



Sherman Central School District
Student Handbook
2019-2020

small school
BIG IMPACT

***Please sign and return the back page to your teacher or the main office.**

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A Student-Parent-School Compact for Sherman Central School

We believe that education is a shared responsibility, and that learning is a continuing life-long process. We are committed to the progress of all students. We will do our best to work toward the highest achievement of each student and take responsibility for our actions. This student-parent-school compact is a promise to work together in order to improve teaching and learning while providing opportunities to enhance self-esteem.

STUDENT

In order to have success in school, I must work to the best of my ability. I will strive to do the following:

- Do my best in class and on my assignments.
- Cooperate with and respect other students and adults.
- Attend school regularly.
- Complete and return homework on time.
- Come to school with necessary materials.
- Ask teachers questions when I do not understand the rules and concepts.
- Be prepared to learn.

PARENT

I want my child to be the best he/she can be. I will strive to do the following:

- Ensure that my child arrives at school on time, dressed properly, well-rested, and well-fed.
- Show in word and deed that I value education and that school is important.
- Encourage good study habits by providing an appropriate place and time for reading and studying.
- Read with my child and let my child see me read.
- Attend school functions in which my child is involved and be supportive of other school activities as well.
- Attend parent-teacher conferences.

SCHOOL

We believe that all children can and want to learn. We will strive to do the following:

- Show that we care about and respect all people by having high expectations for ourselves, students and other school staff.
- Provide quality teaching and leadership.
- Provide appropriate learning strategies.
- Communicate frequently with parents through conferences, telephone calls, student progress reports, and newsletters.
- Keep records of student work and attendance.
- Be easily approachable and accessible.

Bell Schedule

AIS	7:50-8:12 am
1	8:12-8:52 am
2	8:55-9:35 am
3	9:38-10:18 am
4	10:21-11:01 am
5	11:04-11:44 am
6	11:47-12:27 pm
7L	12:27-12:57 pm
7C	12:30-1:10 pm
8L	1:10- 1:40 pm
8C	12:59-1:39 pm
9	1:42-2:22 pm
10	2:25-3:05 pm

Attendance Policy

Attendance in school is vital to a student's success. Students are expected to be in school every day that school is in session. All absences are regarded as unexcused absences. An excuse from a parent or guardian makes the absence excused.

The compulsory education law of New York requires the attendance of every pupil between the ages of 6 and 16. A pupil not of compulsory school age who chooses to attend school is subject to the laws and regulations requiring attendance (see 3211 Ed. Law).

The only excused reasons for being absent or tardy are:

1. Personal illness
2. Death in family
3. Illness in the family
4. Medical appointments
5. Dental appointments
6. Impassable roads
7. Religious observance
8. Required to be in court
9. Quarantine
10. Music lessons
11. Attendance at health clinics
12. Approved college visits
13. Military obligations
14. Approved cooperative work experience

Attendance Requirements for Course Credit

To receive credit for a course of study, a student must be in attendance **at least 85 percent** of the class meeting time (*i.e.* 40-week course, 153 days; 20-week course, 77 days; 10-week course, 38 days).

Parental Notification

A letter will be sent from the Guidance Office after the student has missed 13 days in a full-year course and 7 in a half-year course. A second warning letter will be sent if and when the student misses 21 days in a full-year course and 10 days in a half-year course. A third and final warning letter will be sent to the parent if and when a child has missed 25 days in a full-year course and 12 days in a half-year course. Parent conferences will be scheduled by the Guidance Office with each warning letter sent.

Appeal

After the 25th absence (12 in a half-year course), if it is felt there is a basis for an appeal, due to extenuating circumstances, it must be made at this time. This permits a decision to be rendered before the student reaches the 27th absence (14th in a half-year course).

After the 27th absence, (14 in a half-year course), the student will be dropped from the course. He/she may, however, be permitted to audit the course with no credit given. A student must complete the course in order to take it in summer school as a completed course.

Other notes of importance:

1. In-School Suspension cannot be counted as a class absence, since the student has the opportunity to keep up with class by doing the required assignments in the In-School Suspension room during the particular class time.
2. Field trips approved by the school cannot be counted as an absence. Students are responsible for making up any work missed.
3. Student absences due to counseling sessions with the School Psychologist or Guidance Counselor, schedule revisions, or class make-ups are not to be counted as an absence. It is expected that the student will make up any work missed.

Attendance Procedures

Absences from school

In order to streamline attendance record keeping and reduce excuse writing, we have initiated a call-in procedure for grades K-12. There will be a number that can be reached at any hour, day or night. Parents who have students who are ill will call this number: 761-6121 and leave student's name, grade, parent contact number and reason for absence. This will eliminate the need for a written excuse when the student returns to school. The student will still be required to get an admit slip from the high school office before returning to class. If for some reason you fail to use the attendance number, a written excuse will be required the day the student returns. **If no excuse is forthcoming, the absence will be marked unexcused.**

Follow-up after an absence

If a student is absent for 3 consecutive days and school personnel have not been notified as to the reason for the absence, the nurse will contact the parent or guardian to determine the cause of the absence. **Any absence of 5 days or more requires a doctor's note as to the nature of the illness.** In the event of excessive or questionable absences, the guidance office will schedule a conference with the parent, principal, nurse, and counselor to discuss the problem.

* *The principal or his designee may file a "Persons in Need of Supervision (PINS) Petition" with the Chautauqua County Probation Department if necessary.*

Tardiness

Students are not to be in the halls before **7:35 a.m.** Students are to report to their first period class for attendance at **7:50 a.m.** Any student not in the room at the specified time is considered tardy and must report to the guidance office and sign the tardy sheet. On the *third* unexcused tardy the student will be required to make up the time. Students who enter school after **7:50 a.m.** are to sign in at the office, turn in an excuse for being tardy and get an admit slip to classes. ***After one full school day without an excuse the tardy becomes unexcused and proper disciplinary action is taken.***

Truancy

(See discipline on pg. 8 regarding truancy).

A student who is absent from school without parental permission is truant.

You are truant if you:

1. Leave school without permission of school officials
2. Are absent without parent permission
3. Cut class
4. Are not in your assigned area
5. Become ill and leave school or remain in the lavatory or elsewhere instead of going to the nurse
6. Report to school but do not attend class

Leaving the School Grounds During School Hours

Note: If it is essential that a student be excused, the school requests a verifiable note or telephone call giving the date, time and reason for early dismissal. Students may not leave the building *for any reason* (including illness) during school hours, **7:50 to 3:05 without permission.** Any student leaving the school building during school hours for any destination without knowledge and permission of school officials is *truant* and subject to proper disciplinary action. ***Notes should be presented to the office before attendance period in the morning.*** It is required that a student who leaves the building during the school day sign out in the guidance office and sign in if returning to school before the end of the school day. (Sec. 3211 Ed. Law). Students are not excused to go home for lunch.

Authorized Individuals: To further protect the student, parents or guardians are required to provide the school with a list of people authorized to obtain the release of students from school. This also applies to organizations wishing to have pupils excused. State law holds the school responsible for bus students from the time they board the bus in the morning until they get off the bus at the point of origin in the afternoon. For this reason, we must insist that these students do not leave the grounds at any time.

