

# **SAGAPONACK COMMON SCHOOL DISTRICT**

## **CODE OF CONDUCT/STUDENT HANDBOOK**



## **Mission Statement**

The Sagaponack Common School District and its community are committed to the belief that all children have the right and should be provided the opportunity to achieve excellence in educational pursuits. The District is to educate students in the values, critical skills, and essential knowledge necessary to be informed and responsible citizens, prepared to take the next steps in their education, careers, and lives in our diverse society.

## **School Hours**

School hours are from 8:00 a.m. until 2:30 p.m. each day. Students should not arrive earlier than 7:55 a.m. unless they are participating in a supervised activity.. Students who arrive after 8:05 a.m. should check in at the school office. Students who arrive late must be walked into the school office by a parent or guardian and signed in with school personnel.

## **Attendance**

An important part of being successful in school is regular and punctual attendance. All of the students are expected to be in attendance each day unless they are ill or a family emergency arises. We realize that there will be times when a student may be late, but please avoid this whenever possible. Tardiness interrupts your child's and their classmate's instructional time. Your child may miss important information about the day or upcoming events.

## **Early Release of Students**

All students who leave school before the end of the regular school day must be signed out with school personnel by a parent or guardian.

## **Snack/Lunch**

All students are to bring their drinks, snack and lunch to school every day, unless otherwise notified. Healthy snacks are encouraged.

## **Recess**

The Sagaponack Common School recognizes the physical, mental, social, behavioral and academic benefits of outdoor recess. Therefore, Sagaponack School students are given the opportunity to play outside whenever possible. Temperatures above 25 degrees (including the wind chill), snowfall, and light precipitation are not considered impediments to outdoor recess. Children should come to school appropriately dressed for outside play, year-round. If a parent prefers that their child not spend recess outside, they should send a note to the school requesting that the child be kept indoors during that period of time. Generally speaking, however, a child who is well enough to come to school is considered well enough to play outside.

## **Health Office**

There is a full-time nurse on duty one day per week. If a student becomes sick or injured, the nurse or school staff member will call a parent or guardian if the student should go home.

## **Medication**

Students may not give themselves their own medication. Parents will be required to administer their child's medications.

## **Report Cards and Progress Reports**

Report cards are issued four times during the academic year: November, January, April, and June. Information regarding academic progress, personal development, life-long habits for learning and attendance are reported. Parent Teacher Conferences are held in November and April/May. Additional conferences may be scheduled if needed.

## **Homework**

Homework is assigned by the teacher and is completed after school. It should be a review of what was already taught in school and expand on a student's school experience. Homework is considered an important part of education. Students are

encouraged to set aside regular time to complete their homework. Completing and returning homework assignments are the student's responsibility.

## **Standards of Behavior**

The Sagaponack Common School District has developed standards of behavior which are designed to foster responsible and respectful behaviors between all members of the school community including students, teachers, staff members and parents. The schools Code of Conduct is guided by the following:

### Standards of Behavior:

- a. Respect others by being kind in action and words.
- b. Respect property.
- c. Demonstrate cooperative behavior.
- d. Demonstrate good manners.

### Consequences:

- a. Warning.
- b. Loss of recess – 1 day & parental contact by the Head Teacher.
- c. If warranted, a meeting will take place with the Superintendent.

## **Dignity for All Students Act (DASA)**

The Sagaponack Common School District endorses and abides by the Dignity For All Students Act, which states no student shall be subjected to harassment by employees or students on school property or at a school sponsored function; nor shall any student be subjected to discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender identity, or sex by school employees or students on school property or at a school sponsored function. School training programs will be in effect to discourage discrimination and harassment.

## **Dress Code**

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions.

A student's dress, grooming and appearance shall:

- a. Be safe, appropriate and not disrupt or interfere with the educational process.
- b. Recognize that extremely brief garments such as tube tops, net tops and halter tops are not appropriate.
- c. Include footwear at all times. Footwear that is a safety hazard will not be permitted.

## **Transportation**

The Sagaponack Common School District provides bussing for students attending Sagaponack School. Out-of-District students must provide their own transportation. Riding the bus is a privilege and may be taken away if the student does not follow the rules and regulations. If a student is removed from a bus, parents will be required to transport their child for the designated time frame.

