

# SLEEPY HOLLOW HIGH SCHOOL STUDENT HANDBOOK



2026-2027

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# STUDENT RIGHTS AND RESPONSIBILITIES

## A. Student Rights

The Sleepy Hollow High School Programs are committed to safeguarding the rights given to all students under state and federal law. In addition to those rights, students will:

1. Have a safe, healthy, orderly, and civil school environment.
2. Learn appropriate behaviors for the school and work environment.
3. Take part in all school activities on an equal basis regardless of age, race, religion, color, national origin, sex, sexual orientation, or disability.
4. Present their version of the relevant events to school personnel authorized to impose a disciplinary consequence.
5. Access school rules and, when necessary, receive an explanation of those rules from school personnel.

## B. Student Responsibilities

All students have the responsibility to:

1. Contribute to the maintenance of a safe and orderly school environment.
2. Show respect to other persons and property.
3. Be familiar with and abide by all high school policies, rules, and regulations dealing with student conduct.
4. Attend school every day, unless they are legally excused, and to be in class on time and prepared to learn, with all assignments completed.
5. Work to the best of their ability in all educational and extracurricular pursuits and to strive toward their highest level of achievement.
6. Respond to directions given by teachers, administrators, and other school personnel in a respectful, positive manner.
7. Develop skills to control any inappropriate behavior.
8. Ask questions when they do not understand, and take advantage of after-school help.
9. Seek help in resolving problems that will avoid disciplinary interventions.
10. Dress appropriately for the academic setting.
11. Accept responsibility for their actions.
12. Conduct themselves as representatives of the Sleepy Hollow High School when participating in or attending school-sponsored extracurricular events, and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

## ACADEMIC CALENDAR

| Marking Period | Start       | Midpoint    | End        |
|----------------|-------------|-------------|------------|
| QUARTER 1      | September 2 | October 2   | November 6 |
| QUARTER 2      | November 9  | December 11 | January 29 |
| QUARTER 3      | Feb 1       | March 12    | April 21   |
| QUARTER 4      | April 26    | May 14      | June 25    |

## APPOINTMENTS

Appointments with counselors, the school psychologist, social workers, and other guidance personnel **must be scheduled during a student's lunch period or other non-class time or with the permission of a student's class period teacher.** All parent appointments with teachers, counselors, administrators, or other school personnel must be scheduled ahead of time.

## ASSEMBLY PROCEDURES

Appropriate behavior is expected of all students during assemblies. Examples of appropriate behavior include but are not limited to:

- Using appropriate language, volume, and tone
- Staying seated
- Showing respect to presenters/performers or other speakers

Students whose behavior is unacceptable and/or distracting to the assembly will be restricted from audience participation and assigned to a supervised alternative room. All school-sanctioned events are included in the restriction policy.

## ATHLETIC PROGRAMS

| <u>FALL</u>                                                       |                                                                                             | <u>WINTER</u>                                                                                |                                                                                                                        | <u>SPRING</u>                                         |                                             |
|-------------------------------------------------------------------|---------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|---------------------------------------------|
| BOYS                                                              | GIRLS                                                                                       | BOYS                                                                                         | GIRLS                                                                                                                  | BOYS                                                  | GIRLS                                       |
| Football<br>Soccer<br>Cross-Country<br>Cheerleading<br>Volleyball | Field Hockey<br>Soccer<br>Tennis<br>Cross Country<br>Cheerleading<br>Volleyball<br>Swimming | Basketball<br>Skiing<br>Cheerleading<br>Ice Hockey<br>Indoor Track<br>and Field<br>Wrestling | Basketball<br>Skiing<br>Cheerleading<br>Ice Hockey<br>Indoor Track<br>and Field<br>Gymnastics<br>Wrestling<br>Swimming | Baseball<br>Lacrosse<br>Track/Field<br>Tennis<br>Golf | Softball<br>Lacrosse<br>Track/Field<br>Golf |

### PHYSICAL EXAMINATIONS AND INJURIES

All candidates for athletic teams must have a physical examination prior to the first practice session. "Free" physicals will be available through the athletic director and the school nurse. These records will be on file in the athletic director's office and the school nurse's office.

If a student-athlete suffers an injury during practice or a game, the coach will report it to both the Health Office and the Main Office as soon as possible. Parents/guardians will be notified and professional medical help will be obtained as soon as possible in cases of injury.

### UNIFORMS AND EQUIPMENT

Team members are responsible for all equipment and uniforms issued by the coaches. Student-athletes must return equipment and uniforms at the end of the season regardless of condition. Failure to do so will result in reimbursement to the district and possibly the withholding of grades and/or diplomas. Students who have a pending fine from the previous year may not be able to get uniforms/equipment until those fines are paid.

### LOCKERS

All student-athletes are expected to lock all valuables in their assigned lockers, as their protection cannot be guaranteed.

### NEW YORK STATE ATHLETIC STANDARDS

#### AGE

Students may participate in interscholastic athletics only after passing the New York State Physical Screening Test at the appropriate level. If the student-athlete reaches age 19 after September 1st, he/she/they may continue to participate in all sports during that school year.

## **DURATION OF COMPETITION**

A student-athlete may compete during eight (8) consecutive semesters after entry into the 9th grade. The Director of Athletics and the coaches will furnish further details on New York State eligibility requirements.

## **ATHLETICS**

All students participating in an interscholastic sports program must read and sign the Public Schools of the Tarrytowns Student-Athlete Contract. The student-athlete contract outlines the student's responsibilities with regard to appearance, conduct, training and team rules, personal discipline, maintenance of eligibility, attendance at practice/games, as well as care of equipment and facilities. Both the student and parent must sign this contract. By signing the contract both the student and parent acknowledge they are aware of the rules and regulations described in the student-athlete contract.

A student-athlete who quits a team without the consent of the coach may not participate in any sport for the remainder of that season. The student must return all issued equipment or reimburse the school for the estimated cost of equipment.

## **ATTENDANCE**

In order for a student to attend practice or a competition, he/she/they must be admitted and be in attendance for half of that school day. This applies to Fridays for Saturday/Sunday sessions.

## **CODE OF CONDUCT**

Team members represent Sleepy Hollow High School both on and off the playing field. All squad members are expected to present themselves in a manner that brings credit to our school and our outstanding athletic program.

All student-athletes are subject to the discipline code governing Sleepy Hollow High School. Infractions shall be reported to the Director of Athletics and the Administration. Appropriate disciplinary measures will be taken, including possible suspension from participation.

Any student who cuts a class will become ineligible for participation in practice/game following the cut. Any student-athlete who is suspended will be suspended for a period to be determined by the administration. Student-athletes will not be eligible to practice or participate in games/contests during the suspension period.

The use of tobacco, alcohol, and/or drugs is expressly forbidden for all athletes. Any person violating this code will be subject to removal from the team.

Student-athlete conduct will be reviewed periodically by the Sleepy Hollow High School Administration. Students found to be in violation of school or community rules will become ineligible to participate in athletics.

(SEE: SHHS Extra-curricular Activities Rules and Regulations).

## **RESPONSIBILITY OF PLAYERS**

It is the responsibility of the players to demonstrate proper sportsmanship. Players are admired and respected; they exert a great deal of influence over the actions and behavior of the spectators. Student-athletes and coaches are required to be exemplary role models for teammates, family members, and spectators.

### **It is expected that players will:**

1. Treat opponents with the respect that is due them as equal and fellow competitors.
2. Shake hands with opponents before and after the contest.
3. Exercise self-control at all times, accepting referees' and coaches' decisions, and abiding by them.
4. Use their captain to communicate with the officials regarding the clarification of a ruling.
5. Accept both victory and defeat graciously.
6. Accept seriously the responsibility and privilege of representing the school and community.

## **BEHAVIOR AT ATHLETIC EVENTS**

The behavior of students is important to the safety and enjoyment of all who attend sporting events at Sleepy Hollow High School. Listed below are the behaviors expected of all students who attend athletic events.

1. Know and demonstrate the fundamentals of good sportsmanship and appropriate behavior.
2. Respect, cooperate, and respond enthusiastically to cheerleaders.
3. Censure fellow students whose behavior is inappropriate.
4. Respect the property of the school and the authority of school officials.
5. Show respect for an injured player when they are removed from the contest.
6. Respect the judgment and decisions of the coaches.

In addition, the following rules pertain to any person who attends any sporting event involving Sleepy Hollow High School:

1. Enter the gym through the main doors only.
2. Sit in the bleachers during a game.
3. Demonstrate a high degree of sportsmanship.
4. Behave in a way that does not interfere with the enjoyment of the contest by other spectators.
5. Show team support by making only positive comments.
6. Show respect for the judgment of coaches, officials, and referees.
7. Acknowledge the field, courts, and equipment as the player's domain during contests.
8. Monitor the safety of children in the bleachers and stands.
9. Respect the law - all public school venues in NY State are smoke-free, substance-free environments.

10. Obey all school rules whether home, away, or at a neutral site; they are an extension of the classroom.
11. Respect and obey all school officials, supervisors, and site personnel at contests.
12. Do not ring bells, sound horns, or use noisemakers at indoor contests during play. Outdoor use will be at the discretion of the site personnel.
13. Throwing debris, confetti, or other objects from the stands is prohibited. Offending individuals will be asked to leave the premises.

Anyone who does not conform to the above rules will be asked to leave the school building or grounds. Parents/guardians will be informed of any misconduct and disciplinary action will be taken.

## **ATTENDANCE REQUIREMENTS**

1. According to the Comprehensive Student Attendance Policy of the Public Schools of the Tarrytowns Board of Education, all students must maintain regular attendance, exclusive of excused absences, in all classes.
2. If a student's attendance is excessive, he/she/they may fail to meet the requirements of the course and, therefore, earn a failing grade. Students who have excessive absences from a class may also lose the opportunity to attend summer school in that class.
3. Band, chorus, and field trip attendance will not impact attendance requirements.
4. If a student is suffering from an extended illness and they are receiving home instruction, the days will not count against the student.
5. In addition to the penalties mentioned above, students who exhibit tardiness and absenteeism, may be restricted from participation in athletics; attendance at athletic and social events, assemblies, field trips, and extracurricular activities; driving and parking privileges; and upperclassmen privileges. Additionally, students with excessive absences from school/class may be denied the opportunity to attend summer school.

