hours of 9 a.m. and 4 p.m.
- If he/she is 14 or 15, he/she may get a work permit. He/she may not work in a factory. During the vacation period or when school is not in session, the working period is 8 hours a day, 6 days a week, but not more than 40 hours a week between 8 a.m. and 6 p.m. During

the time school is in session, the total permissible work time is 3 hours per day on school days and 8 hours a day on other days, for a maximum of 23 hours per week. A farm work permit is required if the student works on a farm.

Steps in Obtaining Working Papers

1. Applications and medical forms may be obtained in the Middle School Main Office.
2. A parent or guardian must sign the application.
3. The student must have a physical exam and have a medical doctor complete all required forms.

Despite the attraction of having a part-time job after school hours, students should give careful thought to the amount of time and energy such a job can demand. Students should remember that school responsibilities always take precedence over such jobs.

STUDENT FEES, FINES AND CHARGES

Students are expected to exercise reasonable care in the use of school equipment and any damage done to library books, textbooks or other school equipment due to misuse, negligence or vandalism must be paid for by them. Lost or damaged textbooks must be immediately reported to the office. Other school equipment that is damaged should be reported to building administration, who will determine if negligence on the part of the student was the cause of the damage. If so, the student and the student's parents will be expected to pay for such damage.

FIRST AID

In emergencies, the school nurse will follow established first aid procedures. These procedures include the following requirements:

1. no medical treatment except first aid is permitted in school;
2. a master first aid kit shall be kept and properly maintained in the school and on each school bus;
3. no drugs shall be administered by school personnel unless authorized by a physician;
4. parents are asked to sign and submit an emergency medical authorization which shall indicate the procedure they wish the school to follow in the event of a medical emergency involving their child;
5. in all cases where the nature of an illness or an injury appears serious, the parent will be contacted if possible, and the instructions on the child's emergency card followed. In extreme emergencies arrangements may be made for the child's immediate hospitalization whether or not the parent can be reached.

EMERGENCY PLANS

In accordance with regulations of the Commissioner of Education, the district has developed an Emergency Management Plan to safeguard the safety and health of students and staff, as well as district property, in the event of a true emergency.

Each year the school will stage a "test" or drill of the Emergency Management Plan, including an early dismissal at a time that is not more than 15 minutes earlier than the normal dismissal time. Parents are informed of any such "test" at least one week prior to the drill.

A copy of the Emergency Management Plan is available in the District Office and Main Office of the school.

FIRE DRILLS

The building principal is responsible for conducting fire drills in order to instruct students and staff in exiting the school building in an emergency in the shortest time possible and without confusion and panic. Fire drills shall include instruction on fire drill exits as well as fire drill procedures.

All students are expected to cooperate with staff members during fire drills, and to leave the buildings in a quiet and orderly manner. The exit route is posted in each room. Students must stay with their teacher. Distracting behavior will be subject to either teacher or administrative discipline, and may merit a penalty.

EMERGENCY CLOSINGS

The Superintendent of Schools may close the schools or dismiss student/staff early when hazardous weather or other emergencies threaten health or safety.

Parents are requested to avoid calling school on days of poor weather; it is important to keep school phone lines open. All documents related to delayed opening and emergency closings are posted on the Middle School website. School closing and delayed starting times will be announced over local radio/television stations. The following stations will carry information regarding emergency closing:

WALK 97.5 FM Channel 12

If no report is heard, it can be assumed the schools are opening on time.

School Messenger

We believe that keeping you informed about your child's whereabouts and safety is paramount. To help accomplish this task, the district is using a program called School Messenger. This computer based service provides timely and accurate communication to families in an emergency situation, as well as keeping parents informed as to what is going on in their child's school life. School Messenger broadcasts instant voice and e-mail messages using a database of parent or guardian contact information. The parent or guardian may provide various methods of contact, for example: cell phone, e-mail, and text messages.

To register for this service, go to our district website (www.mtsinai.k12.ny.us) and click on the link for School Messenger. Once there, you will be able to choose how and where you receive messages from the schools. We encourage everyone who has not yet registered to log on and do so. If you are already registered, please revisit the site to see the new changes and add/modify additional phone numbers and other forms of contact.

