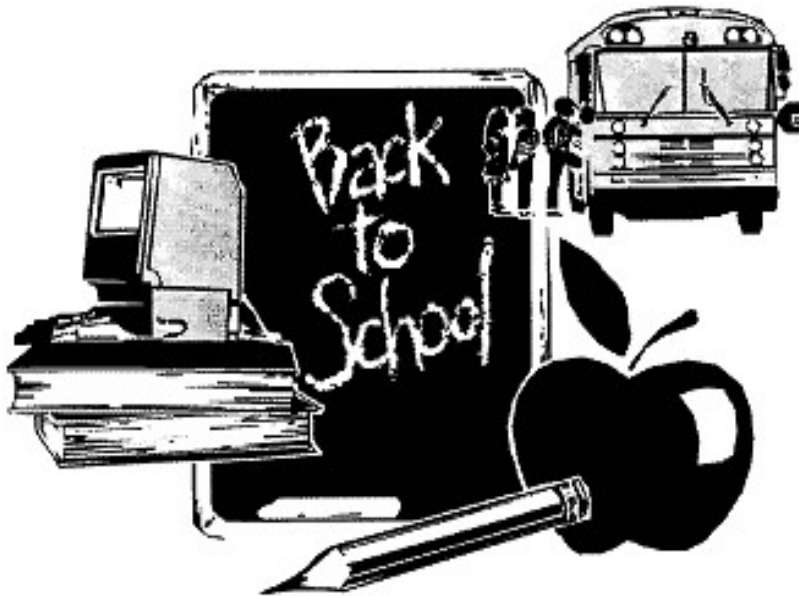


Handbook 2021 - 2022
NEW PALTZ MIDDLE SCHOOL
196 Main Street
New Paltz, New York 12561

Mrs. Ann Sheldon
Principal



Middle School Mission Statement

The New Paltz Middle School is a community of students, parents, teachers, administrators, and support staff that creates a nurturing and supportive environment where learners feel safe to set goals, achieve success, and work towards fulfilling their potential. Ideals such as compassion, empathy, lasting friendships, academic achievement, and personal growth are encouraged daily within our learning community.

This book belongs to:

Student Name _____ Grade _____

REACHING THE MIDDLE SCHOOL

MAIN OFFICE 256-4200

Mrs. Ann Sheldon	Principal
TBA	Assistant Principal/DASA Coordinator
Ms. Diane Tripp	Secretary to Principal
Mr. Robert Russo	Secretary to Assistant Principal
Mrs. April Tansosch	Front Desk

STUDENT SUPPORT CENTER 256-4220

Mrs. Joanne Metzger	School Counselor
Mrs. Katie Tracz	School Counselor
Ms. Janine D'Antuono	Guidance Secretary
Mrs. Rheam El-Rouby-Metzger	Psychologist
Mr. David Rosenfeld	Social Worker
Ms. Olivia Profaci	Social Worker

NURSE'S OFFICE 256-4210

Ms. Erin Bush	School Nurse
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LUNCH OFFICE 256-4050

Mrs. Sheila Moran	School Lunch Director
Ms. Mary Grace DeCoeur	Secretary to Lunch Director

DISTRICT OFFICE 256-4000

Mrs. Angela Urbina Medina	Superintendent of Schools
Ms. Sandy Ermo	Secretary to Superintendent

BELL SCHEDULE

REGULAR SCHEDULE

Teacher Time	7:40 - 2:45
Student Arrival	7:40 - 7:51
Homeroom	7:55 - 8:00
Period 1	8:04 - 8:44
Period 2	8:48 - 9:28
Period 3	9:32 - 10:12
Period 4	10:16 - 10:56
Period 5	11:00 - 11:40
Period 6	11:44 - 12:24
Period 7	12:28 - 1:08
Period 8	1:12 - 1:52
Period 9	1:56 - 2:35

The late bus arrives at approximately 3:40 P.M. to transport students home that stayed after for detention or a supervised after-school activity. Students may only ride the late bus with a pass from the supervising teacher.