### **Absences:**

When a student is absent from school he/she/they must bring a signed note from a parent or guardian explaining the absence to the Attendance Office upon his/her/their return. Failure to bring a note will result in the absence being classified as unexcused. An unexcused absence will be interpreted by the subject teachers as a cut. Students who cut a class or have an unexcused absence may receive a zero for all work completed and/or due during that class period. They may also lose the opportunity to make up missed work. Students who are absent for an excused reason will be given the same number of days to make up missed work (i.e., one day for each day they were absent). Work due on the day they were first absent is expected to be submitted. Additionally, students may want to check teacher websites or Google Classroom for missed work.

### **Attendance and examinations:**

All students must be present for all mid-year, final, and Regents exams. A valid parent/guardian note for the absence will entitle a student to make up missed school exams. Students will not be admitted to local school examinations after 30 minutes from the scheduled start time. Students with unexcused lateness to an examination will not be given additional time. Emergency situations such as an accident or death in the family require written acknowledgment from an administrator before a make-up exam is scheduled. New York State Regents examinations may not be made up until the next scheduled New York State Regents examination period.

**Excused Reasons for Absences, Tardiness, and/or Early Dismissal are:**

|                           |                                                         |                             |
|---------------------------|---------------------------------------------------------|-----------------------------|
| Approved College Visit    | Approved Cooperative Work Program                       | Attendance at Health Clinic |
| Bereavement               | Doctor's Appointment/Medical/Operation/In Hospital Stay |                             |
| Military Obligations      | Quarantine                                              | Religious Observance        |
| Required Court Appearance | School related field trip                               | Sickness                    |

All other absences are unexcused. The administration reserves the right to request a doctor's note for excessive or extended absences due to an illness. Failure to produce such a note may result in the absences being classified as unexcused.

All written excuses are placed on file. Excuses must state the specific reason for absence(s) with the exact date(s). If a student has to be absent from school for reasons other than illness, parents should notify the administration, **in writing**. For further information on the New York State Education Department Attendance Policy, please see the NYSED Website.

**NOTE:** Parent/Guardian must telephone the school at (914)332-6205 or email [SHHSattendance@tufsd.org](mailto:SHHSattendance@tufsd.org) as soon as possible on the morning of the student's absence.

**Lateness to School:**

When a student is late to school, they are to report directly to the attendance office. The penalty for lateness to class includes teacher detention, morning detention, lunch detention, after-school detention, possible in-school detention, and/or loss of driving privileges.

**Tardy Procedure:**

Tardiness not only means lost instructional time for the tardy student, but it is also disruptive to the teaching and learning activity being conducted in the classroom. Tardiness will be dealt with according to the following procedures:

1. Tardiness will be excused for the following reasons only:
  - a. Late bus
  - b. Illness substantiated by a written excuse from parent/guardian, doctor, or dentist.
  - c. Required legal appearance substantiated by an official document.
  - d. Religious observances substantiated by a parent/guardian's note.
2. Unexcused tardiness to class will be dealt with by the teacher and lateness to school by the administration. Unexcused lateness to school will result in a detention for

students after 5 recorded unexcused lates for the semester. After that, each unexcused lateness to school will result in a consequence. Given the change in many students' schedules at mid-year, the lateness to school policy will reset at the end of each semester.

3. When a student is late to class, he/she/they will be allowed into class and assigned a teacher detention after the third unexcused tardy.

### **Class Attendance**

Regular school attendance is essential to academic success and every student should be in every class every day. Therefore, one major component of our course requirements is daily classroom participation. If you are absent for any part of a class without permission, you are considered to be cutting. Students must be present for half of their academic class periods to be able to participate in after-school activities.

Class attendance rules regarding participation in after-school activities, including athletics, are described in the Academic Eligibility section of this handbook and in the Athletic Handbook. Students who are absent from one or more daily study sessions for unapproved reasons will lose eligibility to participate in any facet of extracurricular activities.

Each course of study has defined requirements, which are considered essential and must be completed in order to pass a course and earn credit. These course requirements and the teacher's grading system are shared with students upon entry into a course. The credit each course is worth is published in our curriculum guide.

### **Examination Absences**

If you are going to be absent on a day that a school midterm or final exam is scheduled, your parent/guardian MUST call 914-332-6205 at the high school assistant principal's office and notify the school of the absence before 8:30 a.m.

If you are absent from a Regents exam, you may take the exam the next time it is given (Regents exams are administered in January, June, and August each year). The department chairperson will arrange make-ups for school exams.

### **HOME INSTRUCTION**

Students who are unable to attend school for ten (10) or more consecutive days because of illness (or a related incapacity) are eligible for home instruction with a medical diagnosis. If the need for home instruction arises, the parent/guardian should notify the Guidance Office immediately. The school must be furnished with a written note from the attending physician before home instruction will be scheduled.

**BIAS**

Sleepy Hollow High School draws strength from its multicultural student body. It is important that these diversities continue to be a source of our strength. We also recognize that the individuals who make up our school make us unique and that everyone must be given the proper respect. With this in mind, bias incidents in school or on school grounds will not be tolerated and will result in disciplinary action. A bias incident is one in which the causative factors are differences in racial, ethnic, religious, and/or cultural background. Students using these differences to abuse, intimidate, embarrass, or harass others will face disciplinary action and will be subject to a DASA investigation.

## **BOCES**

The BOCES (Board of Cooperative Educational Services) Center offers a variety of programs within its career technical education program. Students who attend BOCES are subject to the Attendance Rules & Regulations of Sleepy Hollow High School. BOCES students must sign in upon arrival at school (approximately 11:15 am). Failure to sign in on a daily basis will be viewed as a violation of the Code of Conduct and the appropriate consequence will be imposed.

## **BUSES**

Students are expected to follow all school rules on our buses in order to ensure a pleasant and safe trip to and from school. Students who misbehave on the school bus or while waiting for the bus will be warned by the driver. Persistent negative behavior and/or violation of the Code of Conduct will result in administrative disciplinary action and may result in the student not being allowed to ride the bus. If a student is excluded from the bus transportation to and from school, transportation to and from school will be the responsibility of the student and/or parent/guardian.

## **CAFETERIA PROCEDURES**

Students are expected to display proper behavior in the cafeteria and show respect to the cafeteria staff.

1. "Cutting the line" or cutting ahead of others is not permitted.
2. Students are required to leave tables free from trash. Garbage cans and recycling bins are located throughout the cafeteria for this purpose.
3. Students are to eat seated in a chair at a table. During lunch periods students must be in the cafeteria, library, or some other authorized area. Loitering in the hallways outside the cafeteria or elsewhere in the building is prohibited.
4. Seniors and juniors only may congregate in the student lounge or leave campus for lunch, so long as they have submitted the required parent-permission forms to do so.
5. Breakfast is served from 7:30 to 8:30 a.m. in the cafeteria for all students.
6. Those students eligible for the free or reduced meal program must complete the required forms and return them to the high school main office.

# CELL PHONES

## General Expectation

All student cell phones must be secured in a **district-issued protective pouch** during the school day. This includes academic periods, PE classes, and all non-instructional time unless otherwise approved by administration.

## Classroom Cell Phone Violations

*Includes all academic classes, PE classes, gyms, fields, and instructional areas.*

Violations are cumulative throughout the school year.

- **First Violation -**
  - Student gives phone to teacher; teacher submits the phone to administration.
  - Student picks up the phone from the assistant principal's office at the end of the day.
  - Teacher documents the incident in Infinite Campus.
- **Second and Third Violation -**
  - Phone is turned in to administration.
  - Parent/guardian must pick up the phone at the end of the day.
  - Student must hand in their phone daily for one week to be stored in the AP Office phone locker.
- **Serial Offender (More than three violations) -**
  - Administration will store the phone for extended periods in the cell phone locker.
  - Administration will document in Infinite Campus.
  - Required parent/guardian and student meeting.

## Non-Classroom Areas Guidelines

*Includes hallways, student lounge, library, cafeteria, and other common spaces.*

Students are expected to hand over the phone upon request.

If a student refuses:

- Staff will request the student's name.
- If the student refuses to give their name, staff will contact administration with the time and location so identity can be confirmed via video.
- First-time insubordination: phone will be held for 1+ school days and detention assigned.

- Repeat offenses: longer phone confiscation and/or additional detention hours.

### **Insubordination to Administration Regarding Cell Phone**

- If a student refuses to turn in their cell phone when directed by the administration, a parent/guardian will be contacted in an effort to gain the student's compliance. Continued refusal to follow this reasonable request will be considered insubordination and will result in disciplinary consequences, including possible suspension from school. Consequences will align with the school's established progression for insubordination.

### **Intentional Damage to Cell Phone Pouch**

#### **First Offense:**

- Phone is stored with administration for one week (including free/lunch periods and off-campus privileges).
- Student was charged for the replacement pouch.
- Parent/guardian notified.

#### **Second or Repeated Offense:**

- Phone stored with administration for one month or until replacement is purchased.
- Parent/guardian meeting required.
- Student responsible for cost of replacement pouch.

### **Additional Cell Phone Violation**

- Students must show they are not carrying additional devices.
- If a secondary phone is found, the administration may search the belongings to ensure compliance. This is considered a serious violation and will result in further disciplinary action.
  - Students must hand in their phone daily for one week to be stored in the AP Office phone locker.

### **Lost / Forgotten Cell Phone Pouch**

- If a student forgets their pouch, the phone must be stored with the administration for the day.

