

**EAST ROCKAWAY
JUNIOR/SENIOR
HIGH SCHOOL**



**STUDENT HANDBOOK
2011 - 2012**

EAST ROCKAWAY JUNIOR/SENIOR HIGH SCHOOL
443 Ocean Avenue
East Rockaway, New York 11518
887-8300

BOARD OF EDUCATION

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Mr. Joseph Cangemi, Chairperson of Math and Science
Ms. TJ DiPietro, Chairperson of English and Social Studies
Ms. Laura Peterson, Chairperson of Special Education

GUIDANCE DEPARTMENT

Mrs. Mona Hecht, Director
Mrs. Donna Katzman, Counselor
Mr. James O’Driscoll, Counselor

ALPSS

Mr. Robert Guzowski, Principal
Ms. Marisa Rascionato, Guidance Counselor

2011-2012

Dear Parents and Students,

It is my pleasure to welcome you to East Rockaway Junior/Senior High School. The purpose of this handbook is to inform you of the rules, regulations, academic and extra-curricular activities of our school. Hopefully, the information contained here will assist in planning a successful junior/senior high school career. Please read this carefully, noting those sections that relate specifically to your grade level.

As required by the State Education Department, this handbook also contains an outline of our district's code of conduct. The code of conduct in its entirety is available in the Main Office and on our website, www.eastrockawayschools.org.

Students must recognize that they are in school to learn. This demands self-control, respect, sensitivity and maturity everywhere – classrooms, halls, cafeteria, assemblies and on school grounds. Consistency, fairness and good common sense will eliminate most problematic situations.

I urge you to review this handbook to avoid problems and to assist your success. I look forward to another fine year in which the school and community pull together in our quest for excellence in education!

Sincerely,

A handwritten signature in black ink that reads "William J. Fortgang". The signature is written in a cursive style with a large initial 'W' and 'F'.

William J. Fortgang
Principal

The policies, rules and regulations listed in this handbook are in effect as of the printing of this document and are subject to revisions and changes. Parents and students will be made aware of any changes in a timely fashion.

Important People to Know

Mr. Fortgang, Principal - (Music and Art) Main Office
Mrs. Johnson, Secretary – Principal's Office
Mrs. Torborg, Secretary – Main Office
Mrs. Singer, Assistant Principal (Grades 7-9) – Middle School Office (Foreign Language)
Mrs. Winters, Secretary - Main Office/Middle School Office
Mr. DeTommaso, Assistant Principal (Grades 10-12) Second Floor AP's Office (Business & Technology)
Mrs. M^cKeon, Secretary
Mrs. Brekke, Secretary - Attendance Office

Mrs. O'Brien, School Nurse – Health Office
Mrs. Hecht, Director of Guidance – Guidance Office
Mrs. Katzman, Guidance Counselor – Guidance Office
Mr. O'Driscoll, Guidance Counselor – Guidance Office
Mrs. DePietro, Secretary – Guidance Office
Ms. Daube, Secretary – Guidance Office
Mrs. Gerber, Psychologist – Psychologist Office, Main Hallway
Ms. Kosloff-Mednick, Social Worker – Room 111
Ms. Maureen Schutta, Social Worker/Transition Coordinator – Middle School Wing
Mr. Vulpis, Athletic Director (P.E., Health & Home & Careers) – Physical Education Office
Mrs. Kemmet, Secretary

Mr. Cangemi, Department Chairperson (Science & Math)
Ms. DiPietro, Department Chairperson (English & Social Studies)
Ms. Peterson, Department Chairperson (Special Education)

Dr. Lo Verde, Director of Pupil Personnel Services – PPS Office
Mrs. Pisani, Secretary - PPS Office
Mrs. Iadevaio, Secretary – PPS Office
Mrs. Lister, Part-Time Secretary – PPS Office

Dr. Melucci, Superintendent - Superintendent's Office
Mrs. Volino, Secretary - Superintendent's Office

Mr. Piccarella, Director of Curriculum & Technology – Curriculum Office (first floor)
Mrs. Jarmel, Secretary – Curriculum Office
Mrs. Hernandez, Secretary – Curriculum Office/Registrar

The East Rockaway School District does not discriminate on the basis of Race, Creed, Sex, or handicapping conditions and operates in compliance with Title IX, Part 86 and with Civil Rights Law 504.

BELL SCHEDULE

Period 0	7:20 – 7:50
Early Bell	7:50
Period 1	8:00 - 8:41
Period 2/Homeroom (9:26-9:31)	8:45 - 9:31
Period 3	9:35 - 10:16
Period 4	10:20 - 11:01
Period 5	11:06 - 11:47
Period 6	11:52 - 12:33
Period 7	12:38 - 1:19
Period 8	1:24 - 2:05
Period 9	2:09 - 2:50

SCHEDULE FOR A TWO-HOUR DELAYED OPENING

Period	Time		Length (minutes)
0	10:00	-- 10:10	
Period 1	10:10	-- 10:37	27
Period 2 (w/4 minute HR)	10:41	-- 11:12	27
Period 3	11:16	-- 11:43	27
Period 4	11:47	-- 12:14	27
Period 5	12:18	-- 12:45	27
Period 6	12:49	-- 1:16	27
Period 7	1:20	-- 1:47	27
Period 8	1:51	-- 2:18	27
Period 9	2:22	-- 2:50	28

GENERAL INFORMATION

A. Guidance

If you feel confused and need a helping hand, your teachers will always be happy to help you. In addition, you will have a guidance counselor to whom you can come when you have any difficulties. No problem is too big or too small to bring to your guidance counselor.