2021-2022 IMPORTANT MIDDLE SCHOOL DATES**

Report Card Distribution: Quarter 1 – November Quarter 2 – January Quarter 3 – April Quarter 4 – June

PTA Open House – September 21 (6:30pm-8:30pm)
MS Picture Day – October 4 & 5
Parent/Teacher Nigh Conferences-November 22 (6:00-8:00 pm)
Parent/Teacher Day Conferences-November 23 (12:00-2:45 pm)
MS Picture Retake Day – November 10
Winter Concert-7th & 8th Grade – December 13
Winter Concert-6th Grade – January 11
NPMS Musical Play – February 25, 26, 27
Parent/Teacher Conferences – March 15 (6:00-8:00pm)
MS Arts & Music Festival – May 9
Spring Concert – 6th Grade – May 19
Spring Concert – 7th & 8th Grade – May 24
Moving Up Day Ceremony – June 23
Last Day of School – June 24

CO-RECS (7:00 pm – 9:00 pm)

TBD based on COVID-19

PTA- we are thrilled to have an active, supportive Parent-Teacher Association. This group of dedicated people provides many exciting events for our students throughout the year. They also support teachers in numerous ways and provide assistance and refreshments for various activities including, 6th Grade/New Student Orientation and Open House. Several fundraising events are held during the year to support their efforts. All parents and teachers are encouraged to join the PTA and help with any projects they can. The Middle School PTA will meet at the dates and times listed below. We meet in the Middle School library beginning at 6:00 pm, unless noted differently.

PTA Meeting Dates

Meetings start at 6:00 pm (except where noted)

September 21	October 12
November 9	December 14
January 11	February 8
March 8	April 19
May 10	June 14

**** All Dates Above Are Subject To Change**

EMERGENCY INFORMATION

It is very important for us to have your correct address, phone number, and information as to where you can be reached during the day in case of an emergency. The “Emergency Information Sheet” should be returned to the Main Office as soon as possible and updated during the year if necessary. Please be sure to also include any additional person(s) to be contacted should we be unable to reach you. The Emergency Information Sheet is available on the Middle School website under parent information/back to school packet.

PARENT CONCERNS

From time to time situations may arise that cause concern for parents/guardians. In most cases these are the result of misunderstandings and can be resolved through an open discussion by those involved. If such occasions arise, the following procedure is recommended:

1. If the concern involves a teacher or a situation in the classroom, call the Middle School and request that a conference be arranged with the teacher.
2. If no teacher is involved, call the Middle School and request a conference with an administrator.

EMERGENCY SCHOOL CLOSING

Emergency conditions may necessitate closing of school for the day, opening school late or dismissing students early. Radio stations will be notified so that announcements will be made public. The stations our district contacts are: **WRWD, WGHQ, WGNV, WEOK, WKIP AND WKNY.** The school district also offers text message notification. Sign up information is available on the District website.

School cancellations are decided by the Superintendent of Schools after consultation with the transportation supervisor on road conditions and weather forecasts. Such a decision will be made before 6:00 A.M. in order to properly notify bus drivers and radio stations. The Superintendent will also notify appropriate personnel to initiate the emergency telephone chain.

Delayed school openings occur as a result of hazardous weather or road conditions, which may clear later in the morning. The Superintendent, in consultation with the transportation supervisor, will make such a decision prior to 6:00 A.M. in order to notify appropriate personnel. Radio stations will be asked to make public announcements concerning the delayed opening time for all schools.

Early closing, district-wide will be reported to the local radio stations indicating the time of dismissal. High School and Middle School students will be transported first, followed by Lenape and then Duzine students.

If an emergency situation develops in any one school necessitating the immediate removal of students and staff, the following procedures will go into effect:

1. The building will be immediately evacuated and the District emergency plan will be followed.
2. If the building under consideration is declared safe by school and other governmental officials, students will be returned to the school and classes will resume until the normal dismissal time.

STUDENT SUPPORT CENTER

The purpose of the Guidance Office is to help students with their concerns or problems. Students are encouraged to discuss whatever is important with the school counselor either individually or in a small group. Student/Counselor communications are held in strict confidence.

