

**SAUGERTIES JUNIOR HIGH SCHOOL**  
**Call Box A**  
**Saugerties, NY 12477**

# Student/Parent Handbook 2022-2023



**Mrs. Ginger Vail**  
**Principal**

**Mr. Lee Molyneaux**  
**Assistant Principal**

**Junior High School**  
**(845) 247-6561**

<b>TEAM MEETINGS – ACE Days or BDF Days</b>				
Call (845) 247 – 6561 Ask for Team during their meeting time				
	7 <sup>th</sup> Grade		8 <sup>th</sup> Grade	
	TEAM A	TEAM B	TEAM C	TEAM D
	ALL Days	ALL Days	ALL Days	ALL Days
	7 <sup>th</sup> Period	4 <sup>th</sup> Period	1 <sup>st</sup> Period	3 <sup>rd</sup> Period
	Rm 607	Rm 608	Rm 612	Rm 613
English	Ms. Michaels	Mr. Deery	Ms. Squires	Ms. Leverich
S. S.	Mr. Myer	Ms. Duke	Mr. Carpino	Mr. Schermerhorn
Math	Mr. Omura	Ms. Petramale	Ms. Zmiyarch	Ms. Werner
Science	Mr. Cooper	Ms. Dietrich ACC-8th	Ms. Hines ACC-7th	Ms. Griffin ACC-7th
Consultant JALP	Ms. Weber	Ms. Cooper	Ms. DaSilva	Ms. Stopczynski Mr. Javsicas

# Saugerties Central School District Website:

## [www.saugerties.k12.ny.us](http://www.saugerties.k12.ny.us)

Using the tabs along the top, navigate to areas such as:

- ❖ **“Select a School”** menu tab to choose your school
  
- ❖ **“Information”** menu tab for things like:
  - Bell Schedule**
  - Calendars**
  - Contact Information**
  - Code of Conduct**
  - Forms, such as:**
    - Registration Packets, Change of Address, Child Care Transportation Request,*
    - Parent Portal, Permission to Give Medication, School Health physical, Sports Medical Exam*
  - Staff Directory**
  
- ❖ **“Parents & Students”** menu tab for **Parent Portal** information/agreement form

### **MESSAGE TO PARENTS**

*The first step to achieving and maintaining our school mission is to provide a comprehensive handbook of information for you to use as a reference guide. Therefore, we have designed this handbook to help your child meet their responsibilities at the Saugerties Junior/Senior High School. You will find information regarding services as well as the rules and regulations for your child’s general daily behavior.*

*At the Junior/Senior High School, we measure the success of our school by the success of our students. Remember, a students’ primary goal is to receive a good education. To insure this success, it is suggested that they follow all building rules and individual classroom guidelines. A spirit of cooperation and mutual respect towards all faculty and staff along with fellow classmates will best help them meet this goal. Success is built on mutual respect, appropriate behavior, academic achievement, self-motivation, and a positive attitude.*

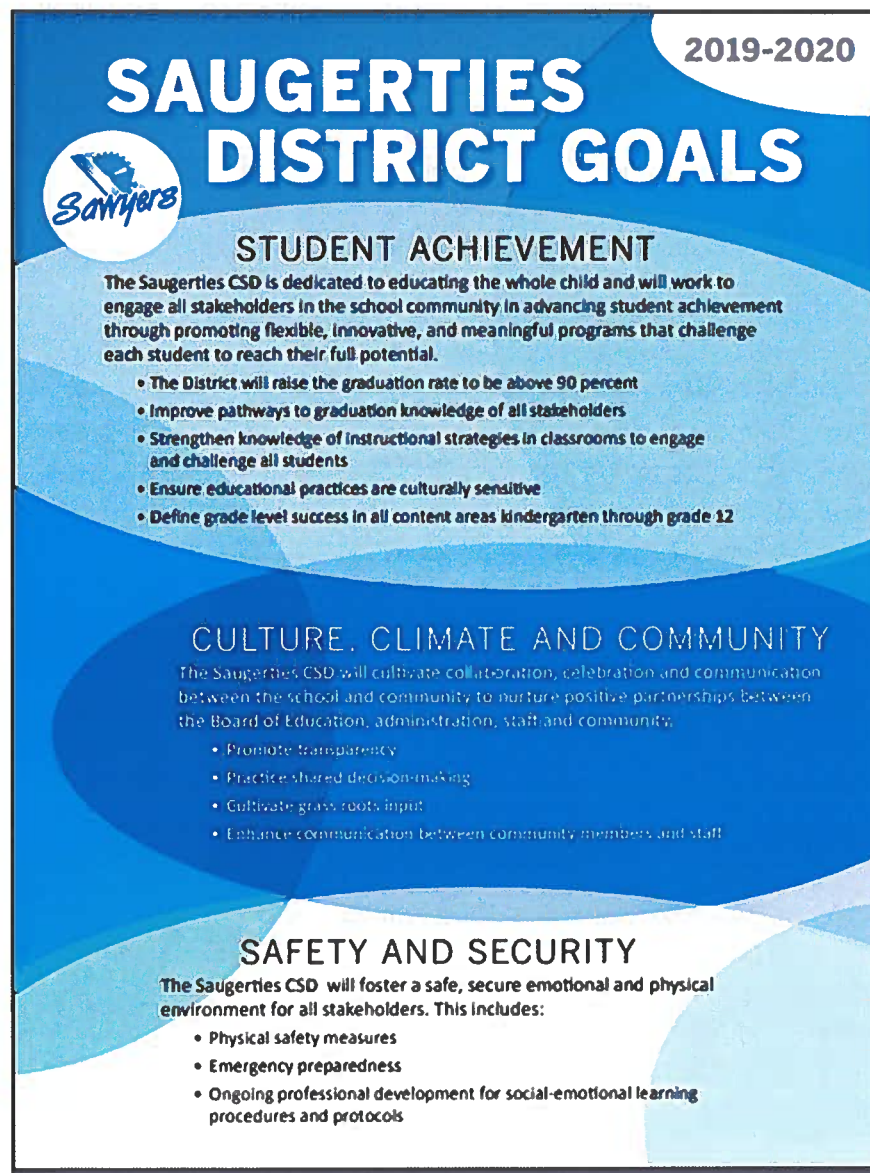
*It is our sincere hope that every student will take advantage of the many opportunities here at Saugerties Junior/Senior High School. Welcome to a new school year!*

*Sincerely,*

*Mrs. Vail and the Faculty*

# SAUGERTIES JUNIOR HIGH SCHOOL "MISSION STATEMENT"

*The mission of the Saugerties Junior High School learning community (our students, families, local community, and staff) is to provide each student a safe, supportive environment and a challenging education that promotes responsibility, self-discipline, mutual respect, cooperation, and excellence. With the help of the entire school community, our goal is that each child will prosper and will develop into a lifelong learner.*



**2019-2020**

## SAUGERTIES DISTRICT GOALS

**STUDENT ACHIEVEMENT**

The Saugerties CSD is dedicated to educating the whole child and will work to engage all stakeholders in the school community in advancing student achievement through promoting flexible, innovative, and meaningful programs that challenge each student to reach their full potential.

- The District will raise the graduation rate to be above 90 percent
- Improve pathways to graduation knowledge of all stakeholders
- Strengthen knowledge of instructional strategies in classrooms to engage and challenge all students
- Ensure educational practices are culturally sensitive
- Define grade level success in all content areas kindergarten through grade 12

**CULTURE, CLIMATE AND COMMUNITY**

The Saugerties CSD will cultivate collaboration, celebration and communication between the school and community to nurture positive partnerships between the Board of Education, administration, staff and community.

- Promote transparency
- Practice shared decision-making
- Cultivate grass roots input
- Enhance communication between community members and staff

**SAFETY AND SECURITY**

The Saugerties CSD will foster a safe, secure emotional and physical environment for all stakeholders. This includes:

- Physical safety measures
- Emergency preparedness
- Ongoing professional development for social-emotional learning procedures and protocols

## **GENERAL INFORMATION**

### **ABSENTEEISM**

Academic success is best attained with good attendance and missed work made up immediately. Students are required to bring written excuses for absence to the Attendance Office. Students absent one to three days should contact classmates for assignments. When absence is anticipated to be 3 or more days, parents should call the Counseling Center to request homework.

### **ACADEMIC ELIGIBILITY FOR ATHLETES**

To participate in interscholastic sports, students must maintain a satisfactory academic average. Students failing two subjects or receiving two failing warning letters may continue to participate in practice but will not be allowed to play in games for 2 weeks. They must attend extra-help Monday through Thursday during ninth period. Students failing three or more subjects or receiving three or more failing letters will be declared ineligible to participate. Eligibility status will be reviewed every five weeks. Student athletes will receive a copy of the Athletic Handbook, which both students and parents/guardians are required to review and sign for.

### **ACADEMIC REFERRALS**

Teams will be meeting with Guidance Counselors and Administration on a biweekly basis to discuss academic progress of all students. At any time, parents will be notified of recommended interventions or a request for a conference if necessary.