- This includes free/lunch periods and off-campus time.
- If the pouch is lost, the phone remains with the administration until a replacement is purchased.
  - This includes free/lunch periods and off-campus time.

### **Food Ordering - Ended**

- Food ordering (e.g., DoorDash, UberEats, GrubHub, Postmates, Slice) is no longer permitted during school hours.
- Any food deliveries will be turned away or discarded.
- Pre-approved staff activities/celebrations may be accommodated.

### **Field Trips**

Cell phones may be permitted on field trips only with the express permission of the Principal. Students are expected to follow the guidelines set for that trip. Unless otherwise approved, cell phones should remain secured as they would during a regular school day.

### **Busing**

Cell phones are permitted on school buses to and from school and during school-sponsored events. However, students are expected to use their devices responsibly and respectfully. Inappropriate use, such as taking photos or videos of others without consent, playing loud audio, or engaging in cyberbullying, may result in disciplinary action.

## **CODE OF CONDUCT**

The Board of Education of the Public Schools of the Tarrytowns is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents, and other visitors is essential to achieving this goal.

The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, appreciation of differences, honesty, and integrity.

The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly. To this end, the Board has adopted a Code of Conduct, which can be found on the district website.

Unless otherwise indicated, this code applies to all students, school personnel, parents, and other visitors when on school property or attending a school function.

The Board will work to ensure the community is aware of this code of conduct by providing copies of a summary of the code to all students and parents at the beginning of each school year and providing a copy on the district website.

## **CONDUCT AND DISCIPLINE**

Rules, Regulations, and Procedures as outlined in this handbook are established to enable our school to function effectively and safely for all students. Failure to conduct yourself in an orderly manner or to obey these will result in disciplinary action.

Traveling to and from school is considered an extension of school grounds; therefore, all rules and regulations governing student behavior apply. These rules also apply at all school functions whether on or off school grounds.

Permissible Penalties. The range of penalties, which may be imposed for violations of the student disciplinary code, include the following:

- Verbal warning
- Written warning
- Written notification to parent/guardian
- Counseling
- Probation
- Reprimand
- Detention: Before school, during lunch, and/or after school
- Confiscation of unauthorized articles
- Payment/restoration of damages
- Suspension from transportation
- Suspension from athletic participation
- Suspension from social or extra-curricular activities
- Loss of privileges
- Loss of parking privilege
- Suspension of other privileges
- Removal from a particular class
- In-school suspension
- Out-of-school suspension
- Involuntary community service
- Time out
- Parental contact
- Referral to police/court
- Referral to student assistance counselor

- Removal from class
- Principal's hearing/probation
- Other

### **Initiation of a Student Disciplinary Proceeding**

Any teacher, administrator, board member, parent, or another person may report a violation of the student disciplinary code to the building principal or her designee. The principal, or her designee, will then conduct an investigation of the charges as deemed appropriate and institute an informal or disciplinary proceeding, and/or make a referral about the penalties, which may be imposed either alone or in combination.

Notwithstanding the above, any teacher may order detention for up to two days without first referring the case to a building administrator provided that the teacher gave the student notice of the reasons for the detention and an opportunity to discuss the facts believed to justify the proposed disciplinary action. Teachers may remove a student from class for up to two days with parental notification.

The student's right to a superintendent's hearing before suspension from attendance in excess of five days and the right to an appeal of such a suspension to the Board of Education pursuant to Education Law Section 3214 is recognized by the Board of Education.

## **DETENTION**

After-school detention starts at 3:00 p.m.; morning detention starts at 7:30 a.m. If you are late, you will be given an additional detention. If you arrive after 7:45 a.m. you will be considered a no-show. Lunch detention may also be assigned. You will relinquish your mobile phone while serving detention. You must bring a book or schoolwork. Talking or movement out of your seat is not permitted. You will be given a day's notice before having to serve after-school detention. Your job, sports, oversleeping, or after-school activity is not a reason to miss detention. If there is a delayed opening, morning detention will be canceled and rescheduled.

## **DRESS CODE**

All students are expected to give proper attention to personal hygiene and to dress appropriately and professionally for school and school-related functions. Students and their parents/guardians have the primary responsibility for acceptable student dress and appearance. We ask that students support our efforts in maintaining the educational atmosphere by remembering that attire sets the tone for all activities. The school district is responsible for seeing that student attire does not interfere with the health, emotional wellness, or safety of any student, that attire

does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

A student's dress, grooming, and appearance shall be safe, appropriate, and not disrupt or interfere with the educational process.

- All students MUST wear a shirt, bottom (or comparable garment that covers similar areas), and shoes. All clothing should cover genitals, including the buttocks, with opaque material.
- Footwear that is a safety hazard (for the wearer or others) will not be allowed.
- Clothing will ensure that underwear is covered with outer clothing. No bathing suits are allowed.
- Clothing and accessories must allow a student's eyes/face to be visible, except in the instances when religious/medical necessity or safety requires a student to wear items that obstruct these areas. Sunglasses should not be worn inside the building. Hats and hoods which obstruct a student's face will need to be adjusted or removed.
- Clothing will not include items that are vulgar, obscene, libelous, or denigrate others, including, but not limited to, items that are vulgar, obscene, libelous, or denigrate others on account of actual or perceived race, color, religion, religious practice, weight, ethnic group, sex, creed, national origin, gender, sexual orientation, or disability.
- Clothing will not promote and/or endorse the use of alcohol, tobacco, illegal drugs, and/or encourage other illegal or violent activities.

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation. Students in violation of the dress code will be provided three (3) options to be dressed more to code during the remainder of the school day:

- Students will be asked to put on their own alternative clothing, if already available at school.
- Students will be provided with temporary school clothing.
- If necessary, the student's parents may be called during the school day to bring alternative clothing.
- Any student who refuses to do so will be subject to possible disciplinary measures and/or will be sent home.

No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.

School staff shall not enforce the school's dress code more strictly against transgender and gender nonconforming students than other students.

Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. "Shaming" includes, but is not limited to:

- kneeling or bending over to check attire fit
- measuring straps or skirt length
- asking students to account for their attire in the classroom or in hallways in front of others
- calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others
- accusing students of "distracting" other students with their clothing

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances, and prom.

## **ELEVATOR USAGE**

Students are not permitted to use the elevators without written permission from the nurse or an administrator.

## **ELIGIBILITY POLICY (ACADEMIC)**

This policy applies to all extracurricular activities that meet more than three hours per week and includes all clubs and athletic teams (see Academic Eligibility Policy in Athletic Handbook). Participation in extracurricular activities is a privilege, not a right; therefore, students are expected to maintain a certain level of academic performance in order to participate in extracurricular programs. Academic performance will be monitored during the entire school year and students must meet the following criteria in order to participate in extracurricular activities (including, but not limited to sports, certain field trips, dances, etc.). To see the full policy, please check the school website.

### **Academic Standard**

A student is expected to maintain a program of five and a half (5.5) classes (or the equivalent), show passing grades in all of their classes for each marking period, as well as regularly attend classes as per Policy #5100. Student performance will be reviewed at the end of each progress report and marking period (further known as Eligibility Period). An ineligibility list will be shared with designated staff after each progress report or marking period report is finalized -

approximately every five weeks. Each individual student who is deemed ineligible at that time will receive notification. In order to remove themselves from any level of probation, a student must be passing all courses at the next marking period or mid-marking period report.

## **Eligibility Standards**

### **a. Level 1: Academic Probation**

- i. If a student receives one failure on the progress report or on the report card, he/she/they will be placed on “academic probation”. A student on academic probation:
  - i. may fully participate in all extracurricular activities and interscholastic sports;
  - ii. must attend at least two days per week of the Academic Assistance Program (AAP). Students must report to this program before or after school, even if they plan to attend extra help from another classroom teacher. To do this, the student must check into AAP, get a pass from the Academic Assistance supervisor, and then return with a signed pass from the teacher with whom the student met or have the teacher send an email to the AAP Supervisor. This pass must indicate the time. If the pass does not show that the student attended extra help for the same time the student is out of AAP, attendance to Academic Assistance will not be counted for that day;
  - iii. is required to submit a weekly academic progress sheet to his/her/their coach or club advisor or Academic Eligibility Supervisor in order to participate, play and/or practice. Failure to submit this sheet or attend the required days of the Academic Assistance Program will result in the individual having to sit out the next extracurricular game or activity, contest, or performance.
- ii. If after the next mid-marking period progress report or end-of-marking period report card, the student is still failing the same course, the student will be moved to a Level 2 status and have “limited participation.” Additionally, the student may be required to meet with a coach/advisor/counselor/teacher to determine next steps.

### **2. Level 2: Limited Participation**

- a. If a student receives two failures on the progress report or the report card or sustains a failing grade in one class for ten or more weeks, the student’s participation will be limited. A student who is on Level 2:
  - i. may only participate in practices, but may not participate in games, competitions, or other activities. For students in activities that do not

regularly compete/perform, their hours of participation will be limited. Anyone in a lead role for a performance who is on Level 2 may be placed in an alternate role at the director's discretion;

- ii. must attend at least three days per week of Academic Assistance;
  - iii. is required to submit a weekly academic progress sheet to his/her/their coach, club advisor, or the Supervisor for Academic Eligibility in order to practice or be considered for an appeal. Failure to submit this sheet or attend the required days of Academic Assistance will result in the individual being placed on a Level 3 for one week.
- b. If the student's academic performance improves after a minimum of two and a half weeks within the five-week period, the student may request an "appeal" (see below) for reconsideration of his/her/their Level 2 status.
  - c. If after the next mid-marking period progress report or end-of-marking period report card, the student is still failing two courses, the student's eligibility status will convert to Level 3 or "Ineligible" status.