LIBRARY

Library Book Selection-all Middle School library book purchases are based on reviews in two professional journals – Booklist and School Library Journal as well as teacher and student requests. In order to meet the reading levels and interests of our students, selected books are reviewed for grades 5 and up as well as adult books for *young adults*.

The Middle School library is available to our students during the school day and after school until the late bus arrives.

LOCKS AND LOCKERS

Lockers are provided for each student's use. Students are reminded to keep lockers locked at all times when not in use. It is the responsibility of the student to learn their lock combination and to keep it secure. **Students must not move to another locker.** Sharing of lockers is not allowed. Only school issued locks can be used on school lockers. Any problems with lockers should be reported to the Assistant Principal. Gym lockers and locks will be issued to students by their physical education teacher for gym use only.

ATTENDANCE, TARDINESS AND LEAVING SCHOOL EARLY

Good scholarship and success in school are dependent upon regular attendance. Poor attendance also makes it difficult for the student to make up missed work.

Students have the responsibility for checking on the work missed and fulfilling all obligations. Parents have the responsibility for seeing that their child is in school every day unless there is a valid reason for absence. If a student is late to school, he/she must report to the front desk immediately upon arrival and sign in. A hall pass will be issued to class. Appropriate action will be taken for students who are repeatedly tardy.

As New Paltz Central School District State Education Law-Board Policy #7110 lists the following classifications as legal absence:

1. Sickness of a student.
2. Sickness or death in the family.
3. Impassable roads or weather.
4. Religious observance.
5. Quarantine.
6. Required to be in court.
7. Attendance at health clinics.

Or other such reasons as may be approved by the Board of Education.

Parents, if your child will be absent from school, please call the school (256-4200) the day of their absence. **UPON RETURNING, THE PARENT IS REQUIRED TO SEND A NOTE ADVISING THE SCHOOL OF THE REASON FOR THE**

CHILD'S ABSENCE OR TARDINESS. When parents pick up their child, they are required to sign out the student at the front desk.

Each day represents a significant monetary investment for every child enrolled in school. State Aid depends on a child's attendance and has a definite effect on the school budget and district taxation.

PUNCTUALITY AND PREPARATION

Students are expected to arrive at class on time, with all necessary supplies, such as books, pens, pencils and paper. Students arriving late for class, not only disrupts the class for other students and the teacher, but also miss part of their education. Continued late arrivals or being unprepared for class will result in parental contact. Three unexcused lates to school will result in detention.

BEGINNING THE SCHOOL DAY

Students should use the front parking lot entrance and Lincoln Place entrance. (No student is to use the auditorium as a short cut to lockers or class). At the bell, students are to proceed to their lockers and then to their first period classroom in a quiet, orderly manner.

Attendance is taken during first period. It is very important that students be on time for their class.

The Pledge of Allegiance will be recited each morning. This will be followed by daily announcements. During announcements, students are expected to listen silently so that they may receive important information concerning the school day. Announcements are printed and posted on the Main Office window and online.

PICKING UP AND DISCHARGING STUDENTS

Students who are transported to school by private vehicle are to be picked up and discharged on the Main Street side (clock side) of the building. Under no circumstances are students to be picked up or discharged on Lincoln Place or in the bus circle, as these are areas set up specifically for our buses.

STUDENTS STAYING AFTER SCHOOL

Students may not remain after school unless they have specific arrangements with teachers for extra help or plan to go to the library. If going to the library, students should report directly, at the close of school. "Hanging out" to clean lockers or "be with friends" is not a reason to remain after school. The library is reserved for those in need of completing a specific school project.

If students stay after school for an activity, they are not allowed to leave school grounds and return to the school (i.e. pizza, deli). Once a student leaves school grounds, they are not allowed back in the building or able to take the late bus home.

EXITS, ENTRANCES AND UNAUTHORIZED AREAS

Students arriving early must report directly to the auditorium or gymnasium. When the bell rings, students are to walk directly to their respective lockers and then to their first period class. No one should be in an unauthorized area of the building.