Attendance at Extracurricular Functions

A student must be in attendance *all day* to be able to participate in practice, sporting events, dances, extracurricular, etc. the

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same afternoon or evening. Students absent for legally excused reasons may participate. *Every effort should be made to schedule appointments after school hours.* Illness is not an excused absence for athletes.

School Closings

The following radio and television stations are used in case of school closing due to inclement weather, etc. in our district: WJTN & WKSN, Jamestown, and all Buffalo television stations. Please do not phone the school. All parents of elementary children should fill out an emergency form in the office if you wish your child to go to a different drop-off location if school should close early. We will also send out a mass phone call over our Parent/Community Broadcast system whenever possible but the TV and radio stations are still the most reliable source of information regarding school closing.

Work Privilege

Only seniors *may* be dismissed early for work. This is contingent upon the student applying for work release, demonstrating the need and benefit of work release, all classes necessary for graduation being scheduled, parental permission regardless of student age, and a passing grade in **ALL** subjects being maintained. Seniors interested in a work release should apply in the guidance office. Even if a student meets all of the above criteria it does not guarantee permission for work release. *Eligibility is determined on a case-by-case basis and is at the sole discretion of the administration.*

SHERMAN AND THE REGENTS PROGRAM

According to New York State mandate, every rising eighth grader will be enrolled in Regents courses. The mandate of New York State and Sherman Central School is to require students to achieve a Regents Diploma. Some students may pursue the opportunity of achieving an Advanced Regents Diploma. The decision regarding which diploma will be pursued is made jointly by the student, their family and school counselor. Recognizing all students have different needs and abilities, every effort will be made to optimize the high school experience with courses that proceed at a reasonable pace but follow a Regents syllabus. Students who need extra assistance through a milder paced curriculum in mathematics should consider starting their high school careers with Algebra IA and Algebra IB (Algebra Regents end of 10th grade year).

Students in Regents courses **must** pass the required commencement examinations. Your son and/or daughter has only one avenue to gain a Regents Diploma or Advanced Regents Diploma without the Foreign Language requirement, which is to obtain a five unit sequence in either Agricultural Education, Technological Education, Career and Technical Education (BOCES), or the Fine Arts (Music and/or Art).

Sherman Central School encourages all students to evaluate their long-term goals, abilities, interests, and willingness to work and study. Success demands a strong work ethic and purposeful, focused academic preparation.

Requirements for a High School Diploma

A minimum of 22.5 units of credit is required for graduation. A unit of credit is earned by passing a full-year (40-week) course. A half unit of credit is a one-semester (20-week) course. Students are **required** to carry a minimum of 6.5 credits every year including physical education.

NOTE: Students **must** pass all Regents Exams with a 65% to obtain a Regents or Advanced Regents Diploma.

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Regents Diploma

Advanced Regents Diploma

Subject	Required Credits	Regents Exams		Subject	Required Credits	Regents Exams
English	4	1		English	4	1
Social Studies	4	1		Social Studies	4	2
Mathematics	3	1		Mathematics	3	3
Science	3	1		Science	3	2
Health	.50			Health	.50	
Fine Arts	1			Fine Arts	1	
Physical Ed.	2			Physical Ed.	2	
Second Language	1	(Checkpoint A)		Second Language	3	1 (Checkpoint B)
Electives	3.5			Electives	1.5	
Career and Financial Management	.5			Career and Financial Management	.5	
Math, Science, Social Studies, CTE, LOTE or Arts exam Or CDOS Credential		1		Math, Science, Social Studies, CTE, LOTE or Arts exam Or CDOS Credential		
Total required for diploma type	22.5	5 plus Checkpoint A		Total required for diploma type	22.5	8 plus Checkpoint B*

*This is the traditional combination, there is also a Pathway, Math and Science Combination

Pathway Combination (other than STEM): ELA, 1 social studies, 3 mathematics, 2 science (1 must be life science and 1 must be physical science), and either 1 Pathway (other than science or mathematics) or meet the requirements for the CDOS Commencement Credential = 7 or 8 Assessments

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STEM (Mathematics) Pathway Combination: ELA, 1 social studies 4 mathematics, 2 science (1 must be life science and 1 must be physical science) = 8 Assessments

STEM (Science) Pathway Combination: ELA, 1 social studies, 3 mathematics, 3 science (1 must be life science and 1 must be physical science) = 8 Assessments

In addition a student must pass either a locally developed Checkpoint B LOTE examination or complete a 5 unit sequence in the Arts or CTE.

Appeals

All New York State students are eligible to appeal a lower score on a Regents examination if they meet the following criteria:

- have taken the Regents examination under appeal at least two times;
- have at least one score on the Regents examination under appeal within the point range appropriate for the appeal:

All student appeal	60-64
English language learners seeking appeals in ELA only *	55-59
Students with disabilities eligible for the low-pass safety net	52-54

- have taken advantage of academic help provided by the school in the subject tested by the Regents examination under appeal;
- have passed the course for which the appeal is being sought; and
- have been recommended for an exemption to the graduation requirement by the student's teacher or Department chairperson in the subject of the Regents examination under appeal.

* Note: In order to be eligible for the Local Diploma via Appeal for English Language Learners, the student must have entered the United States in high school (grade 9 or after) and must still be identified as an English Language Learner during the 2nd attempt at passing the English Regents exam.

Students with disabilities have three safety net options available to support acquisition of the local diploma. Safety net options include:

Low Pass Safety Net

Under this safety net, a score of 55-64 constitutes a passing score on a required Regents exam.

Low Pass Safety Net with Appeal

Under this option, students with disabilities may appeal up to two Regents exam scores of 52-54.

Compensatory Safety Net

This option enables students to compensate a Regents exam score of 65 or above for a Regents exam score between 45 and 54. Each high score may compensate for a low score. This option only applies to lower scores on Regents exams in social studies and science. Students must earn at least a 55 (or be granted an appeal in the range of 52-54) on their English language arts and mathematics Regents exams.

Superintendent Determination

Students with a disability who are unable to attain a local diploma through the various safety net provisions may be eligible for a Superintendent Determination of a local diploma. Please see the guidance office to find out how to apply for your student.

HONOR POINT SYSTEM FOR HIGH SCHOOL

The minimum average required to be included on the **Merit Roll** is 85%.

The minimum average required to be included on the **Honor Roll** is 90%.

CLASS RANKING & WEIGHTING SYSTEM

Historically, the class rank/weighting system was used to enable college bound students, college admission staff and future employers the ability to evaluate the strength of a particular students' academic program relative to others. Class rank is frequently requested by scholarship granting organizations, colleges, and universities as a screening tool.