### **ACADEMIC SPORTS STUDY HALL**

Academic Study Hall is held daily from 2:22-3:00 PM in the Junior High cafeteria. This study hall is for student athletes who need a structured setting in which to complete homework.

### **ALTERNATE SCHOOL**

Alternate school operates Monday-Thursday from 2:30 to 4:30 PM for students needing to make up missed instruction. School assignments will be collected from teachers. Students attending alternate School will be credited with participation. If a student is serving alternate school due to a suspension they may not enter school property before 2:15 PM. The district will not provide transportation to or from alternate school.

### **ASSISTANT PRINCIPAL**

One function of the Assistant Principal is to aid students and teachers in resolving discipline problems. This will be achieved by: counseling students on behavior management, conferencing with teachers on student problems, consulting with guidance counselors, social worker, school psychologists, nurses, and administrators.

### **AWARDS**

Seventh and eighth grade students will be honored for scholastic and academic awards based on grades, motivation, extra effort, school citizenship, special projects, and teacher recommendations. The awards will be presented at the 8<sup>th</sup> grade Moving Up ceremony, sponsored by the Junior High Student Government in June. Seventh grade will be mailed home in June.

## **BICYCLES**

Bicycles may be brought to school and left at the bicycle rack at the entrance to the parking lot. It is strongly urged that students lock their bicycles. The school assumes no responsibility for bicycles on school property. Bicycles are brought to school at the students' own risk.

## **BREAKFAST**

Breakfast is offered to every student from 7:15 am -7:40 am. Students arriving on buses are to proceed directly to the cafeteria for breakfast and are to report to their classroom assignment no later than 7:45 am.

## **BUSES**

The following is part of the Saugerties Central School District Bus Policy that was established by the Board of Education.

### **RULES GOVERNING *conduct prior to boarding and when leaving a school bus.***

1. Respect the property of others while waiting for the bus or on the way to and from the bus stop.
2. Always cross the highway in front of the stopped bus a minimum of ten feet in order to be in the vision of the bus driver and check with the driver for final approval.
3. Punctuality is important. Arrive on time at your bus stop.
4. Observe all safety precautions while waiting for the bus:
  - Do not play in the road.
  - If possible, avoid crossing streets. If it becomes necessary to cross a street, look both ways and cross only if you are sure that no vehicles are approaching from either direction.
  - Do not push, pull or chase any other pupils.
  - Avoid trespassing on private property.
  - Do not use inappropriate language or verbally tease and fight with other students.
5. As your bus approaches, line up at least six feet off the highway or curb, and do not approach the bus until it has stopped and the driver has opened the door. Again, avoid pushing others in the line.

### **RULES GOVERNING *conduct on buses for students.***

1. Pupils transported in a school bus are under the authority of and directly responsible to the driver of the bus.
2. The use of loud, boisterous or inappropriate language is prohibited.
3. Students are to remain in their seats until they arrive at their home or at the school.
4. Defacing the bus in any way is prohibited and students will be held responsible financially for all damages.
5. Smoking is prohibited at all times.
6. Carry only those items aboard which you can hold on your lap. Gym bags, lunch boxes, and other objects may not be placed in the aisle or under the dash of the bus. Large musical instruments are not permitted on the school buses and parents will be required to make special arrangements. Hazardous items and glass products are prohibited.
7. Enter and leave the bus in an orderly manner and only when the door is fully opened.
8. The consumption of food or beverages on the bus is prohibited.
9. Do not extend any part of your body out of the window.
10. Keep your hands off other pupils and their property.
11. Do not do anything to distract the driver.
12. Do not touch emergency equipment, levers, or buzzers.

## **BUS POLICY: Disciplinary procedures**

1. Any infraction of the rules that endangers the safety and wellbeing of other students or the driver, will be dealt with in the following manner:
  - **First Offense**: Smoking, Fighting, Destruction of Property, Throwing of Objects, and Challenging the Authority of the Driver will result in an automatic suspension of bus privileges for a five (5) day period of time. The principal will notify the parent or guardian of the incident and arrange for a conference prior to the restoration of bus privileges.
  - **Second Offense**: In the event that one of the above violations was to occur again, a thirty (30) day suspension of privileges would go into effect with the similar parent conference scheduled.
  - **Third Offense**: A loss of bus privileges would be invoked for the remaining part of the school year.
2. It is recognized that other violations may occur which do not result in automatic suspension but left unattended could develop into patterns of undesirable behavior. The following procedures will be following in these cases:
  - **First Offense**: The bus driver will issue instructions to the student as to the proper behavior required. Parents will be notified and the Principal will take disciplinary action.
  - **Second Offense**: A School Bus Incident report to parents will be issued and the Principal will take disciplinary action in the form of: detention, compositions, verbal reprimand, parent conferences, etc.
  - **Third Offense**: Repeated violations will result in short-term suspensions and ultimately in the loss of bus privileges for the school year.

## **CAFETERIA BEHAVIOR**

Students are expected to follow the directions of the cafeteria staff, lunchroom monitors, teachers, and administrators. Students and staff will work together to make sure the cafeteria is a safe place to enjoy their lunch and socialize. Cafeteria expectations are reviewed the first week of school.

Lunchroom detention has been established for students who lose cafeteria privileges. Assignments to lunchroom detention will be made through the Assistant Principal. Students must: report, remain seated and quiet, and eat lunch in lunchroom detention, and follow the directions of the supervising teacher. Further disciplinary action will result if the above guidelines are not followed.

## **CARE OF AND RESPONSIBILITY FOR SCHOOL PROPERTY**

Students are financially responsible for books, lockers, locks and other school property issued to them.

## **CHANGE OF ADDRESS**

Each pupil who has an address or telephone number change during the school year is required to provide the new information to the Counseling Office immediately.

**An official Saugerties Central Schools "Change of Address" form is included in this handbook.**

## **CLASS MATERIALS**

It is the students' responsibility to come prepared to class. This includes books, pencils, pens, notebooks, planners and any other materials required by the teacher.



## **CODE OF CONDUCT**

The District Code of Conduct can be accessed thru the District website ([www.saugerties.k12.ny.us](http://www.saugerties.k12.ny.us)). A copy is included in the appendix of this handbook.

## **COUNSELING**

Every secondary pupil will be assigned a school counselor. These counselors will assist pupils with the selection of their subjects, post high school plans, occupational information, personal problems, progress in subjects, adjustment to school, and other matters of concern. Any pupil may arrange to see his/her counselor during his/her free (study hall, lunch period) period. Students who desire to meet with their counselor should schedule an appointment. All schedule planning and/or changes are handled through the assigned counselor.

Our counseling center includes the Redirect Office where the Assistant Principal will help students with social concerns relating to the school in conjunction with our redirect center. Students with such concerns, ie: reports of unkindness, bullying and harassment, are encouraged to consult their counselor or our social worker with confidence that privacy will be maintained.

## **CURRICULUM**

Much of the instructional program at the Junior High School is clearly delineated by the N.Y.S. Department of Education.

## **DANCES**

Only students enrolled in Saugerties Junior High School may attend Junior High School dances. The school Dress Code will be enforced.

## **DRESS CODE**

The Saugerties Central School District has an obligation to help students make positive decisions that lead to success in life, including choosing appropriate dress for a variety of situations. The District has therefore developed a standard of dress and grooming that balances personal expression with providing a school environment that is safe and conducive to learning. The dress code will be enforced at all school functions, including school dances. The dress code is included in the District Code of Conduct. (See above [Code of Conduct](#))

## **HONOR ROLL**

To make an honor roll, a student must pass all subjects and earn the following grade when all classes, which meet five times per week, are averaged:

1. High Honor Roll: 90.0 - above
2. Honor Roll: 85.0 – 89.999
3. Credit Roll: 80.0 – 84.999

Students who show an incomplete grade (INC) or who do not have a grade in a subject cannot be considered for an honor roll.

## **INSURANCE**

The Saugerties Central School District carries student accident insurance. Student personal insurance is primary and school insurance provides secondary coverage on a scheduled basis. All pupil accidents and injuries should be reported immediately to a staff member present and the school nurse or coach.

### **INTERIM PROGRESS REPORTS**

Interim Progress Reports are mailed home at the midpoint of each marking period. They are to inform the parents/guardians of academic performance. Parents are encouraged to join the Parent Portal to view progress reports and report cards.

### **LATE BUS PASSES**

Bus students who remain after school will be issued a late bus pass by his or her ninth period teacher. This pass must be presented to the driver.

### **LOCKERS**

**Students are responsible for keeping their lockers secure.** Saugerties Junior High School does not assume responsibility for lost or stolen property. While a student is assigned exclusive use of a locker, vis a vis other students, school authorities may open lockers at any time. Lockers remain the exclusive property of the school and students have no expectation of privacy with respect to their lockers.

### **LOST AND FOUND**

Lost and found items should be brought to the Junior High Office. Students losing items should inquire in the office after making a reasonable search.