To avoid crowding and confusion and to provide for general safety, the rules governing entrance and exit will be carefully enforced.

1. Walk at all times.
2. Keep to the right.
3. Do not push or shove.
4. Walk on sidewalks/stay in crosswalks.
5. Follow the directions of all staff members.
6. During fire drills, stay away from the building, stay quiet and listen for instructions.

BICYCLES

Students are permitted to ride their bicycles to school, but not in the parking lot, or on school grounds. It is recommended that bicycles be chained and locked to the bicycle rack located in the front of the building, as the school is not responsible.

CONDUCT AND ATTITUDE

The Middle School years are critical for proper academic, social and emotional growth. In order to facilitate the learning process, an appropriate and secure atmosphere must be created. This is only possible when consistent guidelines are established which foster the development of mutual respect for all those who work together in the educational process.



All students are expected to behave in a reasonable and acceptable manner while at the Middle School. Mutual respect is a phrase each student should come to understand and practice with adults and fellow students. Disrespectful or inappropriate behavior will not be permitted.

Students are in school to grow both academically and socially. Student attitude is reflected in a variety of ways including promptness, attention to details, work submitted, concern for other individuals and responsible judgment.

HOW TO HANDLE PROBLEMS WITH OTHER STUDENTS

There are appropriate ways of handling a problem with another student so that conflict may be avoided:

1. Speak to the other student.
2. Speak to a teacher, aide or monitor.
3. See a member of our counseling staff.
4. If the first three are not satisfactory, see the Assistant Principal or the Principal.

SCHOOL ISSUED ITEMS

Students must return all school issued books, equipment, supplies, locks and uniforms or pay for them if they are lost, stolen or damaged.

ELECTRONIC DEVICES

All personal devices, i.e. laptop, tablets, cameras are not permitted in school. If you have a school issued chromebook, please read the electronic device user agreement.

Understanding that students may need to communicate with their families **AFTER THE SCHOOL DAY**, students may have cell phones in school under the following conditions: (1) cell phones **MUST** be kept in a student's locker (full school day); (2) cell phones **MUST** be powered off. Students may not carry cell phones during the school day.

Cell phones may only be used after dismissal. Parents and students take full responsibility for cell phones

that are missing or damaged.



1st Offense – the cell phone is confiscated and placed in the safe until the end of the day.

2nd Offense – the cell phone is confiscated and detention is assigned to student.

3rd or more – parent picks up cell phone confiscated and 2 or more days of detention.

SCHOOL SAFETY

Electronic cigarettes contain no tobacco. Although often described as smokeless, "electronic cigarettes are not emission-free," according to the U. S. Food and Drug Administration. "E-cigarettes contain volatile organic substances, including propylene glycol, flavors and nicotine, and are emitted as mist or aerosol into indoor air," according to FDA Advisory No. 2013-015 (June 26, 2013).

Schools are tobacco and smoke free grounds under the state Education Law, state Public Health Law, and the federal Pro-Children Act.

Use of any electronic smoking devices on school property is prohibited.

CAFETERIA AND RECESS RULES

1. Students will walk on the right side of the hall to the cafeteria and must arrive on time.
2. No food may be taken out of the cafeteria.
3. Students will be dismissed from their tables when the adult in charge dismisses them.
4. Throwing of food is prohibited. Students will be responsible for cleaning up any mess that is made. Further disciplinary actions will also be taken.
5. Students are to go to designated area during recess. Students found in areas off limits will face disciplinary action.
6. Students are not to engage in dangerous behavior and must follow the directions of the adults in charge.

ASSEMBLY BEHAVIOR

Assemblies are valuable learning experiences and are provided as part of the school's educational and cultural program.

1. Classroom rules and regulations also apply during assembly programs. Those who attend assemblies are expected to be courteous to the performers, faculty and fellow students.