### 3. Level 3: Ineligible

- a. If a student receives three or more failures on the mid-marking period progress report or end-of-marking period report card OR has been failing any two classes for ten or more weeks, the student will be ineligible to participate in the listed extracurricular activities for the next five weeks. A student who is on Level 3 or ineligible:
  - i. May not participate in any extracurricular activities that fall under the purview of this policy;
  - ii. must attend four days per week of Academic Assistance;
  - iii. is required to submit a weekly academic progress sheet to the student's coach, club advisor, or the Academic Eligibility Supervisor. Failure to submit this sheet or attend the required days of Academic Assistance will result in the individual not being eligible for an appeal prior to the next mid-marking period progress report or end-of-marking period report card;
  - iv. a team of educators will convene to review any additional supports or assistance to help the student improve their academic performance.
- b. If the student's academic performance improves after a minimum of two and a half weeks within the five-week period, the student may request an "appeal" (see below) for reconsideration of his/her/their ineligible status.

### Tryout Period

Due to the brief and specific dates for athletic tryouts, auditions, and certain extracurricular activities, students will be permitted to try out or audition regardless of their eligibility status. The ability to try out and audition does not give the student the ability to participate if selected unless the student meets the Academic Standard required in this policy. It is up to the discretion of the coach/director/advisor whether or not they choose to select an individual for the activity.

## **Fall Sports & Extracurricular Activities**

The June report card final end-of-year grades will determine the fall eligibility status for any student entering grades 10-12. If a student has any final grades below 65, those grades will dictate whether or not the student is eligible to compete in the fall, unless the sport/activity begins after the issuance of the first quarter progress report. If proof of the student's successful completion of the course(s) in summer school is submitted to the building Principal, the student's eligibility status will be re-evaluated.

## **Appeals**

A student or his/her/their parent/guardian may appeal the student's ineligibility status to the Academic Eligibility Committee. The Academic Eligibility Committee will be composed of the principal and/or assistant principal and may also include the athletic director, performing arts chair, support personnel, counselor, teacher, or Academic Assistance staff leader who can speak on behalf of the efforts of the student.

**Completing the Appeals Process:** In order to appeal their status, a student must complete the "Academic Ineligibility Status Change Request Form" (see school counselor for form or website for link) for each class the student is failing and meet with an administrator, their counselor or the AAP Supervisor to review and discuss the appeal. An appeal cannot happen until at least 2.5 weeks have passed since the end of the quarter or the mid-quarter date (official dates will be created by the administration and posted on the district website), the student has actively worked toward improving his/her/their grades, and the student fulfilled the Academic Assistance and Weekly Academic Progress Sheets required for the assigned eligibility level. The only exception is if there is a teacher error on the progress report/report card. In those cases, an appeal can be granted immediately once the appeal form is completed.

In all cases other than a teacher error, it is the sole responsibility of the student and/or their representative (i.e. counselor, support personnel, teacher, etc.) or his/her/their parent/guardian to present specific facts and circumstances regarding the student's academic performance and provide proof that his/her/their academic performance has improved sufficiently to meet the standards set forth in this policy and that the student has met all the Academic Assistance and Weekly Academic Progress Sheets requirements. The committee shall examine the specific facts of each case and render a decision within three school days of the appeal. During the appeal process, the student may not practice or play and/or participate in extracurricular activities beyond what is allowed by his/her/their eligibility status. The decision of the appeal is at the sole discretion of the Academic Eligibility Committee and is final.

**NOTE:** A dropped class does not automatically reduce the number of failing courses for a student. If a student does drop a class that they were failing, that failure will only be considered "resolved" at the next five-week checkpoint. In order to demonstrate good academic standing, the student must maintain passing grades in all remaining classes for the rest of that progress report period. (All appeals are at the discretion of the Academic Eligibility Committee.)

If a student is granted an appeal, the student will still be required to complete the weekly academic progress sheet for the remainder of their athletic/performance season. The weekly

progress report must show that the student is regularly completing their work and is maintaining passing grades in all of his/her/their classes; if the student does not, his/her/their original eligibility status will be reinstated and maintained until the next 5-week checkpoint.

### **Enforcement**

Failure to adhere to one's academic probation status will result in an extended probation for that student or possible removal from the team/activity. In addition, once a student violates the policy, the student loses the right to appeal his/her/their probationary status. NOTE: Students who are absent from one or more Academic Assistance sessions for unapproved reasons will lose eligibility to participate (the consequence for missing AAP is described under each eligibility level.)

## **ELIGIBILITY POLICY (CONDUCT)**

Participation in extracurricular activities contributes to the development of character, personality, physical fitness, and leadership. Students are, therefore, expected to conduct themselves in accordance with all rules and regulations of the school and laws of the community. Furthermore, as visible representatives of Sleepy Hollow High School, a student's behavior in and out of school should be characterized by exemplary conduct and self-discipline. Conduct unbecoming of a student may result in suspension from participation in extracurricular activities.

Any student violating the Sleepy Hollow High School Code of Conduct is subject to administrative determination of ineligibility as a consequence of such behavior. A primary source of information about the conduct of students who participate in extracurricular activities is the completed Academic Eligibility List mentioned earlier. The Assistant Principal will inform the Principal of any student deemed ineligible due to behavioral reasons. Administration reserves the option of suspension from extracurricular participation as discretionary authority.

All students and parents/guardians must sign the Sleepy Hollow High School Student/Parent Pledge. Any student who fails to submit this form will not be allowed to attend or participate in any school activities beyond his/her/their academic classes. The signed pledges will be kept on file in the Main Office.

**If the parent/guardian or student has any questions pertaining to any of the policies of the Extracurricular Program, they must contact the Principal's Office at (914)631-8838 BEFORE signing the parent/student pledge. Once the pledge is signed by the parent/guardian and student, it will be understood all rules and practices are agreed with and all discipline will be mutually enforced.**

## **EMERGENCY DRILLS AND SPECIAL ALERTS**

Emergency drill instructions are posted in each classroom near the exit. During fire drills, the building is to be evacuated quickly and quietly (no talking). Headphones must not be worn. During lockdowns, all students should quickly and quietly move to an area away from windows and doors.

If the alarm sounds when a student is away from his/her/their class, the student is to go with the nearest teacher during the evacuation. The student shall remain with that teacher until the "all clear" is sounded. If a student is not in a classroom during a lockdown, he/she/they should immediately report to the closest room once the lockdown is announced or hide in a safe location.

Students are expected to be silent and follow the teacher's instructions. This will help to ensure the safety of all students and faculty. Students should be sure to alert the teacher in charge of their presence when the teacher takes attendance, especially if the student is in a classroom other than the one they are assigned to be in.

## **EXTRA HELP**

We encourage you to seek help in subject areas where you are experiencing difficulty. You are encouraged to seek extra help from your teachers either before or after school or at some mutually convenient time during the day. In addition, all teachers have the right to ask you to report after school or before school for extra help. Students have the following options.

### **ENL CENTER**

The ENL Center is available to any student seeking academic support. The center is available Monday through Friday from 3:00 to 4:00 p.m. Mandated students are required to attend as scheduled. Non-mandated students may "drop-in." Access to the ESL Center is determined by capacity.

### **HOMEWORK CENTER/ACADEMIC ASSISTANCE**

The homework center is available Monday through Friday from 3:00 to 4:00 p.m. Additionally, the academic assistance center will be available to students before school every day and two to three periods per week during the school day.

**PEER TUTORING**

Peer Tutoring is scheduled through the National Honor Society and subject-specific honor societies. Student volunteers make their time available during study hall periods and after school to assist other students. Those who wish to take advantage of this opportunity either as a tutor or those seeking tutoring should see their Guidance Counselor.

**OFFICE HOURS**

All teachers provide additional academic support for students. Teachers may request that a student stay for additional instruction from on a date agreed upon by the teacher and student. Parent/guardian contact will be initiated should the student fail to report for additional instruction. If a student does not stay for extra help, he/she/they must leave the school campus at 3:00 P.M. Students participating on athletic teams and in extra-curricular activities must report to a supervised area until their program begins.

**EXTRACURRICULAR ACTIVITIES**

|                                |                            |                       |
|--------------------------------|----------------------------|-----------------------|
| African American Heritage Club | Art Club                   | Band                  |
| Chess Club                     | Chorus                     | Comic Book Club       |
| Christian Club                 | Dance Club                 | Drama Productions*    |
| ENL Ambassadors                | Environmental Club (SPEAR) | Galloping Gourmets    |
| GSA                            | Jazz Ensemble*             | LASO Club             |
| Literary Magazine*             | Math Team                  | Mock Trial*           |
| National Honor Society*        | Newspaper*                 | PAW                   |
| Peer Mentors*                  | Pen Pal Club               | Photography Club      |
| Poetry Club                    | Orchestra                  | Outdoors Club         |
| SAGE                           | Science Research Club      | Ski Club Spring       |
| Musical*                       | Student Council*           | Students for Refugees |
| Tiny Desk Club                 | VAASA                      | Yearbook*             |

*\*Activity that may be affected by Academic Eligibility Status*

Note that participation in these activities is subject to the same Sleepy Hollow High School eligibility standards as the athletic program (See “Eligibility Policy” and “Athletic” Sections).

**FALSE ALARMS/BOMB THREATS**

The activation or reporting of a false fire alarm or bomb threat or the damaging or tampering with any part of the alarm system (including heat sensors and smoke detectors) constitutes a serious threat to the safety and well-being of all citizens as well as a violation of the law. Students who are responsible for activating or reporting a false alarm/bomb threat will face an automatic external suspension, a referral to a Superintendent’s Hearing, and police involvement.

## **FIELD TRIPS**

The standards for student behavior on field trips are the same as in the school. Each student is responsible for notifying his/her/their teacher of the trip and requesting homework, etc. In addition, the following is required:

- All homework due on the day of the trip must be turned in to the subject teacher in advance unless other arrangements are made ahead of time.
- No excuses will be accepted for work due on the day following a trip unless other arrangements are made ahead of time.
- Students are expected to observe all bus safety regulations. No student will be permitted to drive to or from a field trip event.
- Students are to remain with the group while on a trip and return with them.
- Only students who are part of the class or organization going on the field trip are allowed to attend.
- Students who are on Level 2 or 3 of Academic Eligibility may not be able to attend certain field trips (at the discretion of the advisor and/or the high school administration).