### **OFF LIMIT AREAS**

For the sake of student safety and protection of personal property, only students with a pass may enter school parking lots during the school day.

### **PARENT PORTAL**

Parent Portal allows parents to view progress reports, report cards, schedules, attendance and missing assignments if the teacher uses the Infinite Campus grade book.

<https://saugertiesny.infinitecampus.org/campus/portal/parents/saugerties.jsp>

### **REFERRALS**

Referral forms are used to notify the Assistant Principal of specific student misbehavior. Copies of student referrals will be sent home to parents.

### **SCHOOL NURSE AND MEDICINE**

Students who become ill during the school day should report to the school nurse. Unless it is an emergency, always request a pass from your teacher before going to the school nurse. The nurse will evaluate your ability to stay in school and contact a parent if it's necessary to send a student home.

New York State Education Law requires ALL medication (including over the counter) to be kept in the nurses' office and requires ALL medicine be taken under the supervision of the school nurse.

### **SECURITY**

Students are urged to minimize loss of personal items and valuables by following these suggestions:

1. Do not bring excessive amounts of money or valuables to school.
2. Do not give anyone your locker combination.
3. Do not share your locker with anyone.
4. Put an identification mark on clothing and personal items.



### **SIGNING IN**

All 7<sup>th</sup> and 8<sup>th</sup> grade students must sign in at the Attendance Office each time he or she enters school after 7:45am, or as a student re-entering after being released early. All students must have a late admittance pass signed by each teacher of all classes or study hall attended by the student. Late admittance passes must be turned in at the end of the day at the Junior High Attendance Office. All 9<sup>th</sup> thru 12<sup>th</sup> grade students will sign-in at the front desk.

### **SNOW DAYS**

In the event hazardous weather conditions necessitate the closing of school or a delay in opening of schools for the day, the closings/ delays are posted on the district website.

### **STUDENT GOVERNMENT**

The Student Government acts as liaison to the school administration on behalf of the students, organizes and sponsors events of benefit to the junior high school student body and helps individuals and school groups as appropriate.

### **STUDENT VISITORS**

Under special circumstances, students may bring a visitor to the school for a day. Prior permission from the Principal or Assistant Principal is required at least 24 hours in advance.

### **TELEPHONES**

In the event a student needs to call a parent/guardian a telephone is available to them in the Junior High Office. The student should obtain a pass from their class room teacher prior to going to the office. (Cell phone use is addressed in the Student Code of Conduct.)

### **WORKING PAPERS**

Students under the age of 18 are required by NYS to obtain working papers. Applications and instructions can be obtained in either the Junior or Senior High Office.

**The following information is included here:**

**District Code of Conduct**

**“Change of Address” Form**

**Parent Portal Information and “Agreement/Request” Form**

**District’s Emergency Procedures for Allergic Reactions**

**Prescriptive Medication Letter to Parents & Permission Form**

**DIRECTORY – IMPORTANT PHONE & FAX NUMBERS**

**Harassment Policy**

**Board of Education (Members/Policies included on calendar)**

**Important Calendar Dates for Junior High Events**

**2022 – 2023 School Calendar**

## **BOARD OF EDUCATION**

Mr. Robert Thomann, President  
Mr. James Mooney, Vice President

### **Trustees:**

Mr. William Ball  
Mrs. Susan Gage

Ms. Krista Barringer  
Mr. Scott Polston  
Mr. Timothy Wells

Mrs. Christine Bellarosa  
Mr. Raymond(Mike) Maclary

## **BOARD OF EDUCATION POLICIES**

**\*The following policies may be found on the District calendar:**

Allergic Reactions Policy  
Annual FERPA Notice  
Bullying Policy  
Community Use of School Facilities Policy  
Comprehensive Student Attendance Policy  
Equal Opportunity Employment Policy  
Photographing of Students Policy  
Prescription Medication Policy  
Public Complaints Policy  
Smoking/Tobacco Use Policy  
Student Directory Information Public Notice  
Substance Abuse Policy

## **IMPORTANT CALENDAR DATES – JUNIOR HIGH SCHOOL**

Jr. High Open House – September 20, 2022  
School Pictures – October 6 & 7, 2022  
First Parent/Teacher Conference Night – October 20, 2022  
Winter Band Concert – December 6, 2022 (Snow Date December 7<sup>th</sup>)  
Winter Choral Concert – December 19, 2022 (Snow Date December 20<sup>th</sup>)  
Second Parent/Teacher Conference Night – March 9, 2023  
Spring Band Concert – May 25, 2023  
Spring Choral Concert – June 5, 2023  
8<sup>th</sup> Grade Moving Up Ceremony – June 9, 2023

**LAST DAY OF JUNIOR HIGH CLASSES – JUNE 13, 2023**

**JUNIOR HIGH FINAL EXAMS – JUNE 14 & 15, 2023**

### **PTSA MEETINGS**

September 12, 2022	November 7, 2022	January 9, 2023	March 6, 2023	May 1, 2023
October 3, 2022	December 5, 2022	February 6, 2023	April 10, 2023	June 5, 2023

## DIRECTORY - IMPORTANT PHONE & FAX NUMBERS

### CENTRAL ADMINISTRATION – Main Phone Number: (845) 247 – 6500

Superintendent, Kirk Reinhardt	Secretary, Mrs. Geri Gardner	(845) 247 – 6550 Ext. 9000
Director of Human Resources, Daniel Erceg	Secretary, Ms. Mary Gresch	(845) 247 – 6550
Assistant Superintendent of Curriculum & Instruction, Ms. Gwendolyn Roraback	Secretary, Mrs. Jennifer Fellows	(845) 247 – 6550

### Junior/Senior High School

Principal, Mr. Tim Reid	Secretary, Mrs. Kim Keefe	(845) 247 – 6651 Ext. 1700
Assistant Principal, Lee Molyneaux (Gr. 7-9)	Secretary, Mrs. Stella Jurofcik	(845) 247 – 6651 Ext. 2700
Assistant Principal, Raul Rodriguez (Gr. 10-12)	Secretary, Mrs. Joan Jensen	(845) 247 – 6651 Ext. 1700
Principal, Mrs. Ginger Vail (Gr. 7-8)	Secretary, Mrs. Karen Lambert	(845) 247 – 6561 Ext. 2700
<b>STUDENT ATTENDANCE OFFICE</b>	Secretary, Mrs. Stella Jurofcik	(845) 247 – 6561 Ext. 2700

### Grades 7 – 8 Guidance Counselors/Student Center

Ms. Melissa Greener Mr. Eric Schwartz	Secretary, Mrs. Melissa Ascarino	(845) 247 – 6561 Ext. 2800
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### Grades 9 – 12 Guidance Counselors/Student Center

Dr. Michael Catalano Ms. Jamie Heilmann Ms. Eileen Madden Mr. Seth Thomann	Secretaries: Mrs. Diana Thompson Mrs. Erin Vines	(845) 247 – 6651 Ext. 1800
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### School Psychologists

Ms. Victoria Mulqueen (Gr. 7-9)	Junior High Guidance/Counseling Center	(845)247-6561 Ext. 2800
Mr. Michael Pugliese (Gr. 10-12)	Senior High Guidance/Counseling Center	(845) 247-6651 Ext. 1800

### School Social Worker

Ms. Anna Millenson (Gr. 7-9)	Junior High Guidance/Counseling Center	(845) 247-6561 Ext. 2800
Mrs. Alexis Bulich(Gr. 10-12)	Senior High Guidance Center	(845) 247-6651 Ext. 1800

### School Nurses

Ms. Nara Scanlon (Gr. 7-9)	Health Office Located in Junior High Wing	(845) 247 – 6561
Mrs. Sue Carter (Gr. 10-12)		(845) 247 – 6651

### Athletic Director Office (For all school sports questions/schedules and information)

Mr. Dominic Zarrella, AD	Secretary, Mrs. Virginia Carney	(845) 247 – 6651 Ext. 2720
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### FAX NUMBERS

JUNIOR HIGH SCHOOL MAIN OFFICE:	(845) 247 – 6092
JR/SR HIGH HEALTH OFFICE:	(845) 246 – 2773
JUNIOR HIGH GUIDANCE/COUNSELING:	(845) 246 – 1075
SENIOR HIGH SCHOOL MAIN OFFICE:	(845) 246 – 4312
SENIOR HIGH GUIDANCE/COUNSELING:	(845) 246 – 1267

DISTRICT CODE OF CONDUCT  
Plain Language Summary

**INTRODUCTION**

The Saugerties School District is committed to maintaining high standards of education for students in the schools. Because the District believes that order and discipline are essential to being educated effectively, the District is also committed to creating and maintaining high behavioral standards and expectations. An orderly educational environment requires that everyone in the school community play a role in contributing to an effective environment. It also requires the development and implementation of a code of conduct that clearly defines individual responsibilities, describes unacceptable behavior, and provides for appropriate disciplinary options and responses. The complete Code of Conduct (Code) and supporting Board of Education policies are available on the District's website, at all school sites and Central Office.