2. Students should leave books and other objects in their classrooms.
3. Students will leave their classrooms with their teachers in a quiet and orderly fashion.
4. Classes will go to their seats in single file via their assigned route and will sit with their teachers in the rows assigned to them.
5. Applause is acceptable when someone is introduced and when he/she completed his/her portion of the program. Booning is never an acceptable response.

Disruptive students will be removed from the assembly and disciplinary action will be taken.

6. Exiting from the auditorium or gym will be done in an orderly manner. Classes should remain seated and silent until told to rise and exit.

THE DIGNITY FOR ALL STUDENTS ACT provides all students with a safe free environment from bullying, harassment and discrimination. If you feel that someone is disrupting your educational experience, contact the DASA Coordinator.

SOCIAL EVENTS BEHAVIOR

During the school year, there will be co-rec activities for Middle School students, and a special end-of-the year event for 8th graders in June.

These activities are a privilege. Students not behaving appropriately will lose this privilege. All students are to follow the direction of the adults in charge. Only NPMS students will be allowed to attend. Improper behavior at co-recs will result in parents being called and asked to pick up their child immediately. The privilege of attending future events will be jeopardized.

All regular school rules apply. Parents should be aware of the time the activity is over and be at the school to pick up their child promptly since chaperones will leave at the end of the activity. Students who have been suspended for disciplinary reasons will not be permitted to attend social events at the school.

BEHAVIOR ON BUSES

Students on school buses are under the authority of the bus driver and must obey his/her requests and directions. Riding the school bus is a privilege which can be removed at any time because of disruptive or unsafe conduct. Please see district calendar for rules and regulations.

Should your students receive a referral from the bus driver, the first offense will result in a meeting between the student and

school administrator to respond to the referral and review bus safety rules. Parents/guardians will be notified.

Serious and/or second offenses may result in a meeting between the student, driver, administrator, and include a range of possibilities designed to ameliorate inappropriate behavior. Parents/guardians will be notified of all referrals and corrective actions. Students may be suspended from the bus as deemed appropriate by the administrator in consultation with parties involved.

If for any reason your child needs to take a different bus on a given day, a written note must be brought to the front desk in the morning for the student to obtain a bus pass. A bus pass **will not** be issued based on verbal instructions over the phone.

SCHOOL DETENTION AND SUSPENSIONS

Failure to obey school rules and regulations can result in:

1. Lunch Detention. Students must bring schoolwork to detention. Lunch may be brought from home or ordered from the cafeteria during lunch. Talking is not permitted during detention. Lunch detention given by a teacher will be covered by a teacher.
2. After School Detention. Students who misbehave in school may be issued after school detention. Students will stay after school on the day of the infraction and go home on the late bus. A late bus is provided Monday through Friday. The student will contact his/her parent/guardian to inform them about the detention. If contact is not made, the detention will be postponed until such time that parents are appropriately notified. Parents may feel free to call the school office for verification. Students must bring school work to detention and talking is not permitted.
3. In-School Suspension (ISS). The student is suspended from regular classes and the cafeteria but remains in school. Regular class assignments will be provided and are to be completed. All students assigned to ISS are to report to the office upon arrival to school.

ISS students are allowed to purchase a lunch during lunch period or bring one from home. Students who are on suspension will not be allowed to participate in school functions such as picnics, field-trips, social events, field events and athletics or other cocurricular

activities. A parent conference may be necessary for a student to be re-admitted to class.

4. Out-of-School Suspension (OSS) The student is suspended from school for a period of time determined by the principal but not exceeding five days. Suspended students are not permitted on the school grounds unless accompanied by a parent. A parent conference may be necessary for a student to be re-admitted to school.

5. Superintendent's Hearing. Severe discipline problems and recurrence of other problems will result in a hearing where the student will appear with his/her parent/guardian and counsel, if so desired. The Superintendent will decide if further disciplinary actions is to be taken.

FIRE DRILLS

Fire drills - are conducted for student safety and preparation for any emergency which may arise. Signs are posted in classrooms and elsewhere with directions to stairways and exits. Students must move quickly, silently and in an orderly fashion to the proper exit when the alarm sounds and follow the directions of the teacher in charge at all times.