Class rank will be calculated at two specific points in time:

1. At the end of Junior (11th) year
2. At the end of the 3rd quarter marking period during the Senior (12 th) year

The system takes into account the "*degree of difficulty*" of particular courses. For example:

Weighting Method:

<u>Type of course</u>	<u>Level</u>	<u>Weighting/Difficulty Factor</u>
Elective courses	Basic	1.0
Regents	Intermediate	1.05
AP/Dual Enrollment	Advanced	1.10

**With the weighting method, students will be encouraged to take more rigorous and academically demanding courses.

CALCULATION METHOD:

The final grade/average for each course is multiplied by the weighting/difficulty factor. All adjusted grades are summed and divided by the number of credits, **not courses**, taken. The resulting number will be considered the "weighted" grade point average. Dropped or incomplete courses are not used in this calculation.

Where a class has been failed and retaken, the higher of the two averages will be used for the calculation.

TRANSFER STUDENTS:

A transfer student must be in attendance for two consecutive years prior to graduation to be eligible for Valedictorian, Salutatorian, or Historian status. It is the discretion of the principal to convert forwarded grades that are calculated using a different scale.

Code of Conduct

It is the philosophy of the Sherman Central School District that students be given the best education that is available under guidelines that protect their rights under the law. However, we also realize that a good education requires an atmosphere that is conducive to learning. Self-discipline is essential to the effective operation of our school both academically and socially. For some, however, discipline must be structured and enforced to allow the more mature to pursue the achievement levels of which they are capable.

Recognizing the importance of maintaining an atmosphere promoting the purpose of public education, the following code of conduct and the methods of enforcement have been established. This code was developed and modified by a coordinated effort of concerned students, teachers, and administrators with approval of the Board of Education.

NOTE:

1. Parents will be notified of student infraction at all levels.
2. Examples include, but are not limited to those listed.
3. Extracurricular activities are all of those activities, which are not required as part of academic course requirements.
4. All of the above include all school activities at home or away from home.
5. Student policy includes students attending classes at the Hewes Center, Chautauqua Lake or other location(s).
6. Discipline responses in Level I, II, III will be progressive in nature and at the discretion of the administrator.
7. Repeat offenses may lead to additional detentions, ISS, Alternative OSS, or OSS.
8. The Principal will use his/her discretion to appropriately handle anything not covered in this chart.
9. Each incident will be reviewed on an individual basis and the Principal reserves the right to adjust consequences as deemed necessary.
10. Principal's detention will run from 3:15 pm – 5:15 pm and the district does not guarantee transportation.

Dignity for All Students

The Board of Education recognizes that learning environments that are safe and supportive can increase student attendance and improve academic achievement. A student's ability to learn and achieve high academic standards, and a school's ability to educate students, is compromised by incidents of discrimination or harassment, including but not limited to bullying, cyberbullying, taunting and intimidation. Therefore, in accordance with the Dignity for All Students Act (DASA), Education Law, Article 2, the District will strive to create an environment free of discrimination and harassment and will foster civility in the schools to prevent and prohibit conduct which is inconsistent with the District's educational mission.

The District condemns and prohibits all forms of discrimination and harassment of students based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees or students on school property, and at school sponsored activities and events that take place at locations off school property. This also includes cyberbullying. In addition, any act of discrimination or harassment, outside of school-sponsored events, which can reasonably be expected to materially and substantially disrupt the education process may be subject to discipline.

Reports of Discrimination and Harassment

The District will investigate all complaints of harassment, discrimination and cyberbullying, either formal or informal, and take prompt corrective measures, as necessary. Complaints will be investigated in accordance with applicable policies and regulations. If, after an appropriate investigation, the District finds that this policy has been violated, corrective action will be taken in accordance with District policies and regulations, the Code of Conduct, and all appropriate federal or state laws. Reports of harassment, discrimination, and cyberbullying are to be made to our Dignity Act Coordinators, Ms. Svenson and Mr. McKane.

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Prohibition of Retaliatory Behavior

Any person who has reasonable cause to suspect that a student has been subjected to discrimination or harassment by an employee or student, on school grounds, by use of computer, or at a school function, who acts reasonably and in good faith and reports such information to school officials or law enforcement authorities, shall have immunity from any civil liability that may arise from making such report. The Board prohibits any retaliatory behavior directed at complainants, victims, witness and/or any other individuals who participated in the investigation of a complaint of discrimination or harassment.

District-Wide Disciplinary Chart

<i>Level I</i>	1st Incident	2nd Incident	3rd Incident	4th Incident
No Homework / Not Prepared	Written Warning	Written Warning	Teacher Detention	Teacher Detention
Public Display of Affection	Warning	Detention	2 Detentions	Principal's Detention
Tardy to Class (Unexcused)	Warning	Personal Detention	2 Detentions	Principal's Detention
Unauthorized use of Electronic Devices such as cell phones, iPods, cameras, etc.	Confiscation & Warning	Confiscation & Detention <i>(Guardian must pick up device)</i>	Confiscation & 2 Detentions <i>(Guardian must pick up device)</i>	Principal's Detention <i>(Guardian must pick up device)</i>
Profanity	Detention	2 Detentions	Principal's Detention	Suspension
Horseplay	Warning	Detention	2 Detentions	Principal's Detention
Being in Unauthorized Area	Warning	Detention	2 Detentions	Principal's Detention
Illegal Tardy to School	Warning	Warning	Detention	2 Detentions
Illegal Absence	Warning	Detention	2 Detentions	Suspension
Class Disruption	Warning	Detention	2 Detentions	Principal's Detention
Food/Drink in unauthorized areas	Warning	Detention	2 Detentions	Principal's Detention
No late bus sign-up	Warning	Detention	1-3 Detentions	1-3 Detentions
Lying	Warning	Warning	Detention	2 Detentions

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<i>Level II</i>	1st Incident	2nd Incident	3rd Incident	4th Incident
Class Disruptions	Warning	Detention	2 Detentions	Principal's Detention
Harassment	Detention	2 Detentions	Suspension	
Cruelty, Scuffling, Verbal Assault	Detention	Suspension		
Cutting Class	1-3 Detentions	2-3 Detentions	Principal's Detention	
Disrespect	Detention(s)	Suspension		
Failure to Stay After School	Detention w/ Teacher	Detention	Principal's Detention	
Defacing Property / Minor Vandalism	Detention and/or Remuneration	Suspension & Remuneration		
Altering a Pass	2 Detentions	ISS		
Minor dangerous Action	2 Detentions	Suspension	Suspension + Parent Conf.	
Skipping Detention	Detention & Make-up Day	Principal's Detention Make-up Day	Continued Principal's Detention	
Trespassing	Warning	Detention	Suspension	
Cheating / Plagiarism	Zero for Assignment			
Gambling	Detention	Suspension		