**STUDENT BILL OF RIGHTS AND RESPONSIBILITIES**

The District is committed to safeguarding the rights given to all students under state and federal law.

Education in a free society demands that students be aware of their rights and learn to exercise them responsibly. To this end, students have a right

- to be provided with an education that is intellectually challenging and relevant to demands of the 21st century;
- to learn in an environment free from interruption, harassment, discrimination, bullying, intimidation and fear;
- to participate in district activities on an equal basis regardless of race, color, weight, creed, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (identity or expression), or sex.
- to be informed of all school rules;
- be guided by a discipline policy which is fairly and consistently implemented.

**RESPONSIBILITIES OF STUDENTS**

Students attend school so that they may develop to their fullest potential. With this in mind, each student is expected:

- to accept responsibility for his/her actions;
- to respect the rights of others, including his/her right to secure an education in an environment that is orderly and disciplined;
- to attend school on a regular and punctual basis;
- to complete class assignments and other school responsibilities by established deadlines;
- to show evidence of appropriate progress toward meeting course and/or diploma requirements;
- to respect school property, e.g. lockers, and help to keep it free from damage;
- to obey school regulations and rules made by school authorities and by the student governing body;
- to recognize that teachers assume the role of a surrogate parent in matters of behavior and discipline when at school, as well as during any school-sponsored activities;
- to contribute toward establishing and maintaining an atmosphere that generates mutual respect and dignity for all;
- to become familiar with this code and seek interpretation of parts not understood;
- to actively discourage inappropriate behavior of other students and report the incidents to the administration;
- to lock and maintain the security of the locker assigned to him/her;
- to lock and maintain the security of his/her car when it is parked on school grounds.

**THE ROLE OF ALL STAKEHOLDERS**

All stakeholders, including parents, school personnel, teachers, building administrators, district administrators and the Board of Education, should assist students in maintaining a safe, supportive school environment, a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (identity and expression) or sex, which will strengthen students' self-concept and promote confidence to learn.

**THE ROLE OF PARENTS**

A cooperative relationship between home and school is essential to each student's successful development and achievements. To achieve this wholesome relationship, parents are urged:

- to show an enthusiastic and supportive attitude toward school and education;
- to build a good working relationship between themselves and their child;
- to teach their child self-respect, respect for the law, respect for others and for public property;
- to insist on prompt and regular attendance;
- to listen to the views and observations of all parties concerned;
- to recognize that teachers merit the same consideration and respect that parents expect from their child;
- to encourage their child to take pride in his/her appearance;
- to insist that their child promptly bring home all communications from school;
  
- to cooperate with the school in jointly resolving any school related problem;
- to set realistic standards of behavior for their child and resolve to remain firm and consistent;
- to help their child learn to deal effectively with negative peer pressure;
- to provide a place conducive for study and completion of homework assignments;
- to demonstrate desirable standards of behavior through personal example;
- to foster a feeling of pride in their child for their school;
- to provide support and positive reinforcement to their child.

Parents should be aware that they are responsible for any financial obligations incurred by their child in school. This includes lost books, damage to property, etc.

### **THE ROLE OF SCHOOL PERSONNEL**

School personnel play an important role in the education of students. In view of this responsibility, school personnel must:

- promote a climate of mutual respect and dignity which will strengthen each student's positive self-image;
- teach the common courtesies by precept and example;
- treat students in an ethical and responsible manner;
- help students to reach their maximum potential;
- demonstrate desirable standards of behavior through personal example;
- report violations of the Code of Conduct to the Building Principal/Assistant Principal or acting building principal;
- immediately report and refer violent students to the Principal/Assistant Principal or Superintendent of Schools.

### **THE ROLE OF TEACHERS**

Every teacher knows that s/he works every day with this nation's most precious commodity - the future generation. In view of responsibility, the teacher must:

- promote a climate of mutual respect and dignity which will strengthen each student's positive self-image;
- plan and conduct a program of instruction that will make learning challenging and stimulating;
- recognize that some disciplinary problems are caused by a student's personal and academic frustrations;
- utilize classroom routines which contribute to the total instructional program and to the student's development of civic responsibility;
- seek to develop close cooperative relationships with parents for the educational benefit of the student;
- distinguish between minor student misconduct best handled by the teacher and major problems requiring the assistance of the administrator;
- teach the common courtesies by precept and example;
- handle individual infractions privately and avoid punishing the group for the misbehavior of one or two;
- help students cope with negative peer pressure;
- identify changing student behavior patterns and notify appropriate personnel;
- enable students to discuss their problems with them;
- send communications home promptly;
- report to the Principal /Assistant Principal any student who jeopardizes his/her own safety, the safety of others or of the teacher, or who seriously interferes with the instructional program of the classroom;
- treat students in an ethical and responsible manner;
- help students to reach their potential;
- serve as a surrogate parent in matters of behavior and discipline in accordance with New York State School Law;
- explain and interpret the discipline code to students;
- enforce the code in all areas of the school
- demonstrate desirable standards of behavior through personal example;



- know the support services available to students and refer students who are in need of such services;
- comply with state educational law regarding corporal punishment and mandated reporting of suspected child abuse;
- in the event of removal from class, inform the student and the Principal/Assistant Principal of the reason for the removal;
- immediately report and refer violent students to the Principal/Assistant Principal or Superintendent of Schools.

## **IE ROLE OF BUILDING ADMINISTRATORS**

As the educational leaders of the school, the Principal and his/her assistant(s) set the disciplinary climate for the school, not only for students, but for staff as well. Therefore, they must:

- seek to develop a sound and healthful atmosphere of mutual respect;
- evaluate the program of instruction in their school to achieve a meaningful educational program;
- help their staff self-evaluate their procedures and attitudes in relation to the interaction within their classrooms;
- develop procedures which reduce the likelihood of student misconduct;
- provide the opportunity for students and staff to approach the Principal/Assistant Principal directly for redress of grievances;
- work with students and staff to formulate school regulations;
- assist staff members to resolve problems which may occur;
- work closely with parents to establish a wholesome relationship between home and school;
- utilize all appropriate support staff and community agencies to help parents and students identify problems and seek solutions;
- establish necessary building security;
- assume responsibility for the dissemination and enforcement of the “Code of Conduct” and ensure that all discipline cases referred are resolved promptly;
- insure that students are provided with fair, reasonable, and consistent discipline;
- comply with pertinent state laws governing hearings, suspensions, and student rights;
- develop behavior guidelines and appeals procedures specific to each assigned school in harmony with this “Code of Conduct ”;
- demonstrate desirable standards of behavior through personal example.

## **IE ROLE OF DISTRICT ADMINISTRATORS**

As the educational leaders of the school system, the Superintendent of Schools and central administrators must:

- reinforce and extend the indicated responsibilities of the Principals/Assistant Principals and make them applicable to the school system for grades K-12;
- recommend to the Board of Education appropriate policy, regulations and actions to maximize conditions for positive learning;
- develop and implement an effective “Code of Conduct” supportable by students, parents, staff and community;
- demonstrate desirable standards of behavior through personal example;
- provide each teacher with a copy of the Code of Conduct.

## **THE ROLE OF THE BOARD OF EDUCATION**

As the elected officials in charge of our schools, the Board of Education:

- adopts the policies governing the District, including this Code of Conduct;
- ensures that the Code of Conduct contains clear behavioral expectations and disciplinary consequences for students, staff and visitors;
- ensures that the Code of Conduct is clearly communicated to students, parents, staff and the school community;
- ensures that the Code of Conduct is implemented and enforced in a consistent, reasonable, fair and equitable manner;
- annually reviews the Code of Conduct and updates it as necessary.

## **THE ROLE OF THE DIGNITY ACT COORDINATORS**

At least one person in each building shall be appointed as the building’s Dignity Act Coordinator. Dignity Act coordinators should oversee bullying prevention measures and address issues surrounding bullying in their building.

## **CONDUCT OF VISITORS**

In an effort to maintain a safe and healthy educational environment, all visitors to the District must sign-in at the Main Office of the building visited. Visitors are expected to comport themselves in a manner that does not disrupt the academic process and in accordance with the law and the Code of Conduct.

## **REPORTING CODE VIOLATIONS**

Routine procedures exist for reporting and investigating violations of the Code. All students, teachers and other District personnel are encouraged to promptly report violations of the Code to the Building Principal/Assistant Principal, in their absence, the Acting Building Principal. All District staff authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. The District may report violations of the Code to local law enforcement or appropriate human services agencies.

## REPORTING DISCRIMINATION, HARASSMENT AND BULLYING

The Board of Education recognizes its responsibility to protect students from unlawful harassment, discrimination and bullying while on school property. Students or staff who wish to report harassment, discrimination or bullying should contact the appropriate compliance officer.