## **FINES**

All school-related fines for lost, stolen, damaged school property and/or unpaid school accounts (including, but not limited to, money owed to food services; for Chromebook damage, theft or loss; missing textbooks, uniforms, etc.) must be paid in full for students to participate in certain school activities (including, but not limited, to graduation, school dances, field trips, end-of-year celebrations, etc.). Seniors who fail to pay all fines will not receive a cap & gown, participate in end-of-year events or celebrations, and/or receive their diplomas until all accounts have been settled.

## **FLYERS/POSTERS/ANNOUNCEMENTS**

Any posters/announcements/other communications displayed, announced, or distributed on school grounds must be approved by the principal or assistant principal before being disseminated and may be attached only to surfaces that will not be marred. It is understood signs posted will be taken down following the event.

## **FRAUD**

Fraud constitutes actions that intentionally look to deceive another party in order to personally or financially gain from such deception. Fraud may come in many forms including but not limited to intentional dishonesty, cheating, plagiarism, forgery, theft of services, etc. Fraud is a very

serious matter and may result in both immediate consequences as well as loss of privileges in organizations such as the National Honor Society.

### **SHHS Honor Code**

The faculty and student body of Sleepy Hollow High School uphold the values of honesty, integrity, respect, and responsibility. We share the belief that true success lies in one's desire to be good for the sake of being good, and doing the right thing, even when no one is looking. The honor code is a standard of shared academic and personal integrity; violation of this code is inexcusable and unacceptable.

### **Cheating and Plagiarism**

One of the purposes of the program at Sleepy Hollow High School is to promote academic honesty on the part of students. Cheating and plagiarism cannot be tolerated.

**Cheating** is defined as the intentional use of someone else's work or material on any test or assignment; or the use of any prohibited means to enhance the performance on an examination or other school assignment. It also includes acting contrary to the teacher's instructions regarding collaboration; seeking unfair advantage by giving or receiving unauthorized aid from another source or person (verbally, in written form, or by electronic means, including, but not limited to artificial intelligence) on assignments, papers, quizzes, tests, or examinations. It also encompasses using or consulting unauthorized materials or using unauthorized devices on papers, quizzes, tests, or examinations, intentionally misrepresenting the need for extra time on any assignments, papers, quizzes, tests, or examinations, in order to gain more information.

**Plagiarism** is defined as the appropriating and putting forth as one's own, the ideas, language or creations of another without citing their source. Academic dishonesty also involves the dishonest portrayal of someone else's ideas, language, or creations as one's own when such citations are inappropriate to the assigned task; students should assume that all assigned tasks are expected to be done solely by the individual student unless the assignment explicitly calls for group work or researched citations.

Likewise, students have an obligation to support academic honesty. Students who improperly share their thoughts and materials with others are just as accountable for their actions as those who receive that information. This includes but is not limited to, the sharing of one's Chromebook/password/digital identity with another student who subsequently takes the owner's materials. All students should protect the digital and "real" versions of their work from others and never share their personal login information with others.

Each case will be treated individually. In the case of proven cheating or plagiarism, the student will receive a zero on the quiz, test, or project and the teacher will have a conference with the student. Additionally, the teacher will contact the student's parents and/or the guidance counselor. The teacher will also submit a referral to the administration detailing the circumstances behind the cheating/plagiarism. At that point, the school may also take

disciplinary action. Depending on the severity, scope, and frequency of the infraction(s) for a specific student, additional school-based disciplinary action may be taken per the Student Code of Conduct. In addition, admittance into certain school programs may be hindered by evidence of academic dishonesty.

### **Forgery**

Forging or using a forged note or document is a serious offense. In all such cases, the parent will be notified and the student subject to disciplinary action to be determined by a school administrator.

### **Impersonation of an Adult**

Misrepresenting oneself as a person of authority to the school is a serious offense. Students are forbidden to contact the school pretending to be a parent/guardian or any other adult.

## **GRADING POLICIES**

### **Failing Grades**

Students who earn a marking period grade below 50 will have their grade adjusted to 50 for that marking period, unless otherwise dictated by the Principal. Midterm and final exam grades will stay as the grade earned.

### **Final/Regents/AP Examinations**

Final examinations and/or Regents examinations are administered in all courses except as approved by the Principal. All students enrolled in a Regents or AP course are required to take the Regents/AP examination. The Regents mark serves as a final examination grade and will represent 1/10 of the student's final course grade. Failure to take an AP exam will result in a loss of grade weighting for that course and will result in the name of the course being changed on the student's transcript.

**Grade Weighting** Grades indicated on report cards and transcripts are not weighted. The vertical average on the report card is weighted, and the weighted average is the one that determines honor roll status. Grades are also weighted in the calculation of cumulative grade point averages and class rank. Only students who have attended Sleepy Hollow High School for four semesters prior to senior year are included in the rank and only grades earned at Sleepy Hollow High School are averaged.

- **Guidelines for Grade Weighting**
  - AP courses an extra 10% is added with a maximum grade of 110.
  - College-associated (SUPA, WCC, etc...) and Honors courses earn an extra 5% with a maximum score of 105.

**Calculation of Cumulative Grade Point Averages and Class Ranks** Grades are weighted according to the guidelines above. Only courses taken in grades 9 through 12 are included.

**Honor Roll** All courses are included (which is subject to change). The weighted marking period average that is included on the report card determines honor roll status.

- High Honor Roll: The student's weighted marking period average must be at least 90 with no grade below 65 and no Incompletes.
- Honor Roll: The student's weighted marking period average must be between 85-89 with no grade below 65 and no Incompletes.

## GUIDANCE SERVICES

The Guidance Counselors at Sleepy Hollow High School assist students in program planning, developing goals, and future educational plans. In addition, counselors provide help in solving personal problems and information on testing, colleges, scholarships, and vocations.

### **GUIDANCE PASS PROCEDURE**

Counselors are available to students by appointment. Students can make appointments with the counselor before school, through email, or via the sign-up on the counselor's door. Free periods and study halls are the preferred times for appointments. The study hall or subject area teacher may release or not release the student upon request to attend the appointment. After obtaining permission from the sending teacher, the student should report immediately to the Guidance Office and sign in upon entering the Guidance Suite.

### **DROPPING AND ADDING COURSES**

Students meet with their counselors in the spring to make course selections for the following school year, and they are scheduled so that they will meet graduation requirements, prepare for the future, and enjoy/explore the various electives available to them. These course selections should be considered final. Adjustments are made as needed in June because of course failures, Regents exam failures, movement in and out of honors classes, and/or conflicts in established schedules.

Courses may be added and/or dropped only when the guidance counselor and the department chair or Principal approves the change. The following guidelines apply:

- **At the beginning of a semester, the priority of the Guidance staff is to correct scheduling errors.** Any error should be brought to the attention of the Guidance staff as soon as possible. The student needs to make it clear that there is a scheduling error involved.
- **To request a schedule change that does not involve an error, the student must** pick up a Schedule Change Request Form in the Guidance office. He/she/they will need to get signatures from the teacher, his/her/their parent/guardian, guidance counselor, and the department chair/principal. The student must follow his/her/their original schedule while a decision is being made. When in doubt, stop by the Guidance Office to inquire about the status of your request.
- **A request to add a class** will be considered during the first two weeks of the semester if there is room in that particular class. If the change involves changing other classes, there must be room in all of the classes.

- **A request to drop a class** requires a review of the student's overall academic situation by the counselor. Students may not drop academic courses that are required for graduation, and they must carry at least five and a half credits.
- **After the first five weeks of a semester course and after the first ten weeks of a year-long course, requests to drop a course without penalty will be denied.** In cases that are deemed exceptional, there will be a meeting of the student, parent/guardian, counselor, and administrator. Cases will be judged on an individual basis. For courses dropped at this point, there will be a notation of "W/P" (Withdraw Passing) or "W/F" (Withdraw Failing) and a grade note with the present grade on the transcript. Requests to change schedules for teacher preference or lunch preference will be denied. Any extenuating circumstances should be discussed with a counselor, department chair, or administrator. NOTE: When a student switches a course, all prior grades will follow this student into their new class. If the course was weighted, that weight too will follow.

## HALL PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. High school students are not permitted in the middle school, middle school locker room, the middle school cafeteria, or middle school recess yard at any time.

## HARASSMENT

### **Bullying/ Cyberbullying**

The Public Schools of the Tarrytowns have a zero-tolerance policy toward bullying. Bullying is defined as using one's real or imagined power, status, or position in order to intimidate, threaten, tease, or harass another individual in order to compel that individual to do what the bully wants. Bullying comes in many forms. Whether a student or group of students bully another, in person or on social media, the impact is the same. Students who engage in bullying or who fail to stop or report it both play a part in creating that hostile atmosphere.

### **Harassment**

Harassment will not be tolerated and may result in disciplinary action. All students are expected to set a positive example by treating all people with respect. Each student must accept responsibility for his/her/their behavior and attitudes toward others. All people have the right to come to school or work without facing harassment. Sexual harassment will also not be tolerated (See "Sexual Harassment" section).

## **Hazing**

Hazing will not be tolerated. Disciplinary action will be taken against students who engage in this type of behavior. Particularly serious, unilateral, and unprovoked attacks of one student on another may be treated at the discretion of the principal in the same manner as assaults on staff in compliance with Board of Education Policy Series 7000. All hazing/assault incidents will be reported to the assistant principal and/or DASA coordinator.

All parties involved with the bullying, harassment, and/or hazing may face disciplinary action for their participation and may be a part of the DASA investigation. Students and/or parents/guardians wishing to report a DASA violation can do so by completing the [Dignity Act Incident Report Form](#) that is available on the school website.