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<i>Level III</i>	1st Incident	2nd Incident	3rd Incident	4th Incident
Improper Use of Electronics	2 Detentions	No computer use for the rest of the year		
Insubordination	Suspension	ISS / OSS / Alternative OSS		
Threat	Suspension	ISS / OSS / Alternate OSS		
Truancy	Suspension	ISS / OSS / Alternate OSS		
Forgery	Suspension	ISS / OSS / Alternate OSS		
Poss. / Use Tobacco Products	Suspension	ISS / OSS / Alternate OSS		
Poss. / Use / Distribution of E Cigarette, Vaping Device	Suspension	ISS / OSS / Alternate OSS		
Major Dangerous Actions or Safety Violation	Suspension	ISS / OSS / Alternate OSS		
Possession or Receiving Stolen or Forged Property	Suspension	ISS / OSS / Alternate OSS		
Gross Vulgarity	Suspension	ISS / OSS / Alternate OSS		
Possession of Pornography	Suspension	ISS / OSS / Alternate OSS		
Sending or Posting Messages that are Abusive, Obscene, Sexually Oriented, Threatening, Harassing, or Damaging to another's reputation.	Suspension	ISS / OSS / Alternate OSS		
Sexual Harassment	Suspension	ISS / OSS / Alternate OSS		

Level IV	Any Incident
Assault, Major Fight, Striking Staff Member, Possession of a Weapon, Extortion, Gross Disrespect, Gross Insubordination, Major Vandalism, Arson, Alcohol, Chemical & Drug Abuse (Possession or Use) Drug Paraphernalia, Look-a-likes, Theft, Endangerment	Referral to Principal for ISS, OSS, Alternative OSS, Possible Contact of Law Enforcement Officials, Possible Superintendent's Hearing

Electronic Devices in School

Cell Phones, iPods, PDAs, PSPs:

It is recommended that personal electronic devices be left at home. The student recognizes that bringing these items to school is done so at their own risk. The school is not responsible for lost or stolen items. These devices also present a cheating risk and are potential distractions to the educational process. Therefore, **these items are to be turned into the teacher immediately upon entering the classroom on any day there is an assessment.** *Any student found to be in possession of an unauthorized electronic device during an assessment will receive zero credit for that assessment.*

- Unauthorized electronic devices, including cell phones cannot be used in class without specific teacher permission. Cell phones must be turned off prior to entering the classroom.
- Cell phone use in the classroom is for curricular purposes only and is completely at the discretion of the teacher.
- Limited cell phone use in the cafeteria and study halls will be permitted, with teacher permission, provided it does not present a distraction and provided the user is not on the multiple failure list. *If a student is on the failure list for failing two or more classes they are not allowed casual use of personal electronics for any reason, other than curriculum related work in a class, for the duration of the school day.*
- Students may not use their device or a school device to record, transmit or post photos or video of a person or persons on campus without their permission. Images taken or video recorded for instructional purposes cannot be transmitted or posted without permission of the teacher.

Violation of the preceding will result in: (see district-wide disciplinary chart)

Level I	1st Incident	2nd Incident	3rd Incident	4th Incident
Unauthorized use of Electronic Devices such as cell phones, iPods, cameras, etc.	Confiscation & Warning	Confiscation & Detention <i>(Guardian must pick up device)</i>	Confiscation & 2 Detentions <i>(Guardian must pick up device)</i>	Principal's Detention <i>(Guardian must pick up device)</i>

Student Dress Code

The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school-related functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other District personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

Students should be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. The District prohibits any clothing or grooming that in the campus principal's judgment, may reasonably be expected to cause disruption or interfere with normal school or classroom operations. The District takes pride in the appearance of all students. Students' appearance reflects on the quality of our schools. All students are expected to dress and groom themselves neatly in clothes that are suitable for school activities. Students are expected to dress in attire, which does not distract from the educational process for themselves and others, does not conflict with the educational mission of the District, and meets safety standards.

Guidelines

Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the guidelines in this Code. Students' clothing, grooming, and appearance, including hair style/color, jewelry, make-up and nails, shall comply with the following guidelines:

1. Be safe, appropriate for school, and not disrupt or interfere with the educational process. For safety reasons chains that are distractions or potential weapons may not be worn or carried.
2. The school prohibits immodest/revealing clothing (low necklines, bare midriffs). Clothing (shorts, skirts, dresses) must be of modest length. Clothing or styles of clothing that have been modified in a revealing manner are not appropriate. *No spaghetti strap tank tops.* Students are permitted to wear shorts using the following guidelines: The shorts should be neat, clean, and conservative in taste. *No short shorts will be permitted; no tight-fitting shorts such as Spandex or bicycle shorts will be permitted.*
3. Ensure that underwear is completely covered with outer clothing. Undergarments shall be worn appropriately; they may not be visible or worn as outer garments. All pants and shorts must be worn at the waist. *No pajamas or evening wear are permitted.*
4. Appropriate footwear is required at all times. Footwear that is a safety hazard will not be allowed. Inappropriate footwear includes slippers and other footwear considered unsafe or unhealthy.
5. The wearing of hats, caps, bandanas, and headbands in the school except for a medical or religious purpose is prohibited. *Hats MUST be removed upon entering the building in the morning and remain off until the end of the school day.*
6. Clothing that is vulgar, lewd, obscene, morbid, libelous, offensive, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability is prohibited.
7. Clothing may not include pictures, emblems, advertisements, or writings that contain sexual innuendo, incite disruptive behavior, or depict violence.
8. Clothing may not include pictures, emblems, or writings that promote, endorse, and/or depict the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities such as satanic, cult, gang behavior.
9. Backpacks must remain in lockers at all times unless specific permission has been given by the administrator or student's IEP.

Note:

Violation of the student dress code may result in a student being sent home to change or other disciplinary action. Administration reserves the right to make judgments on the appropriateness of an article of clothing. Student dress will be judged on a case-by-case basis.

Academic Policy

Academic Eligibility

Students failing two or more subjects, including physical education, at the beginning of any five-week report card/deficiency report period will be subject to five weeks of *extracurricular and personal electronics suspension*.

Students failing two or more subjects at the end of a marking period are automatically ineligible for two weeks.

Deficiency reports will be emailed to staff on Fridays but will not take effect until the following Monday. Among the areas identified for this purpose are: 1) participation in interscholastic sports/cheerleading; 2) participation in school musical/drama production; 3) Student Council; 4) attendance at sporting events, plays, concerts; 5) attendance at school sponsored dances; 6) Honor Society; 7) Yearbook; 8) class activities; 9) High School Bowl; 10) S.H.I.P.; 11) FFA. The above does not include any course or activity held during or after school that a student must attend in order to secure a grade or credit, i.e. choir, band.

Note:

* A student may be taken off the ineligible list *at any time* during the five-week period by:

1. Completing all required work, homework, tests, etc.

2. Raising grade average to a passing mark.

3. Have teacher verify passing grade in writing to the principal's secretary.

4. Maintain a passing average. If a student does not maintain a passing average, he/she will be put back on the ineligibility list.

* *Continued participation in the extracurricular activity is contingent upon the student's attendance at all required events (competitions, practices, fundraisers, meetings, etc.) However, participation in these events for the ineligible student is at the discretion of the coach/advisor and can only happen after a mandatory study period of 40 minutes is met under the supervision of the coach/advisor. The exception is competitions, which ineligible students are not allowed to participate in.*

* Incomplete grades **MUST** be made up two weeks after the end of the marking period, except for extenuating circumstances (i.e. long term illness, etc.). If an incomplete grade is not made up, the mark will be determined to be below 65 percent and will then become part of the eligibility process. All areas of extracurricular activity as well as student honor privileges will be subject to ineligibility regulations.