The Dignity Act Coordinators are as follows:

School	Dignity Act Coordinator	Phone #	Email address
Saugerties Senior High School	Tim Reid-Principal	845-247-6651	treid@saugerties.k12.ny.us
Saugerties Junior High School	Alexis Bulich-Social Worker Anna Millenson-Social Worker	845-247-6561	abulich@saugerties.k12.ny.us amillenson@saugerties.k12.ny.us
Cahill Elementary School	Shannon Molyneaux-Principal Tammy Carlisle-Social Worker	845-247-6800	smolyneaux@saugerties.k12.ny.us tcarlisle@saugerties.k12.ny.us
Morse Elementary School	Kristina Giangreco-Principal Brittany Farrell-Social Worker Keenan Jones-Term Social Worker (approx.08/25/22-11/20/22)	845-247-6960	kgiangreco@saugerties.k12.ny.us bfarrell@saugerties.k12.ny.us kjones@saugerties.k12.ny.us
Riccardi Elementary School	Carole Kelder Arlene Parsi	845-247-6870	ckelder@saugerties.k12.ny.us aparsi@saugerties.k12.ny.us

## REMOVAL OF A STUDENT FROM THE CLASSROOM

The District has determined that certain acts of misconduct interfere with instruction and/or the safety and welfare of students and staff.

Teachers shall have the authority to remove a student from their classrooms whenever the student substantially disrupts the educational process or substantially interferes with the teacher's authority over the classroom. The District will follow all required procedures in implementing the removal of a student.

The District shall provide continued educational programming and activities for students who are removed from their classrooms.

## STUDENT SUSPENSION PROCESS

The Board of Education, District Superintendent, Superintendent of Schools, a Building Principal or, in their absence, an Acting Building Principal, may suspend a student from school, including where it is determined that the student

- is insubordinate, disorderly, violent, disruptive or exhibits conduct which endangers the safety, morals, health or welfare of others.

Students and parents should refer to the Code of Conduct for a non-exhaustive list of specific disciplinary infractions which may warrant suspension.

The kind of due process a student receives before a penalty is imposed depends on the penalty a student may receive. It may be necessary for the District to refer a student to human services agencies. Additionally, the Superintendent is required to refer certain students to the County Attorney for a juvenile delinquency proceeding before Family Court, including, but not limited to, students who are found to have brought a weapon to school.

## Dress Code

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Students who violate the dress code shall be required to modify their appearance by covering or removing the item and if necessary or practical, replacing it with an acceptable item.

## Suspension of Students with Disabilities

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

### **Disciplinary Measures**

The following shall constitute appropriate disciplinary measures authorized by this Student Code of Conduct:

1. Warning/reprimand (oral or written).
2. Detention (2:22-3:00PM or 2:30-4:30PM).
3. In-school suspension.
4. Suspension from school for up to five (5) school days.
5. Suspension from school in excess of five (5) days.
6. Suspension from school for at least one (1) year for possession of a weapon pursuant to the Gun-Free Schools Act of 1994 (subject to the right of the Superintendent to modify such penalty) or, in the case of a student with a disability whose possession of a weapon is determined not to be related to his/her disability, placement in an interim alternative educational setting for a period of up to forty-five (45) days.
7. Placement in an interim alternative educational setting for a period of up to forty-five (45) days, in the case of a student with a disability whose knowing possession or use of illegal drugs, or sale or solicitation of the sale of a controlled substance at a school or a school function is determined not to be related to his/her disability.
8. Permanent suspension (Expulsion).

### **Infractions with Penalty References**

1. Engage in conduct that is disorderly. Examples of disorderly conduct include:
  - a. Abusive language and/or indecent gestures directed at staff, students or visitors on school grounds or at school functions (1, 2, 3, 4)
  - b. Carelessness in failing to follow school rules and staff directions. (1, 2)
  - c. Abusive and/or indecent language and/or gestures directed at school employees or students on school grounds or at school functions which provoke a fight (2, 3, 4)
  - d. Inappropriate use of beepers, cellular phones, etc. during class time; possession or use of lighters, light or laser pointers. Use of a Discman, etc. in the school building during school hours. (Confiscation, 1, 2, 3)
  - e. Violation of computer use policy (1, 2, 3, 4, 5, Suspension of Computer Privileges)
  - f. Driving recklessly, speeding, failing to follow school crossing guard's directives on school grounds (Suspension of driving privileges, 3, 4)
  - g. Parking in unauthorized areas (1, 2, 3)
  - h. Inappropriate public displays of affection beyond hand holding (1, 2, 3)
  - i. Trespassing while suspended from school (4, 5)
2. Engage in conduct that is insubordinate. Examples of insubordinate conduct include:
  - a. Willful failure to obey the reasonable directives of school staff (insubordination), including directives not to engage in conduct otherwise referenced as an infraction in this code and for failing to notify a parent of assignment to detention (1, 2, 3, 4, 5)
  - b. Class, study hall, homeroom, teacher detention, administrative detention cuts. (2, 3, 4, possible "0" grade on tests/quizzes)
  - c. Eating or drinking where prohibited (1, 2)
  - d. Tardiness to class/school (1, 2 Lunch detention)
  - e. Unauthorized absence from school (1, 2, 3)
  - f. Leaving campus without authorization (3, 4)
3. Engage in conduct that is disruptive. Examples of disruptive conduct include:
  - a. Disturbances which disrupt instruction. (1, 2, 3, 4)
  - b. Repeatedly disruptive and/or substantially interferes with the teacher's authority in class, giving rise to removal on four or more occasions per semester (4, 5)
  - c. Tardiness to class/school (1, 2,3)
4. Engage in conduct that is violent. Examples of violent conduct include:

- a. Fighting between students where no dangerous instruments are involved and no person is injured in the altercation (2, 3, 4)
  - b. Fighting between students where harm is caused to one or more of the combatants (3, 4, 5, 8)
  - c. A fight involving the use or threatened use of a dangerous or deadly weapon (4, 5, 6, 8)
  - d. Any violent act against a teacher or other staff member, as described in this code (5, 8)
  - e. Any violent act against another student or person in the schools or at a school function, as described in this code (5, 8)
  - f. Possession of dangerous or deadly weapons on school property, including possession of a knife, razor blade, box cutter, etc.(3, 4, 5, 6, 8)
  - g. Possession of illegal drugs, dangerous drugs, drug paraphernalia, counterfeit drugs or alcohol, or a substance which the individual believes or represents to be such drugs or alcohol, at school or at school functions (4, 5, 7, 8)
  - h. Use of illegal drugs, dangerous drugs, counterfeit drugs or alcohol, or a substance which the individual believes or represents to be such drugs or alcohol, at school or while attending school functions (4, 5, 7, 8)
  - i. Sale or other distribution of illegal drugs, drug paraphernalia, alcohol or counterfeit drugs, or a substance which the individual believes or represents to be such drugs or alcohol, at school or while at school functions (5, 7, 8)
  - j. Intentional or reckless destruction of school property (3, 4, 5, 8)
  - k. Activation of a false alarm, bomb threat or other disaster alarm (5, 6, 7)
5. Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include:
- a. Abusive language and/or indecent gestures directed at staff, students or visitors on school grounds or at school functions (1, 2, 3, 4)
  - b. Dress or grooming which is inappropriate as described in this code (1, 2)
  - c. Possession or dissemination of obscene materials (1, 2, 3, 4)
  - d. Smoking or other tobacco use on campus or at school functions (1, 2, 4)
  - e. Possession, use or sale of e-cigarettes, vaporizers or other devices used to inhale non-prescribed substances (3, 4, 5, 7, 8)
  - f. Abusive and/or indecent language and/or gestures directed at school employees or students on school grounds or at school functions which provoke a fight (2, 3, 4)
  - g. Fighting between students where no dangerous instruments are involved and no person is injured in the altercation (2, 3, 4)
  - h. Fighting between students where harm is caused to one or more of the combatants (3, 4, 5, 8)
  - i. A fight involving the use or threatened use of a dangerous or deadly weapon (4, 5, 6, 8)
  - j. Any violent act against a teacher or other staff member, as described in this code (5, 8)
  - k. Any violent act against another student or person in the schools or at a school function, as described in this code (5, 8)
  - l. Possession of dangerous or deadly weapons on school property (6, 8)
  - m. Possession of illegal drugs, dangerous drugs, drug paraphernalia, counterfeit drugs or alcohol, or a substance which the individual believes or represents to be such drugs or alcohol, at school or at school functions, as well as non-medical use of prescription drugs (4, 5, 7, 8)
  - n. Use or being under the influence of illegal drugs, dangerous drugs, counterfeit drugs or alcohol, or a substance which the individual believes or represents to be such drugs or alcohol, at school or while attending school functions, as well as non-medical use of prescription drugs (4, 5, 7, 8)
  - o. Sale or other distribution of illegal drugs, alcohol or counterfeit drugs, or a substance which the individual believes or represents to be such drugs or alcohol, at school or while at school functions, as well as non-medical use of prescription drugs (5, 7, 8)
  - p. Possession of fireworks, smoke bombs and/or other noxious materials on school property or at school functions (4, 5)
  - q. Use of fireworks, smoke bombs and/or other noxious materials while on school property or at school functions (4, 5, 6, 8)
  - r. Gambling (3, 4)
  - s. Hazing (4, 5)
  - t. Lewd behavior (3, 4, 5)
  - u. Extortion (4, 5, 8)
  - v. Arson (4, 5, 8)
  - w. Mental or physical condition which endangers the health, safety and/or welfare of the student or others (3, 4, 5, 8)
  - x. Activation of a false alarm, bomb threat or other disaster alarm (5, 6, 7)
  - y. Harassment (sexual, racial, etc.) (2, 3, 4, 5, 6, 7)
  - z. Intimidation or coercion (3, 4, 5, 7)
  - aa. Inappropriate public displays of affection beyond hand holding (1, 2, 3)
  - bb. Theft of personal property (2, 3, 4, 5)
  - cc. Use and/or possession of “laser pens” or similar items (1, 2, 3, 4, 5)
  - dd. Possession of a knife, razor blade, box cutter, etc. (3, 4, 5, 6)

6. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated. If assigned a specific seat, students must remain in said assigned seat.