## **HOMEWORK POLICY**

You are expected to complete assignments promptly and carefully, and to plan appropriately for the completion of extended projects. These agenda books have been provided for you to assist you in maintaining proper preparation.

### **Homework While Absent**

Upon your return to school after being absent, it is your responsibility to consult with your teachers regarding homework and class work that you have missed. As stated above, students who are absent for an excused reason will be given the same number of days to make up missed work (i.e., one day for each day they were absent). Work due on the day they were first absent is expected to be submitted. Additionally, students may want to check teacher websites or Google Classroom for missed work.

If you expect to be absent for two (2) or more days due to illness, etc., your parent or guardian may wish to contact your guidance counselor to make arrangements for homework pickup. If you anticipate an extended absence, please contact your guidance counselor immediately.

## **IN THE BUILDING & AFTER-SCHOOL SUPERVISION**

Other than for breakfast or detention, you are not expected to be in the building before 7:30 a.m. You are expected to leave the building after your last scheduled class unless you are part of an activity supervised by a staff member. At the conclusion of that activity, students are expected to leave the building immediately. Once a student arrives on school grounds, they are not permitted to leave except as noted under "Leaving School Grounds and Lunch Periods."

## INCOMPLETES

The purpose of our policy on incompletes is to place the emphasis on students meeting course requirements in order to receive a grade and earn credit. All requirements must be fulfilled if a student is to be seated for the final examination and be permitted to attend summer school.

To receive a grade, course credit, and permission to attend summer school, all course requirements must be completed by the student and accepted by the teacher. Therefore:

- If a student does not complete course requirements in a quarter, a grade of “incomplete” may be assigned.
- If a student receives a grade of “incomplete” for the first, second, or third quarter that work must be completed, to the satisfaction of the teacher, within ten (10) instructional days of the close of the quarter for which the incomplete was given.
- If a student does not complete the course work within the 10-day time frame, then:
  - the “incomplete” grade reverts to a failing grade or
  - the grade of “incomplete” is rolled over to the subsequent quarter with the permission of the principal or designee.
- If a student fails to complete the work by the conclusion of a course, a final grade of “incomplete” will be assigned and the student will not be allowed to take the final exam (when applicable). The teacher will design a plan for the resolution of the final grade.

## INSUBORDINATION

Insubordination is the refusal to follow any aspect of the Code of Conduct and/or the reasonable directive of a person in authority. Persons in authority include administrators, teachers, teacher assistants, hall monitors, substitute teachers, secretaries, custodians, cafeteria workers, nurses, coaches, bus drivers, and other adults employed by the school district. Insubordination is considered a serious offense and **will not be tolerated**.

### Social Probation

A student who has a discipline problem at an extracurricular or co-curricular activity, school-sponsored event, and/or field trip may be suspended from participating and/or viewing after-school events or, if the situation warrants, may receive disciplinary consequences. Violations of the Law may result in police intervention. The administration will designate the length of time for this suspension based on the severity of the infraction.

## LEAVING SCHOOL GROUNDS & LUNCH PERIODS

Students must stay on school grounds from the time they arrive until dismissal. Any student leaving school grounds must have a note indicating parental/guardian permission and must

check out through the Attendance Office with the parent/guardian. This procedure applies to all students with authorized permission to leave school grounds.

**Any student without a pass/passport outside of the classroom or having left school grounds will be subject to disciplinary action.**

- All students are expected to leave Sleepy Hollow High School within ten (10) minutes after dismissal. This applies to Early Release students as well.
- Students who are participating in legitimate extracurricular activities but are not in need of extra help services are to remain in a supervised area until dismissal.
- Students who are taking advantage of extra help services or extracurricular activities are to meet with their teacher from 3:00-4:00. They must then leave school grounds.

**EARLY DISMISSAL POLICY**

1. If it is necessary for a student to leave school, he/she/they must have written permission from the parent/guardian which indicates the reason for the early dismissal as well as the transportation to be arranged. For a student to sign out, a signed note, including a phone number, must be presented at the high school assistant principal's office no later than the end of period 3 of the sign-out day. This will enable the note to be verified prior to the student leaving. If the note is not presented in a timely fashion, the student's departure may be delayed pending verification of the note. If no verification is made, students will not be permitted to leave campus until a parent or guardian is reached. A student who claims to be sick may not go home without the nurse's approval.
2. Students who are leaving early must sign out through the Attendance Office and the front desk. **The parent/guardian must report to the front desk to sign out the student.** During school hours, students may only leave the building through the main entrance after they have signed out.
3. Students in good academic standing in grades 11 and 12 are permitted to leave campus for their lunch period or a free period. Leaving campus requires parent/guardian permission and a "sign out" in the attendance office. Freshmen and sophomores may not leave the campus at any time during the school day unless signed out by their parent/guardian.
4. Juniors and seniors may leave school grounds ONLY during free periods with parental permission. To leave at any other time, a student must have a parent's written authorization and "sign out" in the attendance office. No student may leave school grounds in an automobile, whether as a passenger or as a driver unless they are leaving for the day.
5. High school students are prohibited from entering or exiting through any door other than the high school main entrance between 8:30 a.m. and 3:00 p.m.
6. Any student will be unsupervised once he/she/they leave school grounds. As a result, students must have a permission slip that is signed at the start of each semester in order to verify that their parents have given them permission to leave campus during the listed times.

7. Once a student signs out, they are expected to leave the building and school grounds immediately. Similarly, a student is expected to sign in immediately upon entering the building and report directly to class.
8. Students may not call parents/guardians to get permission that day. In the event a student needs to sign out and has not submitted a note, the student will only be released to a responsible adult who must appear in person. Students will not be given permission to leave with only verbal approval.

## **LIBRARY MEDIA CENTER**

The Library Media Center is located on the middle floor of Sleepy Hollow High School and is open from 7:30 AM to 4:00 PM Monday through Friday. The library reserves the right to close for special meetings, student workshops, student testing, and faculty conferences upon notifying the students through announcements.

The Library Media Center uses a computerized circulation system. Each student has a unique patron barcode for borrowing privileges and a unique username and password for computer privileges. The school library media specialist will assist you with research strategies, with the selection of material, and with proper use of online materials. Ask for help; visit the library before school, during free time, and after school.

To use the Library Media Center during study halls, you must first report to the study hall and obtain a pass to the Library Media Center. When coming from a study hall, you are required to stay in the library until the end of the period. During unassigned class time, you are permitted to report directly to the Library Media Center. Access to the Library Media Center during all periods is determined by capacity and is at the discretion of the Library Media Center staff.

Please note that Works Cited formats are available from the Library Media Center link on the main page of the District website at [www.tufsd.org](http://www.tufsd.org). For more detailed citation information, log onto <https://owl.english.purdue.edu>

The Library Media Center is a place for study, research, and recreational reading. Computers will only be used for schoolwork and research. A quiet atmosphere must be maintained so that others may work undisturbed. If a student is asked to leave the library for failure to follow the rules, library privileges may be suspended. The following list is for behavior issues and misuse of center materials, equipment, and physical setting:

- 1<sup>st</sup> Offense – 1-week suspension of use.
- 2<sup>nd</sup> Offense – 1-month suspension of use.
- Any additional offenses - 1 marking period or longer suspension of use
- Severe damage and abuse of center materials including computers will result in an extended loss of the Library Media Center privileges and immediate cause for administrative review of replacement costs by the student.

## LOCKERS

You will be assigned a hall locker by your homeroom teacher at the opening of school in September and a locker in the locker room by your physical education teacher. You may not go to your locker while class is in session unless you have a pass. The school can assume no responsibility for the contents of any hall or gymnasium lockers.

- Do not share your locker combination with anyone. After each use, check to be sure it is locked. You will be charged for a replacement lock if your lock is lost or damaged. School officials reserve the right to open and inspect lockers at any time.
- The school district does not carry insurance to reimburse students for the loss or theft of personal property. Therefore, DO NOT bring large amounts of money or valuables to school. If it is necessary to bring such items to school, you may bring your property to the main office for safe storage. The school can assume no responsibility for such items it holds for students.
- Only school-issued locks are permitted on lockers in the halls and in the locker rooms. Unauthorized locks will be cut and replaced at the student's expense.

**NOTE:** Lockers are the property of the school district and may be searched by the administration at any time. Any contraband found in a student's locker may be considered the possession of that student. In addition, a student who uses an unassigned locker and stores items that gives him/her/their de facto ownership may be held responsible for all items in said locker.

## NATIONAL HONOR SOCIETY

The National Honor Society attempts to recognize the achievements of outstanding high school students. Membership in the Sleepy Hollow chapter of the National Honor Society is a privilege given to students who demonstrate outstanding performance in all four criteria of scholarship, leadership, service, and character.

### Criteria for Membership

Juniors and Seniors are selected for membership if they demonstrate outstanding performance in the four criteria of scholarship, leadership, service, and character.

1. Scholarship: They demonstrate a commitment to learning by maintaining a minimum academic weighted average of 85% by the end of their sophomore or junior year.
2. Leadership:
  - a. Demonstrates leadership in classroom or organization work.
  - b. Demonstrates leadership in promoting school activities.
  - c. Exemplifies positive qualities and attitudes.
  - d. Submits a statement (of no more than 250 words) describing his/her/their experiences as a leader in the school or community to the faculty committee
3. Service:

- a. Willingness to render service to the school and community when called upon.
  - b. Willingness to do committee or staff work.
  - c. Readiness to show courtesy by assisting visitors, teachers, and students.
4. Character:
- a. Takes criticism willingly and accepts recommendations graciously.
  - b. Upholds principles of morality and ethics.
  - c. Demonstrates the highest standards of honesty and reliability.
  - d. Shows courtesy, concern, and respect for others.
  - e. Manifests truthfulness in acknowledging obedience of the rules, avoiding cheating in written work, and showing unwillingness to profit from the mistakes of others.