INTERNET PROTECTION POLICY

Internet access will be provided to students in accordance with the terms of this policy. Internet access from school computers is reserved solely for educational purposes. Use by outside groups is prohibited. Use by student clubs and organizations is limited to those times when the Internet access points are not in use for instruction, and shall be limited to educational purposes and governed by this policy. Access to the Internet will be under the direction and supervision of the staff assigned to the particular Internet access area or computer.

The school district reserves the right to monitor all Internet activity including transmission and receipt of e-mail. Use of e-mail is limited to school district purposes.

No computer in the district having Internet access shall be operated by a student unless Internet access from the computer is subject to filtering software. To the extent possible, such filtering software shall be designed and it shall operate so that images that are obscene, pornographic or harmful to minors shall not be displayed. Images or language that advocate or promote violence or hatred against particular individuals or groups of individuals or promotes the superiority of one racial, ethnic or religious group over another shall not be displayed. For purposes of this policy, the phrase *harmful to minors* means any picture, image, graphic image file, or other visual depiction that, taken as a whole, and with respect to minors, appeals to prurient interest in nudity, sex or excretion; depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals and, taken as a whole, lacks serious literary, artistic, political, religious or scientific value as to minors.

PROHIBITED CONDUCT

No student shall while using a computer or other device connected to the Internet:

1. Access, transmit or retransmit material that promotes violence or advocates destruction of property, including information concerning the manufacture of destructive devices, such as explosives, fireworks, smoke bombs, incendiary devices or the like.
2. Access, transmit or retransmit any information that is harmful to minors as that phrase is defined in this policy.
3. Access, transmit or retransmit material that advocates or promotes violence or hatred against particular individuals or groups of individuals or advocates or promotes the superiority of one racial, ethnic or religious group over another.
4. Use or possess bootleg software. Bootleg software means any software that has been downloaded or is otherwise in the user's possession without the appropriate registration of the software, including the payment of any fees owed to the owner of the software.
5. Use or possess gaming software. Gaming from the Internet is restricted by the Internet filter. Students shall not bypass this restriction by directly loading games on the network.
6. Use encryption software from any access point within the school district.
7. Transmit credit card or other personal identification information, including home addresses or telephone numbers from any school district computer.
8. Transmit e-mail through an anonymous remailer.
9. Access the Internet from a school district computer using a non-school district Internet account.
10. Use an instant messenger service or program. Internet Relay Chat or other forms of direct electronic communication, or enter a chat room without the express permission of the staff member supervising the computer resource.
11. Commit or attempt to commit any willful act involving the use of the network, which disrupts the operation of the network within the school district or any network connected to the Internet, including the use or attempted use or possession of computer viruses or so-called hacking or other unlawful activities on line.
12. Disable or attempt to disable filtering software. This includes using redirection, proxy, or other means to access sites that are directly blocked by the filtering software. However, such filtering software may be disabled for bona fide research or other lawful purposes, when the building principal of the building in which such research or other lawful activity will be conducted has given written permission to disable the filtering software.

In addition to those penalties set forth in the student discipline code, a violation of this Internet policy may also result in loss of Internet privileges.

Opinions, advice, services, and all other information expressed on line are those of the on-line authors and not of the school district. The Internet contains information pertaining to a variety of subjects. Not all of this information is accurate or reliable, particularly where the advice of medical, legal, accounting, or other professionals would be appropriate. Users are advised not to rely on advice found on the Internet. The school district is not responsible for such advice.

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

district is not responsible for failures in the operation or technical functioning of the Internet or the computers or software used to access the Internet.

MOUNT SINAI SCHOOL DISTRICT
Mount Sinai, New York 11766

PARENTAL ACKNOWLEDGEMENT

I acknowledge having been informed by the Mount Sinai School District that the student “Code of Conduct” and “Handbook” can be accessed on the district’s website (www.mtsinai.k12.ny.us) and, if requested, a hard-copy of the “Code of Conduct” and “Handbook” can be obtained through the office of my son/daughter’s principal.

Student’s Name: _____ Grade: _____

Dated: _____ Parent/Guardian: _____
(Signature)

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