Guidance

Guidance is a service, which is available to students and parents of the Sherman Central School District. The guidance department stands ready whenever possible to assist students with any problem of an educational, occupational, social or personal nature.

Physical Education

New York State mandates that all students participate in physical education every year they are in school. To be excused for an extended amount of days from PE, students must have a doctor's release. Students too ill to participate are required to have a note from a parent and signed by the nurse to be excused. Students missing with a note will also be required to do a makeup assignment, to be assigned by the PE teacher. Students must make up missed classes in order to receive any credit for the day. Students are required to have a complete change of clothes to participate. Numerical grades for physical education classes will be included in all calculations of honor and merit roll and cumulative averages. Students failing PE for the year will be required to make up the class in order to meet graduation requirements.

Report Cards/5-Week Deficiency Reports

Report cards are issued every ten (10) weeks. The last report card (40 weeks) will be mailed home. Deficiency reports can be sent home at any time but are generally sent home every five (5) weeks, opposite the report card period.

Honor/Merit Rolls

An average of 85 to 89.9 percent in **all** subjects carried entitles a student to the privilege of having his/her name included on the Merit Roll. An average of 90 percent or above gives him/her the distinction of having his name included on the Honor Roll. An incomplete, without good reason, or failing in **ANY** subject automatically makes a student ineligible for the Honor or Merit Roll.

Organizations & Activities

Extracurricular activities can help students to adjust to the school environment, can supplement regular class work, can provide for explorations of interests and growth of talent, and can furnish opportunities to serve the school and community. These organizations can help to draw the school closer together in common experiences, and are designed to augment the academic curriculum of the school. Extracurricular activities are defined as those activities, which are not required as part of the academic course requirements.

Activities available at SCS

Student Council

National Honor Society

Athletics S.H.I.P.

High School Bowl FFA

Yearbook

Drama Club

School Musical

Art Club

FCS

General Policy

School Bus

Accidents

Every accident in the school building, on school grounds, at practice sessions, at any athletic event, or on any field trip is to be reported immediately to the person in charge.

Bus Policy

Students must remember, safety is our first concern; therefore, order on the bus is a **MUST**. Any confusion or disorder may distract the driver's attention and could cause a serious accident. The driver of the bus is in complete charge, and you must obey his/her requests or orders. Transportation may be refused to any pupil who is unruly or uncooperative on a bus. Students are to conduct themselves in a manner that will make the ride comfortable for all. Defacing or damaging equipment will result in paying for the damage as well as action against the individual. Students are to regularly ride the bus to which they are assigned. They will be picked up and dropped off at the same designated stops daily. If a student is going to a different destination, **TWO NOTES ARE REQUIRED**; one note from the parent and one from the person to whom the student is going. These are to be given to the homeroom teacher and a bus pass will be issued by the Principal's office; otherwise, all students must go home on their assigned buses at the end of the regular school session.

The following rules apply to all students riding the buses:

1. Students must return from a trip on the same bus ridden to an event. If other arrangements are made for the return trip, a note must be presented from a parent.
2. The driver may assign seats at anytime for any reason
3. Students are not allowed to stand while the bus is in motion
4. Students shall not change seats while the bus is in motion
5. Nothing shall be thrown within the bus and in or out of the windows
6. Students shall not extend any portion of their body out of the windows
7. Waste paper, etc. shall be deposited in a receptacle provided in the front of the bus. This may be done when loading or unloading
8. There shall be no profanity, improper language, smoking or improper behavior on the bus
9. Instructions of the chaperone and bus driver must be obeyed
10. Students may not get off the bus at any other place other than the point of origin and destination unless they have written permission from their parents and the parents of the friend with whom they wish to visit.
11. Failure to comply with these rules may result in reprimand, changing of seats, or other arrangements for transportation
12. Permission slips for field trips are required
13. The use of personal music devices with headphones is permitted

* **Bus drills** are required of all students so that safety procedures will be followed in case of an accident.

For students in grades PreK-6, the following policies are in place:

1. All buses will have a symbol (such as a tiger or elephant) to indicate what bus PreK-4 students will ride in the afternoon;
2. PreK-4 students will receive a card with the symbol that matches their bus. The symbol must be attached to their backpacks;
3. For students in grades PreK-2, a parent **MUST** be visible by the driver in order for that student to be dropped off unless other arrangements are made with the main office. Parents/Guardians must write a letter to make other arrangements;
4. Students in grades PreK-6 going to an alternate location must have a note from a parent or guardian submitted to the office. If the alternate location requires an alternate bus, the main office will issue the student a pass with the symbol that matches the alternate bus. The pass will have a date and be good for that date **ONLY**. If the student is traveling to a "friends house," the student must have a note from his/hers friend's parents to verify; and
5. If a student misplaces their symbol card, they must report to the main office and have their bus verified by the

principal or the principal's secretary.

Backpacks

In grades 7-12 each student in the school is provided with a corridor locker and a gym locker by the administration and physical education departments. Backpacks are prohibited from being carried by students in the hallways or into classrooms during school hours unless special permission is granted by administration.

Breakfast Program

Sherman Central School provides a breakfast program for all students in grades PreK - 12. The program is based on the belief that a nutritious start to the day will make students more productive learners.

To encourage good nutrition, a well-balanced breakfast is offered at a reasonable price. Students who are eligible for a federally subsidized free or reduced meal may apply for and receive them. Applications may be picked up in the office on request. **(It is recommended that all families fill out an application even if you do not intend on accepting free or reduced privileges.)**

Breakfast will be served from **7:35-7:50 am** for all students. Homeroom will begin promptly at **7:50 am**. Students not participating in the breakfast program are to report to their homerooms by **7:50 am**. *Breakfast is not a legal excuse to be tardy to homeroom.*

Cafeteria

All students will eat in school. Several rules are to be observed:

- Students are to report to the cafeteria at their designated time. Those late to the cafeteria without a pass will be considered tardy.
- Walk at a normal rate to the cafeteria.
- Join the cafeteria line at the end only.
- Keep the table neat and clean.
- After eating, return tray and dishes to the kitchen.
- No food may leave the cafeteria.

Fire Drills

The school is required by law to conduct 12 fire drills each year while school is in session. Whenever the alarm bell sounds, pupils, as instructed by the teacher in charge, must leave the building as quickly as possible. There must be no talking other than directions issued by those in authority. Pupils must move quickly but orderly and must remain in line while moving within the building and while outside, and re-entering the building which is signaled by a PA announcement. Students must obey all directions and orders given by faculty members.

Local Field Trips

The Sherman Central School District reserves the right to take students on field trips for the purpose of enhancing the curriculum or to reward students for academic success. By signing this document, you are authorizing Sherman Central School to take your child on such a trip and you are authorizing the representative from Sherman Central School in charge of the trip to make decisions on your behalf in the best interests of your child's safety and well-being.