7. Engage in any form of academic or legal misconduct. Examples of academic misconduct include:
- a. Cheating in any academic, extra-curricular or co-curricular activity. (1, 2, 3, 4, 5, grade of "0")
  - b. Commission of conduct which constitutes a misdemeanor while on school property or at a school function (4, 5)
  - c. Commission of conduct which constitutes a felony while on school property or at a school function (4, 5, 8)
  - d. Extortion (4, 5, 8)
  - e. Plagiarism (3, 4, grade of "0")
  - f. Intentional or reckless destruction of school property (3, 4, 5, 8)
  - g. Theft of school property (4, 5, 8)
  - h. Forgery or fraud (3, 4, 5)
  - i. Unauthorized absence from school (1, 2, 3)
  - j. Theft of personal property (2, 3, 4, 5)
  - k. Trespassing while suspended from school (4, 5)

**THE REPEATING OF AN INFRACTION MAY LEAD TO THE IMPOSITION OF THE NEXT MEASURE OF DISCIPLINE.**

**CHRONIC REPEATING OF INFRACTIONS MAY LEAD TO LONG-TERM SUSPENSION OR PERMANENT SUSPENSION (EXPULSION).**

*PUBLIC CONDUCT ON SCHOOL PROPERTY*

The Board of Education recognizes that the primary purpose of the School District is to provide a superior atmosphere for learning and education.

The District maintains rules governing the conduct of students, parents, faculty and other staff, other visitors, licensees, invitees, and all other persons, whether or not their presence is authorized, upon district property, and also upon or with respect to any other premises or property (including school buses) under the control of the District and used in its instructional programs, administrative, cultural, recreational, athletic, and other programs and activities, whether or not conducted on school premises. Members of the public may be subject to penalties for violation of the Code. The Superintendent or his/her designee or the Principal or his/her designee shall be responsible for enforcing the conduct required by this Code.





SAUGERTIES CENTRAL SCHOOL DISTRICT

Call Box A
310 Washington Avenue Ext.
Saugerties, New York 12477
(845) 247-6500
www.saugerties.k12.ny.us

PLEASE PRINT
LEGIBLY

STUDENT NAME: Last First Middle Initial GRADE:

RESIDENTIAL ADDRESS: House Number and Street Apt. City or Town

MAILING ADDRESS (if different): ZIP

PHONE:

Form containing fields for Current School, Elementary Only, Transfer (Yes/No), Transfer to, and Inactivation Date.

Table with 2 columns: Name, School. Instruction: Please list ALL siblings PRE-SCHOOL AGE & SCHOOL AGE who are impacted by this change.

It is the policy of the District that TWO ACCEPTABLE PROOFS OF RESIDENCY (see below) must be provided in order for a student to register to attend the Saugerties Central Schools.

I certify that I am a resident of the Saugerties Central School District.

Signature Date

FOR OFFICE USE ONLY

Residency Proof Submitted (copies in file): Must provide two (2) original proofs of residence, must be current (within last 30 days) and contain name of parent/guardian and physical address of the residence.

- Residential lease, deed, mortgage or other proof of home ownership
- Notarized/signed statement or affidavit from a third party landlord, owner or tenant with whom you are sharing property
- Notarized/signed statement from a third party establishing your physical presence in the District
- Utility and/or home service bill (water, electric, gas, propane, oil, refuse/garbage, cable, phone)
- Insurance Policy (home owners, rental) - identifying your name and address
- Property or School tax bill

Signature Date

This sheet, along with a Print Screen of the Person Summary Report must be sent to Carol Petramale; the Special Ed Office; and to the school the sibling(s) attend.



# SAUGERTIES CENTRAL SCHOOL DISTRICT

Call Box A  
310 Washington Avenue Ext.  
Saugerties, New York 12477  
(845) 247-6500  
www.saugerties.k12.ny.us

ESCRIBA EN  
LETRA LEGIBLE

NOMBRE DEL ESTUDIANTE: \_\_\_\_\_ GRADO: \_\_\_\_\_  
Apellido Primer nombre Segundo nombre

DIRECCIÓN RESIDENCIAL: \_\_\_\_\_  
Número de casa y calle Apto. Ciudad o localidad

DIRECCIÓN DE CORREO (si fuese otro): \_\_\_\_\_ CÓDIGO POSTAL \_\_\_\_\_

TELÉFONO: \_\_\_\_\_

Escuela actual _____	
Solo primaria	Traslado: _____ <small>Sí No</small>
Traslado a: _____	
Fecha de inactivación _____	

Indique <b>TODOS</b> los hermanos en <b>EDAD PREESCOLAR Y EDAD ESCOLAR</b> que se ven afectados por este cambio	
<u>Nombre</u>	<u>Escuela</u>
_____	_____
_____	_____
_____	_____
_____	_____

Es la política del Distrito que se deben proporcionar **DOS PRUEBAS DE RESIDENCIA ACEPTABLES** (ver más abajo) para que un estudiante se registre para asistir a las Escuelas Centrales de Saugerties. Tenga en cuenta que en caso de que una familia viole el requisito de residencia, el Distrito Escolar Central de Saugerties tiene derecho a cobrar la matrícula atrasada por el período de tiempo que los estudiantes asistieron a las escuelas del Distrito como no residentes.

Certifico que soy residente del Distrito Escolar Central de Saugerties.

\_\_\_\_\_ Firma \_\_\_\_\_ Fecha \_\_\_\_\_

### SOLO PARA USO INTERNO

Prueba de residencia enviada (copias en archivo): debe proporcionar dos (2) pruebas de residencia originales, deben ser actuales (de los últimos 30 días) y contener el nombre del padre/tutor y la dirección física de la residencia.

- \_\_\_\_ Contrato de arrendamiento de vivienda, escritura, hipoteca u otra prueba de propiedad de la vivienda
- \_\_\_\_ Declaración notariada/firmada o declaración jurada de un arrendador, propietario o inquilino externo con quien comparte la propiedad
- \_\_\_\_ Declaración notariada/firmada de un tercero que establezca su presencia física en el Distrito
- \_\_\_\_ Factura de servicios públicos o servicios domésticos (agua, electricidad, gas, propano, aceite, basurero, cable, teléfono)
- \_\_\_\_ Póliza de seguro (propietarios de viviendas, alquiler), indique su nombre y dirección
- \_\_\_\_ Factura de impuestos a la propiedad o la escuela

Firma \_\_\_\_\_ Fecha \_\_\_\_\_

Esta hoja, junto con una *captura de pantalla* del informe resumido de la persona, debe enviarse a Carol Petramale; la Oficina de Educación Especial; y a la escuela a la que asisten los hermanos.

# SAUGERTIES CENTRAL SCHOOLS

## District Electronic Web Access Agreement for Viewing Student Information Via Saugerties Central District Schools Infinite Campus Parent Portal

I am requesting to review my child / children's student information on the Saugerties Central District Schools Internet website. I have read **Saugerties Central District Schools User** expectations and computer requirements for the Infinite Campus Parent/Student Portal and agree to abide by and support the expectations. I understand, in the interest of security, the District reserves the right to change user passwords or deny access at anytime. By signing this agreement I, as parent/guardian, release the Saugerties Central District Schools from any and all liability for damages arising out of unauthorized access to my parent/guardian account. I agree that I will not share my password or allow anyone other than myself to use the account, including my own child or children.

I agree to protect any information printed or transferred to my computer, or destroy the documentation generated from this site.

I understand that three unsuccessful logins will disable my account. If my account becomes locked, it is my responsibility to request my parent portal account to be reset by sending an email request to the parent portal email address of [scsdportal@saugerties.k12.ny.us](mailto:scsdportal@saugerties.k12.ny.us) to request my parent portal account be reset. In the email note I will provide the "Personal Login ID" given to me at the time the account was created and answer any questions to verify my identity. In the sole discretion of the District, the account may be unlocked, but I understand that it may take up to 3 – 5 school days to have my account unlocked.