LOCKDOWN DRILLS

Students should follow the directions of the teacher in charge at all times and remain quiet and orderly.

PREP TASKS

Prep tasks are to be expected in the Middle School. A prep task is a tool that is used to facilitate learning in the classroom. Prep tasks are designed to provide follow up from a day's lesson and/or prepare a student for the next day's lesson. While they are not officially evaluated, they are specifically connected to the skills checks, quizzes, and major assessments that will be formally evaluated with a grade. Prep tasks should be recorded in the school's provided assignment book. If the assignment book gets lost, the student should purchase a replacement in the Main Office. If a student is absent, he or she should utilize the tools that the teacher has put in place for his or her classroom for communicating daily work. This may include the teacher's website calendar.

GRADING

All Middle School report card grades are reported in numeric format, i.e. 81, 89, 94. This gives the student and parents an accurate look at academic progress. Passing grade is 65. Students will receive their actual grade earned each quarter.

HONOR ROLL

The Middle School has two honor rolls. Our first honor roll is high honor roll. A student needs to achieve a grade point average of 92.5 or better. Honor roll is a grade point average of 87.5 to 92.499.

A student cannot have more than one grade between 70-79 to be placed on either honor roll. Any grade below 70 will remove a child from either honor roll.

SUMMER SCHOOL

Summer school will be provided for students who do not achieve passing final grades.

LOST AND FOUND

Anyone finding a lost article should turn it in to the Main Office immediately. Book bags and clothing should be brought to the shelves across from the gymnasium. Anyone who has lost an article should check the shelves and Main Office as soon as possible. Lost items should be reported to the Main Office as soon as possible, and if not found, a description will be read on the morning announcements. Parents and students should see to it that all personal articles and books be properly identifiable. This is especially true in the case of eyeglasses.

VISITORS

All visitors must sign-in at the front desk. Visitors will receive a name tag, which should be prominently displayed, while in the building. Upon leaving the building, visitors should return to the front desk to return the name tag and sign out.

PHONE CALLS FROM HOME

Unless it is a dire emergency, please **DO NOT CALL** your child at school. Students will not be called out of class for phone calls. Students will be allowed to use the office phone during lunch/recess. **We appreciate your cooperation. Again, students may not use cell phones in school.**

FIELD TRIPS

Field trips are regarded as an important component of our instructional program. Accordingly, rules and regulations concerning student behavior extend to those occasions when students are involved in a field trip. This includes appropriate behavior on the bus as well as at the trip location itself.

It is of critical importance that parents fill in the field trip permission slip and return it to the school in a timely manner. Please note that the form requires you to comment on any medical condition we should be aware of regarding your child. The school nurse is required to be notified at least three days prior to the trip.

ONLY MIDDLE SCHOOL PERMISSION SLIPS ARE ACCEPTABLE. VERBAL PERMISSION AND WRITTEN NOTES WILL NOT BE ACCEPTED.

HEALTH SERVICES, PHYSICAL EXAMINATIONS

All pupils are provided health services in accordance with state requirements. A nurse is in attendance daily

to administer emergency first aid and to help with each student's health problems. Individual student health records are maintained by the school nurse, indicating medical history, immunization records, height, weight, sight, hearing and color perception. Scoliosis screening tests are done on each student annually and parents are notified if their child fails to pass the screening test.

Seventh Grade Physical

All 7th grade students must have a medical appraisal using the form provided by the school district. This physical may be done by the family physician or during the annual school physicals for this grade level.

School District Insurance Plan

In case of an injury during the school day, the student should immediately report to the Health Office and give the nurse specific information relating to the accident. The parent will then receive a claim form in the mail from the District. This form should be completed and returned to the District for forwarding to the insurance company.

In case of an injury during extracurricular and sports activities, the student should report to the Health Office as soon as possible on the next school day to report the injury and fill out the necessary forms.

New Students

All new entrants to the district must have a medical appraisal by their family physician using the form provided by the school district.