Lockers

Each student in the school is provided with a corridor locker and a gym locker by the administration and physical education departments. All lockers must be kept shut and locked at all times. **Students are not to give anyone their combination.** They should not leave valuables or money in their locker. The school is not responsible for missing items. Lockers are the property of the school system and periodic checks may be made to ensure the safety of all in the building. ***There are no implied rights of privacy involved with lockers on loan to a student attending Sherman Central School.***

Lost and Found

Lost and found articles will be placed in the nurse's office and may be called for by the student. If an article is lost, it is wise to check in the nurse's office immediately. After a reasonable length of time, unclaimed articles will be disposed of at

the discretion of the principal or his/her designee.

Nurse/Health Office

If a student becomes ill in school, he/she is to report to the nurse. If the nurse is not in, please report to the office. If *any* drug must be taken during school hours, it **MUST** be turned over to the nurse before school and taken in the nurse's office at prescribed times. **Contact the school nurse for details.**

Open Containers in School

Students in the Sherman Central School District are not permitted to have open containers of food and/or beverages in the halls of the school during school hours. With permission from administration, students may carry water in a clear water bottle. Students may carry unopened items to their lockers and store them for consumption at lunch or after school. Any open containers found in the halls or lockers will be confiscated and discarded without reimbursement. Any student who refuses to surrender their open container will be disciplined per the discipline code.

Pass System

A student must have a pass in his/her possession, *pre-signed by a teacher* requesting his presence whenever he is not at his assigned location. Teachers are *not* to issue passes to leave study hall or class to go to another room. A student must have a pre-signed pass requesting his/her presence already in his/her possession. All passes are to be countersigned and returned to the study hall or classroom teacher unless it is indicated on the pass that the student is to remain all period. If a teacher keeps a student after class he/she is to get a pass from that teacher and turn it in to the teacher of his/her next class.

Passing to Class—A bell rings at the beginning and the end of each class period. Students pass from one class to the next *only when dismissed by the teacher*. No student is to be late to a class because of unexcused tardiness. Keep to the right when passing and be careful when using the stairways.

Lavatory—Sufficient time is provided between classes for use of lavatory facilities. Only one student at a time is to be excused from study hall or class to use the lavatory

School Dances

School dances are primarily for students in regular attendance at Sherman Central School. The principal must approve all dances organized for middle and high school students at least two weeks in advance.

1. Once students have entered the building, they must remain at the dance. Other parts of the building are off limits. If students leave the dance, he/she will not be permitted to re-enter. There will be no loitering outside the building. Doors will be locked 20 minutes after the start of the dance.
2. Consumption or use of drugs or alcohol and smoking are subject to the same rules and procedures in force during the normal school day.
3. If a chaperone detects the consumption of alcoholic beverages or illicit drugs on any student, the student shall not be admitted to the function and shall be required to leave the school property immediately. Parents will be contacted and proper arrangements made for the safe transportation of the student to the home. In most instances the parents should pick up the student at school. The incident will be reported to the principal in writing the next school day after the function.
4. Guest lists will be established by the principal and turned in by noon the day of the dance. Guests and sponsors must enter the dance together. If there is a problem at the dance, both will be asked to leave. A student is responsible for the guest's conduct. A guest must follow the same rules as regular students. Proper, safe transportation must be arranged. Parent/s guardians must be called.
5. The class advisor will provide the head chaperone with the student committees to sell tickets, handle refreshments and cleanup.
6. The head chaperone will be in charge of the dance. In the absence of the principal, all decisions will be made through the head chaperone. He/she will meet with all chaperones prior to the start of the dance and assign appropriate duties.
7. All bands or disc jockeys must be approved and contracted by the principal.
8. The sponsoring group reserves the right to refuse attendance to anyone who may be in violation of school rules. All school regulations are in force at all dances.
9. Permission for some special request should always be obtained from the head chaperone at the dance.
10. Students who are absent from school will not be admitted to a dance if held on the same day of the absence.

School Spirit

Sherman Central School District Student Handbook

2019-2020

School spirit is a difficult term to explain but it is that invisible something that makes a student body known for its loyalty, its enthusiasm, and its active participation in the total school program. It can be demonstrated in the auditorium and in the entire community. It is the thrill that you get when our school band plays our Alma Mater. It is the pride that you feel when someone wins an award or a scholarship. It is the thing that keeps you supporting a project week after week. It is the way you come back after a defeat with a determination to succeed. It is the enthusiastic support in all phases of our educational life. Let's keep that school spirit high at all times. Always cooperate with the cheerleaders who work very hard to help maintain school spirit. Remember, people and teams who come to our school are our guests. Treat them as you would want to be treated:

1. Students never forget that they not only represent themselves but their parents, their school and their community.
2. Appreciate good play, no matter who makes it
3. Treat officials with respect
4. Do the best possible in every task attempted

Student Driver

Students who drive to school must register in the high school office. Vehicles parked in the school parking lot are not the responsibility of the school district. BOCES students are *not* permitted to drive to the occupational center unless they have a permit signed by the BOCES principal, a parent, and home school principal; **no riders are permitted**. There is to be no loitering in the parking lot before, during or after school. All cars must be registered in the high school office and receive a parking hangtag.

Study Hall:

Study halls are places where students are assigned for the purpose of studying. If a student doesn't have homework assignments, he is still expected to work quietly or read so that other students around him may complete their assignments. Students are not to talk or move from their seats unless they have permission from the study hall teacher or teacher aide. Students wishing to go to the library *must* first report to the study hall at the beginning of the period.

The following procedures apply to all study halls, regardless of location:

1. Each student will have an assigned seat for attendance purposes.
2. Each student is to be in his/her assigned seat at the beginning of each period with suitable material to work on for the entire period.
3. Attendance will be taken at the beginning of each period.
4. Card playing, radios, iPods, MP3 players, cassettes or CD players, etc. will not be permitted.
5. If a student has a pre-signed pass from a teacher, he/she may be permitted to sign out of study hall, on the date of the pass, for the purpose of obtaining extra help, or otherwise working with the teacher who signed the pass. ***EVEN THOUGH A STUDENT MAY HAVE A PASS FROM A TEACHER, HE MUST FIRST REPORT TO THE STUDY HALL AND REMAIN UNTIL THE ATTENDANCE-TAKING IS COMPLETED BEFORE SIGNING OUT FOR THAT PERIOD.***
6. After attendance has been taken, a student, with a pass, may be permitted to sign-out for the remainder of the period. The number of people permitted to go to the library is subject to limitations of available space in the library. The continuance of this privilege is contingent upon the proper behavior of the individual student in the halls, classrooms, and library as well as in the study hall.
7. Students who sign-out to the library should remain the entire period unless they return with a pass. Students may be sent back to study hall for any reason, including disciplinary, as deemed necessary by the librarian or person in charge of the library at that time.
8. All study halls are to be QUIET –WORKING study halls.
9. Students are to do individual work. At the discretion of the supervisor permission MAY be granted for a short conference with another student to discuss an assignment.
10. Common courtesy and reasonable behavior is expected at all times.
11. Students who abuse study hall sign-out privileges will have those privileges withdrawn.