Students must use only their bus and the bus stop that has been assigned for them. They are expected to practice orderly and safe behaviors while waiting for the bus. The following rules are to be followed when riding on a school bus:

- a. Remain seated, facing front, when the bus is in motion.
- b. WEAR SEATBELTS at all times.
- c. Talk quietly and make no unnecessary noise.
- d. Keep head, arms, and personal belongings inside the bus.
- e. Keep the aisle clear.
- f. Wait for the driver's signal before crossing the street. Cross at least ten feet in front of the bus.
- g. Do not eat or drink on the bus on routine am and pm bus routes.
- h. Do not bully, harass, argue, or engage in any rough housing behavior with any other student on a bus.
- i. Do not be disrespectful to the bus driver.

## **Technology Agreement**

The Sagaponack Common School District provides the students with computers to use during the school day. The computers have access to the Internet and may be used to enhance learning. Using the computers and the Internet is a privilege and

each student must have permission from their parent or guardian before he/she can use the computers at school. The parents of all students are required to sign a form stating that he/she has read the Acceptable Use Policy and agrees to follow its rules. Respectable use of technology and communication via technology is expected by all members of the school community including students, parents, teachers and staff.

The following are actions are **not** permitted:

- Damaging, abusing or breaking software, hardware or the network.
- Sending, using or displaying inappropriate language.
- Disrespecting the rights and property of others.
- Intentionally wasting limited resources, such as paper and ink.
- Cyber Bullying: (The use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others "specifically among minors.")
- Cyber Stalking: (The use of the internet or other electronic communications to stalk or harass an individual, a group of individuals, or an organization. It may include distressing or antagonizing e-mails, false accusations, monitoring, making threats, identity theft, the solicitation of minors for sex, or gathering information in order to harass. The definition of harassment must meet the criterion that a reasonable person, in possession of the same information, would regard it as sufficient to cause another reasonable person distress.)

## **Visitors**

Visitors of the Sagaponack Common School District must enter the building through the main office door and sign in with school personnel.

## **Safety Drills**

Throughout the school year students practice several different types of safety drills. These include bus evacuation drills, fire drills, lock-down drills and "Emergency Go Home" drills.

Bus Safety Drill – The children are instructed about bus rules and procedures and practice evacuation of the bus through the emergency exits. Information about location and use of the portable fire extinguisher and two-way radio are included in the discussion.

Fire Drill – Students are required to be silent during a fire drill. The reason is to assure that any emergency instructions from school officials or fire fighters can be heard accurately. Students exit the building using the designated route and remain with the class and teacher until an all-clear signal is given. Teachers will take attendance when the class is in a safe area and report attendance to the Head Teacher.

Lock-Down Drill – This is a drill for occasions when it would be safest to have students and staff remain in the school. The teachers move the students to an area away from the windows and doorways. Shades are drawn and attendance is taken. The children will participate in quiet activities until an all-clear signal is given.

Emergency Go Home Drill – This drill is for occasions when it is safest for students and teachers to evacuate the school building. Teachers and students will relocate to the Sagaponack Post Office. Parents will be called, utilizing our Emergency Phone Chain. Parents will retrieve their children at the Sagaponack Post Office.

## **Student Records**

The Board of Trustees recognizes its legal responsibility to maintain the confidentiality of student records. The procedures for ensuring the confidentiality of student records shall be consistent with state and federal law, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations.

Under the Family Educational Rights and Privacy Act of 1974 (FERPA), parents/guardians or eligible students have the right to:

1. inspect and review the student's education records;
2. request that records be amended to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy rights;

3. consent to disclosure of personally identifiable information contained in authorizes disclosure without consent; and
4. file a complaint with the United States Department of Education alleging failure of the district to comply with FERPA and its regulations.

### **Closing of School**

During the school year, the Superintendent may have to cancel classes before, or prior to, the scheduled dismissal time because of weather conditions or other unforeseen reasons. If weather conditions or other factors force the closing of school, the following radio and television stations will carry the announcement:

Phone: Emergency Phone Chain

Website: [www.sagaponackschool.com](http://www.sagaponackschool.com)

Radio: WLNG – 92.1 FM

Television: News12 Long Island