COMMENT SLIPS

Comment slips are generally mailed home at the midway point of every quarter. Should you have concerns about your child's academic standing, please contact your child's teacher. Parents can monitor their child's progress through Parent Portal. Registration information is included in your child's summer packet.

The Guidance Office also processes report cards which are the main means of communication between the school and the parent/guardian concerning student progress. Distribution dates are noted on page 3 of this assignment book.

From time to time, parents/guardians may wish to speak with a teacher directly about specific student concerns. In such cases, the parent/guardian should call the Guidance Office at 256-4220.

ATHLETICS

Students wishing to participate in 7th or 8th grade interscholastic athletics must undergo a special physical examination performed by either their family physician or the school physician. A determination of physical fitness must be rendered before the student will be allowed to participate on an athletic team. Medical examinations may be scheduled anytime during the school year and shall be valid for a period of twelve continuous months, except for a student absent from school five or more consecutive days or who has received an injury. Such pupils must be re-qualified by the school physician before returning to participation.

Student athletes are expected to be in school the day before, the day of, and the day after an athletic contest.

Student athletes are expected to maintain a satisfactory attendance record. **Students may not practice or participate in games on days they have arrived after First Block for JV and Varsity players and ½ day for Modified players without a legal excuse. Students who have left school due to illness or been absent from school due to illness are also not eligible to play that day. Students must participate in Physical Education to be eligible to participate that day.** Student athletes are expected to be in school the day before, the day of, and the day after an athletic contest. Athletes who are in need of extra academic help should bring a pass from their teacher. Athletes absent or late to practice without a valid excuse will be subject to appropriate disciplinary action.

Athletes unable to participate in a practice or contest due to illness, injury or an emergency, should make a strong effort to contact the coach either in person or by phone. Athletes unable to practice for 5 or more days will be required to have ½ the minimum practices required by the state in order to return to activity in order to have appropriate time for reconditioning purposes.

PREVIOUS PROGRAMS OFFERED

Athletics - There are interscholastic activities for 7th and 8th grade students in the following sports: softball, soccer, gymnastics, basketball, wrestling, volleyball and track.

Music Program - There are choral and instrumental programs for all students who wish to participate. These programs are scheduled during the school day.

GSA/Pride Club – *provides a safe space for the LGBTQ Middle School students and their allied friends/peers.*

ABC-The MS Book Club – *gathering 6th, 7th, and 8th graders who love books and want to discuss them.*

School Newspaper (The Mirror) - Students are encouraged to contribute to the school newspaper or become members of the newspaper staff.

Student Council - This is a government service organization actively involved in school activities.

Yearbook - The staff creates a pictorial account of the middle school years.

Reflections - Students create a compilation of original student work from a variety of media.

Drama Club - Students become involved in the production of a play or musical.

Chess Club – Any students who want to learn to play or hone their Chess playing skills are welcome.

Climate Club – any student who wants to learn about the environment.

Art Club – any student is welcome to the Art Club that meets after school to work on art activities.

School of Rock - group of student who have a passion for jazz music.

NEW PALTZ CENTRAL SCHOOL DISTRICT

TITLE IX

The District condemns and prohibits all forms of discrimination and harassment based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. If you believe that you have been discriminated against, you may make a claim that your rights have been denied. This claim or grievance may be filed with:

Director of Pupil Personnel Services Title IX Officer
New Paltz Central School District
196 Main Street
New Paltz, New York 12561 (845)
256-4040 or (845) 256-4100

TITLE IX GRIEVANCE PROCEDURE

- I. Definitions
 - A. Grievance means any alleged violation of Title IX of the Education Amendments of 1972
 - B. Grievant means a student or employee of the New Paltz Central School District who submits a grievance relevant to Title IX or an individual or group submitting a grievance on behalf of a student(s) or employee(s).
 - C. Title IX Officer means the employee designated by the Board of Education to coordinate the New Paltz Central School District's efforts to comply with and carry out its responsibilities under Title IX and the Title IX implementing regulations.
 - D. Respondent means a person or group of persons alleged to be responsible, or who may be responsible for the Title IX violation alleged in a grievance.
 - E. Days means school days, except during the summer recess when days shall mean work days.