Supervision

Students are not to be in the building when school is not in session, unless they are under the supervision of a faculty member or someone authorized by the school authorities. The school is open to students from **7:35 am** to **3:05 pm** on school days. The high school day ends at **3:05 pm**. Only students who are receiving extra help or are participating in recognized clubs/activities, and/or sports should remain in the building, all other students are not permitted to loiter in the halls.

Telephones

Students may make emergency phone calls, with permission, on the wall phone installed in the high school office.

Visitors

The Board of Education encourages parents and other citizens to visit the district. Since school buildings are a place of work and learning, certain limits are set for such visits. The building principal or his/her designee is responsible for all persons in the building and on the school grounds. For these reasons the following rules apply to visitors to the Sherman Central School District:

- Anyone who is not a staff member or a SCS student will be considered a visitor.
- All visitors to the school must report to the main office upon admittance via the school door security system.
- In order to gain access to classrooms during the school day, visitor must be pre-approved by the staff member they are going to visit.
 - They will be required to sign the visitor registry.
 - They will be issued a visitor badge which must be worn during the duration of the visit.

Working Papers

Anyone 14 years of age to 18 years of age, seeking part-time or temporary employment, must apply for a working permit (12 years of age for newspaper carrier permit). Farm working papers are available for ages 12 through 15. Application for a permit may be obtained from the main office. The secretary will assist students in properly completing applications and filling out the proper employment certificate.

Legal Notifications

Notification of Rights for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605**

Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Sherman Central School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Sherman Central School may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Sherman Central School to include this type of information from your child's education records in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.
- Images on the district website, Facebook Page or Administrative Twitter Accounts

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Sherman Central School to disclose directory information from your child's education records without your prior written consent, you must notify the School principal in writing. Sherman Central School has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attend

DISTRICT CODE OF ETHICS FOR COMPUTER/TECHNOLOGY USERS

[Fair Use Policy]

The use of computers, technology and the Internet at Sherman Central School by students and staff is very much encouraged. Anyone who wishes to use computers, technology and the Internet has the responsibility of doing so in an ethical and legal matter. **An Internet Filter is in place to protect all SCS computers against pornography and extreme websites, though it is not perfect.** As a condition for the use of computers and other technologies at Sherman Central, users (defined as any student, teacher, administrator, staff member or community member utilizing a district computer) are expected to:

1. Respect the privacy of others.

- Users will not reveal their passwords to other users.
- Users will not try to learn or access passwords of other users or network administrators.
- Users will not attempt to gain unauthorized access to networked or stand-alone systems.
- Users will not open, read, or modify files of other individuals.

2. Respect the integrity of the Sherman Central Schools networks.

- Students will not use Teacher computers without direct permission and presence of the Teacher.
- Only School-authorized email will be allowed. Email use will be allowed only with the permission of the room supervisor.
- Downloads from the Internet require the permission of the room supervisor.
- Users will not intentionally develop or use programs to harass others or damage the system/network.
- Users will not circumvent the school filter system (e.g., accessing proxy servers)
- Users will not intentionally send inappropriate messages/email to others.
- Users will not copy or modify server or network system files.
- Users will not abuse computer/network hardware. (i.e. mice, keyboards, etc.)
- Users will not utilize the school's network to obtain, view, download or gain access to materials that are unlawful, obscene, abusive or otherwise objectionable.

3. Respect the copyright of all software developers.

- Users will not make copies of licensed programs, as it is in violation of U.S. Copyright laws.
- Users will not install non-district software on the school network or stand-alone computers (unless prior District permission has been granted).

4. Penalty for abuse of privilege:

- a) In the event that the user violates any of the aforementioned provisions of this code of ethics, they may lose their computing privileges, face school disciplinary action according to school policy, and/or be subject to legal prosecution.
- b) In the event that any fine or fee is assessed the Sherman School District for violation of any provisions listed above, the user agrees to immediately indemnify in total the School District for any loss or fines assessed to the district.

1:1 Ipad Policy and Procedures

Increasing student access to technology through 1:1 computing has been proven to improve student engagement and increase student achievement. The focus of the 1:1 computing initiative at Sherman is to provide tools and resources to the 21st Century Learner. With the use of these tools, our students will have the skills and confidence to integrate technology into their future and will be better prepared to compete in an ever-changing technological landscape.

One of the learning tools for these 21st century students is the Apple iPad. The individual use of iPads is a way to empower students to maximize their full potential and to prepare them for college and their career. These new iPads will contain student textbooks, books for required reading, learning apps, as well as multiple productivity, study and assessment tools. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anyplace.

The policies, procedures and information within this document apply to all iPads used at Sherman Central, including any other device considered by the Administration to come under this policy. Besides the information in this handbook, Sherman Fair Use Policy for all electronic equipment also apply.

RECEIVING YOUR IPAD

iPads will be distributed at predetermined locations during the beginning weeks of each school year. The iPads are already assigned to each student. **Parents & students must sign and return the ‘Technology Equipment Acceptable Use Form’ at the end of this handbook before the iPad can be issued to their child.**

Cases are included with the iPad for additional protection for these devices. Please recognize that if misuse, damage, or loss occurs to the iPad, the iPad case, or any iPad accessories the student will be assessed the replacement cost for which the parent/guardian will be held accountable and the student may lose privileges for the remaining current school year.

TAKING CARE OF YOUR IPAD

You, the student, are responsible for the general care of the iPad that has been issued to you by Sherman Central School. **YOU ARE NOT TO LOAN THE DEVICE OUT TO ANYONE.** If you do loan your iPad or divulge passwords, you are responsible for the content as if you were using the iPad yourself. iPads that are broken or fail to work properly must be reported immediately for an evaluation of the equipment.

➤No food or drink is allowed near, next to, or on your iPad. ➤Cords, cables, and removable devices must be inserted carefully into the iPad. ➤iPad, and iPad cases must remain free of any writing, drawing, stickers, skins or labels that are not the property of the school district. ➤Protective cases, and school labels shall never be removed from the device. ➤iPads must never be left in an unlocked car or locker, or any unsupervised area. ➤Students are responsible for keeping their iPad’s battery and keyboard battery charged for school each day. ➤Problems with the iPad should be reported immediately. Students should not attempt to restore or fix the iPad.

Carrying iPads

The protective cases provided with the iPad have sufficient padding to protect it from normal day-to-day treatment and provide a suitable means for carrying the device within and to and from school. The guidelines below should be followed:

➤iPads should always be in the protective case. ➤If using a carrying case or book bag other objects (such as folders, workbooks, books, etc.) must be kept to a minimum to avoid placing too much pressure and weight on the iPad screen.

RETURNING YOUR IPAD

Student iPads plus any accessories such as *keyboards, cases, and power cords*, must be returned to the technology department during the final weeks of school so they can be serviced over the summer and prepared for the next school year. Students who graduate early, withdraw, transfer, are suspended or expelled, or terminate enrollment at Sherman for any other reason must return their individual school iPad on the date of termination. If a student fails to return the iPad at the end of the school year or upon termination of enrollment at Sherman, that student will be subject to criminal prosecution or civil liability.