I have checked that the computer I will be using to access the Internet site for viewing student information meets or exceeds the minimum requirements as identified on the Saugerties Central District Schools website.

**PLEASE PRINT**

List the names of all your children currently enrolled in Saugerties Central District Schools and residing at the address listed below. The information given on this form must match the enrollment information you provided during registration.

Parent / Guardian Last Name:	First Name:			
Residential Address:				
Email Address:				
Home Telephone Number:				
Child's first and last name must be printed below as it appears on the birth verification:				
Child's First Name	Childs Last Name	Childs Date of Birth	Name of the Saugerties School your child attends	To be completed by school - Student ID

**Authorization Agreement Verification**

The District Data Administrator Office will keep the completed and signed form in the Parent Portal Folder.  
The parent/guardian must provide a photo ID prior to signing.

\_\_\_\_\_  
Parent/Guardian Signature                      Date                      Please Print Parent/Guardian Name

\_\_\_\_\_  
Witness Signature                                      Date

**If the parent/guardian cannot visit the school, the parent/guardian must provide a valid photo ID with their electronic application.**

<p><b>OFFICE USE ONLY</b></p> <p>Date Activated: _____</p> <p>Activation Key sent to email address provided: _____</p> <p>Activation Key mailed: _____</p>
--

## **LAS ESCUELAS CENTRALES DE SAUGERTIES**

**Acuerdo de acceso a Internet electrónico del distrito para ver información del estudiante a través del portal para padres de Infinite Campus de las escuelas del distrito central de Saugerties.**

**Solicito revisar la información de mi hijo / mis hijos en el sitio web de Internet de las Escuelas del Distrito Central de Saugerties. He leído las expectativas de los usuarios de las escuelas del distrito central de Saugerties y los requisitos informáticos para el portal para padres / estudiantes de Infinite Campus y acepto cumplir y apoyar las expectativas. Entiendo que, en aras de la seguridad, el Distrito se reserva el derecho de cambiar las contraseñas de los usuarios o denegar el acceso en cualquier momento. Al firmar este acuerdo, yo, como padre / guardián, libero a las Escuelas del Distrito Central de Saugerties de toda responsabilidad por daños que surjan del acceso no autorizado a mi cuenta de padre / guardián. Acepto que aparte de mí, no compartiré mi contraseña ni permitiré que nadie, incluyendo a mis propios hijos, use la cuenta.**

**Acepto proteger cualquier información impresa o transferida a mi computadora, o destruir la documentación generada en este sitio.**

**Entiendo que luego de tres inicios de sesión fallidos inhabilitarán mi cuenta. Si mi cuenta se bloquea, es mi responsabilidad solicitar que se restablezca la cuenta del portal para padres / guardianes por medio de enviar una solicitud por correo electrónico a la dirección de correo electrónico del portal para padres / guardianes: [scsdportal@saugerties.k12.ny.us](mailto:scsdportal@saugerties.k12.ny.us) para solicitar que se restablezca la cuenta del portal para padres. En la nota de correo electrónico, proporcionaré la identificación de inicio de sesión personal" que se me proporcionó en el momento en que se creó la cuenta y responderé a cualquier pregunta para verificar mi identidad. Solo a la discreción del Distrito, la cuenta puede ser desbloqueada pero, entiendo que puede tomar de 3 a 5 días escolares para que se desbloquee mi cuenta.**

**He comprobado que la computadora que utilizaré para acceder al sitio de Internet para ver la información del estudiante cumple o excede los requisitos mínimos identificados en el sitio web de las Escuelas del Distrito Central de Saugerties.**

**POR FAVOR IMPRIMIR**

Liste los nombres de todos sus hijos actualmente inscritos en las escuelas del distrito central de Saugerties y que residen en la dirección que se indica a continuación. La información proporcionada en este formulario debe coincidir con la información de inscripción que proporcionó durante el registro.

Padre / Guardián Apellido: Primer nombre:
Dirección residencial :
Correo electrónico:
Número de telefónico residencial:

El nombre y apellido del niño deben imprimirse a continuación, tal como aparece en su acta de nacimiento:

Nombre del primer niño/a:	Apellido del niño/a:	Fecha del nacimiento del niño/a:	Nombre de la escuela Saugerties a la que asiste su hijo/a	Para ser completado por la escuela - Identificación de estudiante

**Verificación del acuerdo de autorización**

La Oficina del Administrador de Datos del Distrito mantendrá el formulario completado y firmado en la Carpeta del Portal de padres/guardianes. El padre / guardián debe proporcionar una identificación con foto antes de firmar.

\_\_\_\_\_  
Firma del padre/guardián Parent/Guardian      Fecha      Por favor, imprima el nombre del padre/guardián

\_\_\_\_\_  
Firma del testigo      Fecha

Si el padre / guardián no puede visitar la escuela, el padre / guardián debe proporcionar una identificación con una foto válida con la solicitud electrónica.

**USO DE OFICINA ÚNICAMENTE**

Fecha de activación: \_\_\_\_\_

Clave de activación enviada a la dirección de correo electrónico proporcionada: \_\_\_\_\_

Clave de activación enviada por correo: \_\_\_\_\_

## ***Infinite Campus Parent Portal Frequently Asked Questions:***

### **What is Infinite Campus?**

Today, most K-12 school districts use some sort of database system for managing student information and maintaining their records. Infinite Campus is a district-wide student information system designed to manage attendance, grades, schedules, test scores, and other information about the students in the Saugerties Central School District.

### **What is the Infinite Campus Parent Portal?**

The Parent Portal is a confidential and secure Web site where you can get current information about your child's school attendance and grades.

### **How secure is the information contained in the Portal?**

Infinite Campus uses a 32-bit, secure socket layer (SSL) encryption technology to protect information. The technology is similar to that used in other industries such as health care and banking. The Campus Portal requires a User Name and Password.

### **What information is included in the Portal? What do I use it for?**

When you, as a parent or guardian, log-in you have access to information about all of the students for which you are associated. Class schedules, assignments and grades can be viewed. In addition, schools may post important information on the home page, such as events, notices, etc. Attendance information is also available. By using the Infinite Campus Online Parent Portal, Saugerties Central School District provides an online communication tool which can help you as a parent or guardian stay current with your student's progress. From an Internet connection at home, the workplace or any public library, you can view up-to-date information about your student's attendance and report cards.

### **Who can access the Parent Portal?**

Only parents and guardians designated with legal rights to student records may receive a Parent Portal account. Each parent/guardian with such rights receives their own separate account. Accounts are NOT shared among more than one parent/guardian within households, i.e., there are no "household" accounts in the Portal. Each parent/guardian Portal accounts provides access to information for any student in which the parent/guardian has legal rights to records.

### **When can I access the Parent Portal?**

Beginning April 2011, parents and guardians of students in grades 7-12 will be able to access the Portal. The Parent Portal will be opened each marking period after teachers have posted all scores. The Portal will be closed during the teacher score posting period. Refer to the grading calendar posted on the website. Parents/guardians of students in grades K-6 will be able to access information for those students beginning in September 2011.

### **How do I create a user account so I can use the Parent Portal?**

The District Portal Manager provides you with a Parent Portal activation code. By using this code and following the instructions in the Parent Portal User Setup Guide you can setup your own account for the Parent Portal. The Infinite Campus Parent Portal link is located at: SAUGERTIES CENTRAL SCHOOL DISTRICT home page under the Parent and Student Link. After you go through the process of creating your user name and password, write them down and keep them in a secure place where you can refer to them at a later date. The user name and password will



allow you to see student information only for those children for whom you are a parent or guardian.

**Do I need any special hardware/software? See Hardware Requirements section below” page.**

To effectively access your Infinite Campus Portal account you need:

1. Internet Access. A minimum dial-up modem speed of 56Kbs - a slower connection works but not as well.
2. Computer with a processor speed of 500Mhz or better (MAC or PC).
3. Web Browser — we suggest Microsoft Internet Explorer 5.0 or better for PC & Firefox for Mac.
4. Adobe Reader™ — This is a free document reader available for download on the web at <http://get.adobe.com/reader/>. There are some Infinite Campus reports that require the Adobe Reader.

**Can I access parent portal from anywhere (e.g., home, work, library, etc.)?**

Yes, as long as you meet the minimum computer and Internet access requirements. See minimum requirements above.

**How can I get help navigating this system?**

For directions on how to use the Parent Portal see the “Portal Information and Forms” link on the Infinite Campus menu. Open the “Parent Portal User Setup Guide”

**How often is student information updated in the Parent/Student Portal?**

Information is updated in real time. However, the attendance office generally takes anywhere from 24 to 48 hours to collect data from various sources to update the student attendance record.

**How do I add/change/correct my email address?**

You can update your email address at any time using the Parent Portal. Use the link on the bottom left of the Portal index “Change Contact Information”.