### **Selection Procedures**

To be eligible for membership in the National Honor Society students must be **Juniors** or **Seniors** who have been in attendance at Sleepy Hollow the equivalent of one semester. The induction ceremony is held in the fall so that transfer students may be considered. All procedures and criteria for admittance will be provided by the NHS advisor. Details can also be found on the high school website.

## **NURSE - HEALTH SERVICES OFFICE**

If you become ill in school, you must report to the nurse, who will decide what should be done. You must not leave the building because of illness without authorization from your parent or guardian and a principal or an assistant principal. If the nurse is not in, you are to report to the main office.

Students participating in athletics are required to have a physical examination by the school doctor or personal physician and must show proof of a second measles immunization. Note: All sophomores must submit a medical report from their physician or the school physician will examine the student.

### **IMMUNIZATIONS**

Public Health Law states all children attending public school must be immunized against D.P.T., polio, measles, German measles, meningococcal, and mumps. A failure to be properly immunized will result in the student being removed from school until all immunizations are completed.

### **MEDICATION**

Students who must receive medication during school hours must do the following:

1. Obtain a written request from the parent and physician.
2. Bring medication and request forms to the Health Office.
3. The school nurse will dispense medication.

**No medication -- prescription or over-the-counter -- will be given without written authorization from the student's physician and parent/guardian. This is a state-mandated procedure. Students may never have medication or other health supplements in their possession except in the presence of the nurse. This includes but is not limited to, pain medication as well as "all-natural" muscle enhancement pills.**

## **OFF-CAMPUS MISCONDUCT**

A Sleepy Hollow student is a representative of the high school in his/her/their conduct both on-campus as well as on the campus of another school, both within the district and outside the district. At all times in all places, students should conduct themselves in an appropriate manner on any school campus as a student may be subject to discipline for trespassing on other school campuses or behaving in a manner that violates the standards of the code of conduct. A student may be subject to school disciplinary action for conduct constituting a crime and/or that violates the District Code of Conduct when committed off school premises or at non-school sponsored activities to the extent that the administration reasonably believes that the continued attendance in school of the student would constitute an endangerment to the health, safety, welfare or morals of the student and/or others in our school. For example, if a difference of agreement between students begins on-campus and later results in an altercation off-campus, such conduct is considered as having a connection to the school and may be the basis for disciplinary action.

## **OUT-OF-SCHOOL/IN-SCHOOL SUSPENSIONS/DETENTIONS**

Students on Out-of-School Suspension (OSS) are not permitted on district property at any time while out-of-school suspension is in effect unless given explicit consent by the building administrator.

1. A parent conference with the administrator may be required before a student may return from an Out-of-school suspension.
2. Students are responsible for all tests, quizzes, assignments, and homework missed during the suspension and they are the responsibility of the student to make up. Student assignments may be provided for the period of suspension and must be picked up by the parent in the Main Office. Completed assignments must be submitted to each teacher in a timely fashion.
3. Students on Out- of- School Suspension may *not* participate in any extracurricular activities for the duration of the period of suspension.

A student is assigned to Internal School Suspension (ISS) because he/she/they violated school rules and regulations. It is his/her/their obligation to attend during the specified time. If the student is absent on the assigned date, he/she/they must see the appropriate administrator for a

new assignment. If the student arrives late, the time missed will be made up in after school detention 3:00 - 5:00 pm.

When students are assigned internal school suspension, they must abide by the following rules:

1. They must report promptly at the beginning of the school day.
2. Students must have productive work to do. Students must remain quiet. Cards, radios, cell phones, earbuds, smart devices, and iPods are not permitted. Students may only use the computers for school-related assignments; no game-playing or video watching is permitted.
3. Students may eat lunch in the room. They must keep the room neat and clean.
4. Students must remain in the room between periods and may leave only with the permission of the supervisor.
5. Any inappropriate behavior may result in additional disciplinary consequences.
6. Unauthorized absence from or lateness to internal suspension will result in additional disciplinary time.

## **PARKING & DRIVING PRIVILEGES**

1. Driving to school is possible with signed parental permission and the permission of school authorities.
2. All student drivers who park on Broadway must display a valid parking permit on the vehicle.
3. All cars parked on Broadway must be registered with the school and must display the parking tag on the rear view mirror. Only one parking tag will be issued. If you should bring a different car to school, you must register this car in the assistant principal's office.
4. Parking is strictly limited to the student parking area on Broadway at all times when school or exams are in session and is provided on a first-come, first-served basis. There are no parking spots on campus for students at any time during the school day. Students are not permitted to park in the visitor's parking area until after 3:00 p.m. In the event that there are no parking spaces available on Broadway, students must park their car off school grounds.
5. All students must be licensed and covered by insurance. The school is not responsible for the car or its contents. A copy of the student's license will be made and kept with this application.
6. There is to be no loitering in the parking lot or visitation of the same without permission from the assistant principal. The parking lot and vehicles are off-limits during the school day. Once at school, the vehicle may not be used until the end of the student's scheduled day. Student use of a car is strictly limited to driving to school in the morning and driving home in the afternoon. Students are not permitted to be either drivers or passengers of a car during the school day unless signed out by a parent or guardian. This includes BOCES students who must take the school bus to and from BOCES.

7. There will be no speed over 5 mph or any form of reckless driving on the school grounds.
8. Student vehicles may be subjected to search if there are reasonable grounds to believe that drugs, alcohol, stolen property, or other contraband might be present in that vehicle.
9. Parking regulations are strictly enforced. Suspension of driving privileges, and/or suspension from school may occur when violations of these regulations occur. Cars may also be ticketed or towed.
10. Students applying for and receiving parking passes fully understand their responsibility in following these rules.
11. Students must satisfy any outstanding obligations before permission to park on school grounds will be issued.

### **DRIVING DISCIPLINE**

|                               |                                                                                                                                             |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>First Offense:</u></b>  | Loss of driving privileges for 2 weeks or other disciplinary actions.                                                                       |
| <b><u>Second Offense:</u></b> | Loss of driving privileges for 1 month or other disciplinary actions.                                                                       |
| <b><u>Third Offense:</u></b>  | Loss of driving privileges for the remainder of the semester/year or other disciplinary actions contingent upon the principal's discretion. |

## **PHYSICAL EDUCATION**

### **EXCUSE POLICY**

Students must have a written excuse from parents/guardians (for up to 5 days) and/or the family physician (for longer) in order to be excused from participation in Physical Education classes. Those who qualify for adaptive P. E. (Long term illness or physical deficiency) must obtain the proper form from their family physician.

### **ALTERNATIVE WAYS TO EARN PHYSICAL EDUCATION CREDIT**

An alternative project will be assigned for long-term medical excuses.

## PLEDGE OF ALLEGIANCE

A student has the right to refrain from reciting the Pledge or saluting the flag. Anyone who chooses this option may stay quietly in the room and opt to not participate OR may leave the room while the Pledge is being recited. Students who choose to refrain from such participation have the responsibility to respect the rights and interests of classmates who do wish to participate in this meaningful observance.

## PROHIBITED ITEMS

|                              |                                                        |                      |
|------------------------------|--------------------------------------------------------|----------------------|
| Chains hanging from clothing | Lasers                                                 | Skateboards/Scooters |
| Spiked apparel               | Water Guns                                             | Weapons/Ammunition   |
| Air Horns                    | Any items which distract from the educational process. |                      |

**None of the above are acceptable.** These articles will be confiscated and possession of them on one's person and/or in one's car, bag, or locker may result in disciplinary action.

### DRUGS/ALCOHOL

Students may not possess, use or be under the influence of any drugs or alcohol except for prescription drugs that have been prescribed by a doctor. Any prescription drug medication that must be taken during the school day must be dispensed by the nurse. Any student wishing to use any kind of over-the-counter pain medication or supplement may only do so if administered by the nurse and if the nurse has written permission from the student's parents/guardians and physician to do so. The student may not have these items on his/her/their person.

**ELECTRONIC DEVICES:** The use of personal electronic devices (including, but not limited to, cell phones, MP3 players, iPods, Smart Wearables, gaming, and similar devices) is prohibited in all educational settings except where a principal has authorized the students to temporarily use the device.

All student cell phones must remain secured in district-issued pouches during the school day. Exceptions may only be granted by administration.

Any teacher may confiscate any electronic device, even when the device is allowed, if the teacher feels that the use of the device is a distraction to others, disruptive, or violates the conditions listed in the Code of Conduct. The device will be turned over to the administration. The device will be returned to the parent/guardian. Repeated violations will result in additional consequences, including extended phone holds, parent meetings, and other disciplinary action.

Students are not permitted to use electronic devices to take photos, record audio/video, or access social media during the school day without prior approval from administration.

Sleepy Hollow High School is not responsible for the loss, theft, or damage of any personal electronic device and will not be responsible for locating or retrieving lost items.

**SMOKING PARAPHERNALIA (including e-cigarettes and vaping)** The act of SMOKING or VAPING or possession of materials related to these activities (including, but not limited to, oils, JUUL sticks, vaping cartridges, chargers, rolling papers, containers, etc.) is prohibited and will not be tolerated, and is subject to Federal and State Law and the school district policy.

**WEAPONS:** The possession of a weapon and/or ammunition on school district property, in school buildings, or at any school-sponsored event or activity is strictly prohibited, except by authorized law enforcement personnel. Any student violating this policy shall be subject to suspension pursuant to the Gun-Free Schools Act of 1994, the New York State Education Law, and the Student Disciplinary Code as well as referral to the proper authorities. **Weapons and/or ammunition of any kind, including toys or models of weapons, ARE FORBIDDEN.** This includes weapon-like sports equipment, ammunition, and all knives, including pen knives, or other bladed instruments.

Students with such objects will face severe disciplinary action and/or interaction with police agencies and/or may result in a Superintendent's Hearing.