Screen Care

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

➤Do not lean on the top of the iPad. ➤Do not place anything near the iPad that could put pressure on the screen. ➤Only clean the screen with a soft, dry cloth or anti-static cloth. ➤Never place on the floor where someone may step on it.

USING YOUR iPad AT SCHOOL

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars and schedules may be accessed using the device. Students are responsible for bringing their iPad to all classes, unless specifically instructed not to do so by their teacher.

iPads Left or Forgotten at Home

If a student leaves their iPad at home, they are still responsible for completing the required course work as if they had their iPad present. If a student repeatedly leaves their iPad at home, they will be required to “check out” their iPad from the library or main office every day for a length of time to be determined by their teacher.

iPad Repair

Students will visit the main office when repair is needed to the iPad. Instructions will be posted there on how to open a support ticket with the technology department. Loaner iPads may be issued if available from the library or main office for the duration.

Charging Your iPad’s Battery

Students are required to charge their iPad and keyboard each evening; the devices must be brought to school each day in a fully charged condition. If a charge is needed at some point throughout the day, students should see their teacher for instructions. (Limited charging stations will be available throughout the district.)

*If a student repeatedly neglects to keep their device charged they will be required to “check out” their iPad from the library or main office every day for a length of time to be determined by their teacher. Consequences for repeat offenders will be dealt with by the principal.

Personalizing Your School Owned iPad

Personalization of the school issued iPad is allowed but only under the conditions listed below. If a student fails to comply with these conditions disciplinary actions will be taken.

➤Photos/Videos required for class work must be organized and stored in individual Albums.
➤Inappropriate media may not be used as a screensaver or background photo. Examples of inappropriate media include, but not limited to: presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related images.

Sound, Music, Games, or Programs

➤ Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
➤Internet games are not allowed on the iPads unless for instructional use or as directed by the teacher.
➤All software/Apps must be district provided. Data storage will be available through Apps on the iPad, the school’s network and through school provided email.

Earphones or earbuds are encouraged when teacher permits sound. The school will carry a limited supply if students don’t have their own.

Printing

Printing will not be available directly from the iPad. Items will be sent to the teacher digitally and printing will take place at the teacher’s discretion from a district computer.

Off-Site Internet Access

Students are allowed to access home or public wireless networks on their iPad. This will assist them with iPad use while off campus. For areas where no high speed Internet is available, students are to load work onto the iPad before leaving school for the night.

Apps

Students are NOT authorized to install any Apps onto the iPads. Their iPads will be updated at predetermined intervals throughout the year. Devices will be monitored daily for inappropriate Apps.

Email

All district iPads are configured with individual school email accounts (johnsmith2015@shermancsd.org). The email system is designed so that communication is restricted to only those domains the school allows communication with. In addition, student-to-student email is prohibited. Appropriate Email Signatures: all student email accounts must be configured with appropriate email signatures to indicate where the email is coming from. Ex.) John Smith Sherman Central School

MANAGING YOUR FILES & SAVING YOUR WORK

Saving to the iPad/Home Directory

Students are responsible for backing up their own files. Students may save work directly to the iPad. It is recommended that students email documents to themselves for backup. Students may also use provided Apps for cloud storage or back-up to the district file server. Storage space will be available on the iPad—BUT it will NOT be backed up. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work.

Network Connectivity

Best efforts are in place to ensure consistent network connectivity though the district makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, Sherman Central School will not be responsible for lost or missing data. Communicate with your teacher if you are having network issues.

SOFTWARE ON THE iPADS

Originally Installed Software/Apps

The software/Apps originally installed by Sherman must remain on the iPad in usable condition and be easily accessible at all times. From time to time or at predefined intervals the school may add software applications for use in a particular course. Depending on the licensing for any added software it may be required that it's deleted from the iPads at the completion of the course.

Additional Software/Apps

Students are not permitted to load any extra software/Apps on their iPads. Sherman Central will synchronize the iPads so that they contain the necessary apps for schoolwork. Syncing iPads to personal accounts is not allowed!

Inspection

Students can be selected at random to provide their iPad for inspection.

Software upgrades

Upgrades for licensed software/apps are available from time to time. Students may be required to leave their iPads with their teacher, library, or main office for periodic updates and syncing. At which time the iPad will be unavailable to use.

DISTRICT CODE OF ETHICS FOR COMPUTER/TECHNOLOGY USERS

[Fair Use Policy]

The use of computers, technology and the Internet at Sherman Central School by students and staff is very much encouraged. Anyone who wishes to use computers, technology and the Internet has the responsibility of doing so in an

ethical and legal matter. **An Internet Filter is in place to protect all SCS computers against pornography and extreme websites, though it is not perfect.** As a condition for the use of computers and other technologies at Sherman Central, users (defined as any student, teacher, administrator, staff member or community member utilizing a district computer) are expected to:

1. Respect the privacy of others.

- Users will not reveal their passwords to other users.
- Users will not try to learn or access passwords of other users or network administrators.
- Users will not attempt to gain unauthorized access to networked or stand-alone systems.
- Users will not open, read, or modify files of other individuals.

2. Respect the integrity of the Sherman Central Schools networks.

- Students will not use Teacher computers without direct permission and presence of the Teacher.
- Only School-authorized email will be allowed. Email use will be allowed only with the permission of the room supervisor.
- Downloads from the Internet require the permission of the room supervisor.
- Users will not intentionally develop or use programs to harass others or damage the system/network.
- Users will not circumvent the school filter system (e.g., accessing proxy servers)
- Users will not intentionally send inappropriate messages/email to others.
- Users will not copy or modify server or network system files.
- Users will not abuse computer/network hardware. (i.e. mice, keyboards, etc.)
- Users will not utilize the school's network to obtain, view, download or gain access to materials that are unlawful, obscene, abusive or otherwise objectionable.

3. Respect the copyright of all software developers.

- Users will not make copies of the licensed programs, as it is in violation of U.S. Copyright laws.
- Users will not install non-district software on the school network or stand-alone computers (unless prior District permission has been granted).

4. Penalty for abuse of privilege:

- a) In the event that the user violates any of the aforementioned provisions of this code of ethics, they may lose their computing privileges, face school disciplinary action according to school policy, and/or be subject to legal prosecution.
- b) In the event that any fine or fee is assessed the Sherman School District for violation of any provisions listed above, the user agrees to immediately indemnify in total the School District for any loss or fines assessed to the district.

2019-2020

Sherman Central School
Student Handbook Acknowledgement

By checking this box, I acknowledge that I have visited <http://shermancsd.org/>, or requested a hard copy version of the Sherman Central School Student Handbook, and have read and reviewed all of its contents. My signature below indicates that I understand and agree to abide by all of the policies and procedures outlined in the handbook. I understand that all policies and procedures outlined are in line with New York State educational law and Sherman Central School Board Policy.

Parent/ Guardian Name (Print) *Parent/ Guardian Signature* *Date*

Student Name (Print) *Student Signature* *Date*

Student is enrolled in Grade _____ for the 2019 - 2020 school year.

**** This acknowledgement form must be signed and returned to the main office by September 13, 2019.***