II. Procedures

A student or employee, or individual or group acting on behalf of and with the consent of a student or employee, may report an alleged violation of Title IX either informally or through the filing of a formal grievance.

A. Informal Grievance

Any student who alleges a violation of Title IX may request an informal meeting between him/herself and the building principal. Any employee may request an informal meeting with the appropriate supervisor. The purpose of such a meeting will be to discuss the allegations and possible resolution. The principal or supervisor will discuss the grievance and possible resolution with the respondent. If the grievant and the respondent agree with the recommendation for resolution, such resolution may be reduced to writing signed by the grievant and respondent and the incident will be deemed closed.

B. Formal Grievance

1. Stage I – Title IX Officer

- a. Within thirty (30) days after the event which brought about the Grievance, the grievant shall file a grievance in writing with the Title IX Officer on a form to be provided by the School District. The Title IX Officer may informally discuss the grievance with the grievant.

He/She shall promptly investigate the grievance. All employees and students of the School District shall Cooperate with the Title IX Officer in such investigations.

- b. Within five (5) days of filing the grievance, the Title IX Officer shall notify the respondent(s) of the grievance and request that a written response be submitted to the Title IX Officer within five (5) Days after receipt of the notification. Such notification shall Include A copy of the written grievance.
- c. Within twenty (20) days of the receipt of the grievance, the Title IX Officer shall make a finding in writing that there has or has not been a violation of Title IX. In the event the Title IX Officer finds that there has been a violation, he/she shall propose a resolution of the grievance.

- d. If the grievant or the respondent is not satisfied with the finding of the Title IX Officer, or with the proposed resolution of the grievance, the grievant or respondent may, with fifteen (15) days after he/she has received the report of the Title IX Officer file a written request for review by the Superintendent of Schools.

2. Stage II – Superintendent of Schools

- a. The Superintendent of Schools may request that the grievant, the Title IX Officer, or any member of the School District staff or student body present a written statement to him/her setting forth any information any information that such person has relative to the grievance and the facts surrounding it.
- b. The Superintendent shall notify all parties involved in this case of the time and place when an informal hearing will be held where such parties may appear and present oral and written statements supplementing their position in the case. Additional parties may be required to appear for the purpose of giving oral information relevant to the evaluation of the grievance. Such hearing shall be held within (15) days of the receipt of the appeal by the Superintendent.
- c. Within fifteen (15) days of the hearing, the Superintendent shall render his/her determination in writing. Such determination shall include a finding that there has or has not been a violation of Title IX. If a violation is determined to have occurred, a proposal for resolving the grievance must be included in such written determination.
- d. If the grievant or the respondent is not satisfied with the determination of the Superintendent, the grievant or respondent may, within fifteen (15) days after its receipt, file with the Clerk of the Board of Education, a written request for review by the Board.

3. Stage III – Board of Education

- a. When a request for review by the Board has been made, the Superintendent shall submit all written statements and other materials concerning the case to the President of the Board.
- b. The Board shall notify all parties concerned of the time and place when an informal hearing will be held. Such hearing will be held within fifteen (15) days for the receipt of the request for review. All parties concerned shall have the right to present further statements and information at such hearing.

- c. Within fifteen (15) days of the hearing, the Board shall render a determination in writing. Such determination shall include a finding that there has or has not been a violation of Title IX. If a violation is determined to have occurred, a proposal for resolving the grievance must be included in such written determination.

4. Investigation in the Absence of a Grievance or Grievant

In the absence of a claimed grievance, upon learning of or having reason to believe any Title IX violation has occurred, the Superintendent may direct that an investigation is commenced by the Title IX Officer and a written report of such investigation be made by the Title IX Officer.

III. Protections

1. The New Paltz Central School District shall, to the extent possible, maintain the confidentiality of any information related to the grievance and/or grievance procedures.
2. The New Paltz Central School District shall, to the extent possible, protect from harassment, reprisals, and/or retaliation all persons who file a grievance or participate in the grievance proceedings.