## **PUBLIC DISPLAYS OF AFFECTION**

Excessive/Inappropriate embracing and kissing on school grounds detract from the learning environment, show poor judgment, and will not be allowed. Disciplinary measures will be imposed based on administrative discretion.

## **SEXUAL HARASSMENT**

The Board of Education and this school district are committed to nondiscrimination and recognize and provide all district students with an environment that is free of sexual harassment and intimidation. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Any student who believes that they have been subject to sexual harassment should report the incident to the administration immediately. The incident will be thoroughly investigated by the administration. Every student has the right to feel safe within the school environment. The administration will do everything within its power to provide a safe and orderly environment. (See "Harassment" section.)

## SMOKING/VAPING

Sleepy Hollow High School and its property are designated as a “**Smoke-Free Zone**” by the State of New York and the Board of Education. Smoking/vaping for students and all visitors is **NOT ALLOWED** at Sleepy Hollow High School at any time including school-sponsored functions. This includes all forms of smoking, including but not limited to, e-cigarettes and vaping.

## SOCIAL FUNCTIONS

In order for a student to attend or participate in any school function (dances, proms, concerts, athletic events), he/she/they must be present at school for no less than half of that day. This applies to Fridays for Saturday and Sunday events. Students who are on Level 2 or 3 for Academic Eligibility are NOT allowed to attend dances, field trips, or other extracurricular school functions unless they have formally appealed their status with the administration.

The following guidelines for all dances and social events have been adopted and revised by the Student Council. It is the responsibility of all students to adhere to these guidelines:

1. Dances are for the enjoyment of Sleepy Hollow students in grades 9-12. Admittance will only be granted to students who have purchased a ticket through proper means. Any student who enters the event without such a ticket will be removed and may face disciplinary consequences.
2. Students not currently enrolled at Sleepy Hollow High School may be admitted with a Sleepy Hollow student if the SHHS student has completed the Guest Permission Slip form. Guest permission slips may be obtained from the Main Office and require administrative approval and parent/guardian signature **at least 48 hours prior to the event**. No guests over the age of 21 or under the age of 14 will be permitted at a school function.
3. Any student on suspension will **NOT** be admitted to any social function.
4. Students will not be admitted to any school function if they have not been in school for at least one-half (1/2) the school day.
5. Doors are closed to all one hour after the event's start time unless there is an athletic event, which prevents students from entering earlier.
6. Once a student leaves, he/she/they may not re-enter.
7. Smoking/Vaping will **NOT** be permitted.
8. Any student who seeks to enter a dance or other school function, and, in the opinion of a chaperone, is under the influence of drugs or alcohol will be denied access and parents/guardians will be called. If a student comes to the dance or becomes intoxicated at the dance, a chaperone must call the student's parent/guardian. In both cases police may be notified and administrative consequences will result.

9. Participation in all school functions is subject to academic and behavioral eligibility standards. Faculty sponsor of dance will provide a current ineligibility and absence list for that day.

## **STUDENT LOUNGE**

The student lounge is the only authorized area for seniors and juniors to congregate when they are not scheduled for a class or study hall. It is located outside of the guidance office. Students may also opt to spend the period in the Library Media Center or College Conference Center.

You are permitted to sit and talk quietly or work independently and in small groups. No loud, boisterous, or disruptive behavior is acceptable. It is your responsibility to report directly to the lounge during each period you are unscheduled. Students are responsible for cleaning up after themselves and maintaining the area. Failure to do so may result in the suspension of privileges for using the area.

## **STUDENT RECORDS**

Directory information, consisting of a student's name and grade, may be released. In addition, parents and students have the right to:

- Inspect and review education records
- Request an amendment to the record
- Consent to disclosures of the student's record
- File a complaint with the Family Compliance Office of the Department of Education

Requests for educational records or further information should be made through the student's guidance counselor.

## **STUDENT SEARCHES**

Student belongings including items on their person, in backpacks, or elsewhere on school property may be searched when there is reasonable suspicion that the student is in possession of contraband or other prohibited items. The level of intrusiveness of the search will align with the degree of suspicion.

Lockers are the property of the school district and may be searched at any time, with or without the student's knowledge or presence. (See the "Lockers" section for additional details.)

## **STUDY HALLS**

Study Halls should reflect an academic atmosphere enabling students to work quietly. All students must come to Study Hall prepared to work. Attendance will be carefully kept in all Study Halls. Passes will be issued only where appropriate.

## **TEXTBOOKS**

Textbooks and Chromebooks are provided for your use by the school district. Students have an obligation for proper care of textbooks and Chromebooks and to guard against theft, loss, or damage. Students will be fined for damaged or lost books and Chromebooks. Students who have not paid the replacement cost will not receive a new device. Seniors who fail to return textbooks and Chromebooks will not walk at graduation, participate in end-of-year events or celebrations, and/or receive their diplomas until all accounts have been settled. (See section on "Student Fines".)

## **USE OF TECHNOLOGY**

The Public Schools of the Tarrytowns are committed to optimizing student learning. It considers student access to the Internet to be a powerful and valuable educational and research tool. It encourages the use of computers and computer-related technology at the Public Schools of the Tarrytowns solely for educational benefits it expects its students to enjoy from such use.

1. Access to the Internet of Public Schools of the Tarrytowns computer network is provided solely for educational purposes and research. Use of the Internet is a privilege, not a right. Inappropriate use may result in suspension or revocation of that privilege. (Please reference the Acceptable Use Policy for all details.)

## **VANDALISM**

Vandalism refers to the willful destruction or defacing of property or physical structures. Under New York State Law, parents will have to pay for any vandalism of public property up to \$1,000.00. Disciplinary measures will be imposed.

## **VIDEO AND AUDIO RECORDING DEVICES**

Video and audio recording devices may not be used in the school building or on school grounds without prior permission from the school administration. This includes but is not limited to, smartphones, smartphone cameras, and webcams.

## VIDEO SURVEILLANCE

This building and premises are monitored by surveillance cameras.

## VIRTUAL INSTRUCTION

In the event that students are learning via virtual instruction, they are expected to behave with the same level of respect and decorum as they would use while attending school in person. Any violation of the Code of Conduct or of the expectations established in this handbook may be subject to disciplinary action.

## VISITORS

All visitors to Sleepy Hollow High School must sign in at the Main Entrance and must have a Driver's License or valid form of government-issued photo ID. If it is necessary for the visitor to remain in the school, a Visitor's Pass will be issued subject to the approval of an administrator.

Students are not allowed to bring guests and visitors to school, except for the possibility of future enrollment. No student visitors are permitted during religious holidays, examination periods, and days when special school events are scheduled. If a student guest is possibly interested in attending Sleepy Hollow, the guest may stay in the building only if the procedures below are followed:

1. The student must obtain a class visitation form from the Main Office.
2. All of the student's subject teachers must sign the form.
3. The Host's/Hostess' parents/guardians AND the visitor's parent/guardian must sign the form.
4. After all subject teachers sign the visitation form, it must be approved by an administrator.
5. Visitation forms **must be approved two (2) days before** the guest comes to the school.

If a student wishes to bring a guest to a school dance, he/she/they must obtain the appropriate form from the Main Office. This form must also be signed and approved by an administrator **one day prior to the dance.**

## WITHDRAWAL AND TRANSFER

The Guidance Staff will make every effort to assist families in the orderly transition for transfer prior to Final/Regents Examinations. For those students being transferred in late May or early

June, the Guidance Department will arrange for an alternate assessment (i.e., an early final exam or a final project) to complete each course, so long as the transfer is happening within the last three weeks of classes. (Any students leaving more than 15 days before the end of classes or prior to Memorial Day Weekend - whichever day comes first - will not be able to close out their grades for the year with Sleepy Hollow.) Alternate assessments for final/Regents exams will only be made for students whose parents/guardians *must* move before final and/or Regents exams.

The date for leaving must be directly related to the necessity of moving created by fulfilling specific orders set forth by an employer and/or the military. Specific documentation (such as PCS orders or an employment contract) is required to begin the process. Administrative approval for an alternative assessment to the final/Regents exam is also required in order for the Guidance Department to arrange for early completion of courses. Students may not be exempted from attendance to school, final exams, or Regents exams for reasons other than a necessity to move created by fulfilling specific orders set forth by an employer and/or the military. (Note: Regents exams count as the final exams for all Regents courses and are worth 10% of the student's final average. Failure to complete the Regents exam will result in a zero for that final exam grade if the student has not been granted approval to take an alternate assessment. Failure to take Regents exams may also impact families who return to NY State and need those exams for graduation.)

The first step to request an approval for an alternate assessment and the early completion of a school year is for the student or parent/guardian to contact the student's counselor. To begin this process, the school expects that parents/guardians will make every effort to contact the guidance counselor as early as possible but no later than one month prior to the family's departure date. Guidance will furnish the student with a form that must be signed by all teachers and books/school property must be returned. If a student leaves the district during the summer, the Guidance Office should be notified. Upon registration at the new school, they will send a request for records. No records will be sent until all property is returned and/or fines are paid.

## **WORKING PAPERS**

Working papers are issued through the main office and Assistant Principal's office during the school year. The rules and regulations governing the issuance of working papers are enforced by the New York State Department of Labor. Issuance of working papers is subject to the academic eligibility policy.

# CRISIS INTERVENTION RESOURCES

**Westchester County Helpline: 1-800-832-1200**

**National Alliance on Mental Illness (NAMI) of Westchester website:**

**<https://namiwestchester.org/crisis-info/>**

**National Suicide Prevention Hotline: 1-800-273-8255**

**Hope's Door Domestic Violence Shelter: (914) 747-0828**

**Child Abuse and Neglect Hotline: 1-800-342-3720**

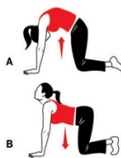
**Youth Shelter Program of Westchester, Inc.: (914) 668-4702**

## Yoga Poses for Stress Management

Downward Dog



Cat and Camel



Child's pose



Puppy pose



Pigeon pose



Triangle pose