**How do I add/change/correct my telephone numbers?**

To add/change telephone numbers contact the office at your child's school.

**How do I change/correct my residence address?**

You need to complete the Change of Address Form located on the district website. Then either mail or deliver it to your child's school.

**What if I have questions about my child's grades and/or assignments that are found in Infinite Campus?**

Contact your child's teacher. The student schedule on the portal has links to each teacher for e-mail.

**Can anyone else see my student's attendance, grades, etc.?**

Keep your username and password safe. If you think someone else knows your username or password, go to Change Account Information on the left side of your information page and change it. All attempts at logging into the system are recorded and monitored. A full audit trail is tracked on sensitive data. You can view the audit trail at any time when logged into the system

by clicking the "View Access Log" link on the left-hand side of the screen. Students are able to see their own information. Students should NOT share their personal information with other students.

**Who can I talk to regarding attendance related issues?**

Call the Attendance Office at your child's school. See the "Campus Contact Information" below. Absences are not coded as "Excused" until a note is received from a parent. All students are coded "unexcused" until a note is received by the attendance office.

September 2022

Dear Parents and Guardians:

Parents and guardians should be aware of the District's procedures for students who experience a severe, life-threatening allergic reaction or narcotic overdose while in school. **Because treatment will include Benadryl (diphenhydramine) and epinephrine, it is your responsibility to notify the school nurse in writing upon receipt of this letter if your child has ever had a reaction to either treatment**

I. **Students with Known Life-Threatening Condition: School Nurse will follow written orders of family physician – MD.** Family physician orders and parental permission for treatment should be submitted by the family and kept in student's chart in the Health Office. Medication will be kept in Health Office or carried by student, if ordered by student's Family physician.

II. **Unexpected Reactions - no history of allergies but develops symptoms (itching, flushing, urticaria, angioedema)-note- if angioedema involves lips or tongue or voice changes occur, this will be considered a life-threatening, medical emergency-See Section A below:**

- Nurse will look in mouth to observe for tongue swelling
- Nurse will check student's blood pressure and pulse and compare with previous recordings in chart. If significantly lower, this will be considered an emergency.
- If insect sting, apply ice.
- Benadryl by mouth (see below).
- Report to parent and physician.
- Observe progress of symptoms.

A. **Unexpected Severe, Life-Threatening Reactions (no previous history):**

**Symptoms include– swelling (especially eyes and tongue), difficulty breathing, change in voice, altered consciousness, light headedness, poor circulation, wheezing, drop in blood pressure, weak, rapid pulse, cold sweaty skin.**

**Immediate First Aid –**

- Administer Epi-Pen injection  
Under 50 lbs. – 0.15cc (Epi-Pen Jr.) Over 50 lbs. – 0>3cc (Epi-Pen)
- Call 911 for transport to hospital
- Notify Administrator and parent
- Repeat Epi-Pen dose at 5 minutes if symptoms do not lessen or if they worsen.
- Follow with Benadryl

Under 50 lbs. – 1 tsp. (12.5 mg) Over 50 lbs. – 2 tsp. (25 mg)

III. **In the event Narcan (naloxone-an opiate (narcotic) antidote) needs to be administered - -**

1. It will be given according to the Board of Education policy
2. 911 will be called for transport to the hospital.
3. Parents and Administrator will be notified.

IV. **Use of Albuterol:**

If the student's personal physician has ordered albuterol, students are allowed to carry their prescribed medication or it may be kept in the Health Office for its use as needed. The written personal physicians order must be submitted by the family to be kept on file in the school nurse's office. The Health Office will also keep stock albuterol for students with a personal physician's written order on file with the school nurse.

If you have any further questions, please contact the health office in your child's school.

Sincerely,



William Maliha, MD

Medical Director, Saugerties Central School District

**SAUGERTIES CENTRAL SCHOOLS**  
**Call Box A**  
**Saugerties, New York 12477**

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Dear Parent/Guardian:

Children are not permitted to take medication during school hours unless state requirements are met. These requirements have been made to safeguard your child.

In order to give any medication in school, the school nurse must have on file the form provided on the back of this letter. Both parent and doctor must complete this form. Information on this form includes:

1. A written order from the physician, indicating the name of the drug, the amount or dosage to be given, and the time it is to be administered.
2. A written note from the parent, giving school personnel permission to give the child the medication as prescribed.

The above requirements include eyedrops, eardrops, and over-the-counter medications such as aspirin and Tylenol. The parent is responsible for bringing the medication to the school in the original container.

If you have any questions, please feel free to contact the school.

Sincerely,

Nara Scanlon, RN  
School Nurse

Sue Carter, RN  
School Nurse

**SAUGERTIES CENTRAL SCHOOLS**  
**Saugerties, New York**

**INSTRUCTIONS FOR GIVING MEDICATION IN SCHOOL**

**TO BE COMPLETED BY PHYSICIAN:**

NAME OF CHILD: \_\_\_\_\_

DATE OF ORDER: \_\_\_\_\_

DIAGNOSIS: \_\_\_\_\_

MEDICINE AND DOSAGE: \_\_\_\_\_

Time and Circumstance of Administration at School:

Can a reaction be expected: \_\_\_\_\_ If yes, describe: \_\_\_\_\_

Other recommendations: (including PRN or self-administration orders) \_\_\_\_\_

\_\_\_\_\_  
**Signature of Physician**

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**TO BE COMPLETED BY PARENT**

NAME OF CHILD: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

I give permission for school personnel to administer

\_\_\_\_\_ at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.  
(name of drug) (time) (start date) (end date)

\_\_\_\_\_  
**Signature of Parent**

Comments: \_\_\_\_\_

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**Saugerties Central School District**  
**Call Box A**  
**Saugerties, New York 12477**  
**2022-2023 School Calendar**

<p style="text-align: center;">July 2022</p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<p style="text-align: center;">August 2022</p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p style="text-align: center;">September 2022</p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </table>	S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		<p style="text-align: center;">October 2022</p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
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<p>July 4 &amp; 5, 2022      Independence Day Holiday</p> <p>September 1      Superintendent's Conference Day</p> <p>September 5      Schools Closed - Labor Day Holiday</p> <p>September 6      School Year Begins for Students</p> <p>                                 1/2 AM for ELEM - FULL DAY for SECONDARY</p> <p>September 26      Schools Closed - Rosh Hashanah</p> <p>October 5      Schools Closed - Yom Kippur</p> <p>October 10      Schools Closed - Columbus Day</p> <p>October 13      Parent Conference Night - Elementary</p> <p>October 20      Parent Conference Night - Secondary</p> <p>November 3      County Wide Early Evacuation Day</p> <p>November 8      Superintendent's Conference Day</p> <p>November 11      Schools Closed-Veterans' Day Observed</p> <p>November 23      Evening Parent Conference Comp Day</p> <p>November 23-25      Schools Closed - Thanksgiving Holiday</p> <p>December 18      Hanukkah Begins</p> <p>December 25      Christmas Day</p>	<p>Dec 24 - Jan 2, 2023      Schools Closed - Winter Holiday</p> <p>January 1, 2023      New Year's Day</p> <p>January 16      Schools Closed - Martin Luther King, Jr. Day</p> <p>January 24-27      Regents Exam Days</p> <p>February 20      Schools Closed - Presidents' Day Holiday</p> <p>March 2      Parent Conference Night - Elementary</p> <p>March 9      Parent Conference Night - Secondary</p> <p>March 10      Staff Development 1/2 Day</p> <p>April 3-April 7      Schools Closed - Spring Holiday</p> <p>April 6      Passover</p> <p>April 9      Easter Sunday</p> <p>May 16      Superintendent's Conference Day</p> <p>May 29      Schools Closed - Memorial Day Holiday</p> <p>June 14-22      Regents Exam Days (No Exams June 19)</p> <p>June 19      Schools Closed - Juneteenth</p> <p>June 22      Last Day of School for Students</p> <p>June 23      Regents Rating Day --Supt. Conf Day</p> <p>June 23      Evening SHS Graduation</p>
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- Key:**
- |                                  |             |   |
|----------------------------------|-------------|---|
| Legal Holiday                    |             | 1. In the event that make-up days are needed for emergency closings, the following days will be used in this order: April 3; April 4; April 5; April 6; April 7 |
| SCSD Holiday                     |             | 2. In the event that emergency days are not needed for school closings, the following days will be returned in this order: April 10; May 26; May 25             |
| Supt Conf. Day                   |             | 3. Snow days = 6  |
| No School                        |             | 4. Student Days = 184      Teacher Days = 188   |
| Regents Exams                    | <b>Bold</b> |   |
| Rating Day                       | <b>Bold</b> |   |
| Staff Development 1/2 Day        |             |   |
| County Wide Early Evacuation Day |             |   |
- Parent Conference Nights: Elementary: October 13 & March 2; Secondary: October 20 & March 9
- Staff Development 1/2 Day: March 10