You will also need to begin to think seriously about your future plans. This means you will need to get better acquainted with YOURSELF - your interests and abilities. The guidance counselors will help you with these plans, see you about special problems and meet with your parents when necessary. When appropriate, your counselor will set up a case conference (teachers, parents and student) to help resolve any problems and get you back on track.

In general, the following are areas in which the counselors will be working with students:

- A) Adjusting to school routines
- B) Peer pressure problems
- C) Difficulties at home
- D) Academic problems
- E) Depression or anxiety
- F) Alcohol or drug involvement
- G) Schedule adjustment and course selections
- H) Personal problems
- I) Test result interpretations
- J) Career goals
- K) Weekly progress reports
- L) Parent/teacher conferences
- M) Referrals to outside counseling services
- N) College planning

The counselors are looking forward to getting to know you!

B. Library/Computer Use

Students are encouraged to use the school library often. Don't delay! Get to the library when you receive an assignment. The librarian will be happy to help you. You are invited to explore the collection and learn how to perform searches using the CD-ROM magazine database.

Students may use the library during their lunch period. Passes to the library must be obtained in the cafeteria. Students may use the library during study hall periods, but they must report to study hall first. Once in the library, students must remain there for the entire period.

Of course the library has lots of books! It also has:

- CD-ROM Encyclopedias
- Magazines on CD-ROM
- Periodicals (Magazines)
- Fiction Paperbacks
- Health & Career Information

Books may be borrowed for two weeks but may be renewed. Books that are charged out with a class (for a class assignment) are due on the same day as the assignment. The fine for overdue books is 5 cents per school day. **Students who do not return library books will be subject to disciplinary actions.** Students are expected to be quiet in the library and be courteous and respectful to students and staff.

Acceptable Use Procedures for Internet Access

Internet access will be available to students for library research and in the computer labs for certain classes. This technology allows for communication and access to information on a global scale. Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Along with the increased educational resources that telecomputing brings to teachers and students comes an increased need to use them wisely and responsibly. Users of the Internet should not procure or exchange information that conflicts with the educational goals of the district.

While in the library and in the computer labs, students are responsible for good behavior on computers and computer networks just as they are in a classroom or school hallway. The general school rules contained in this student handbook for behavior apply. However, it is impossible to control all material accessed through the Internet and therefore special rules and policies need to be enforced.

Please become familiar with the following Acceptable Use Procedures for Educational Technology. Before accessing the Internet, students and parents must read and sign an Internet Use Agreement Form. The signatures at the end of that form indicate that both parties who signed have read the terms and conditions carefully and understand their significance. Students who have not returned the signed form will not be given access to East Rockaway's Internet account(s).

Internet terms and conditions

1. *Acceptable Uses:* The use of the school account must be in support of educational research and the goals and objectives of the district and the class you are enrolled in.

2. *Unacceptable Uses:* The following actions are not permitted:

- Obtaining or using a password that is not your own to log in
- Sending or displaying offensive messages or pictures
- Transferring or obtaining sexually explicit material
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Use of the school account for your own commercial or political purposes

3. *Netiquette:* Users are expected to abide by the generally accepted rules of network etiquette.

- Respect others. Communicate through computers, as you would deal with people in person. Use appropriate language at all times. Do not slander or defame anyone, or represent others' ideas as your own.
- Do not disclose personal information over the Internet or other open systems. Do not reveal your real name, telephone number, address, password, credit information, or other information that could be used against you. Do not give out such information about anyone else.
- Use only your own computer identity; do not log on as anyone else or use anyone else's account. Never let anyone use your account or your on-line identity.
- Do not attempt to defeat security software or tamper with computer settings.
- Except for your own schoolwork documents, do not delete, alter or reposition files, or transfer files to any school computer. Do not tamper with another person's files.
- Use the Internet only for purposes related to schoolwork.
- Respect software copyright restrictions. Do not duplicate commercial software. Do not place any copyrighted software, including shareware, on a computer without permission of the instructor.
- Protect our computer hardware. Do not eat or drink near computers. Follow the shut-down procedure before switching off. Do not attach or detach any peripherals.

Any violation of the above-mentioned terms in the Acceptable Use terms & conditions will result in a loss of computer privileges, as well as further disciplinary action.

C. Extra Help

Extra help is offered in all classes either before and/or after school or by appointment. All teachers will post their extra help schedules in his/her classroom in September. Students should be prepared with specific questions and concerns in order to maximize the scheduled extra-help session.

D. Science Labs

In order to qualify to take a Regents examination in any of the sciences, a student must complete 1200 minutes of actual hands-on laboratory experience with satisfactory documented laboratory reports. The laboratory component is in addition to the required classroom instruction period. If the lab requirement is not met, the following action(s) will be taken:

- He/she will not be permitted to take the Regents exam
- A “0” will be entered as a exam grade in the *Regents exam* column on all records

E. PE/Athletes

Participation in physical education classes is a state requirement. The minimum participation requirement per year is 2.5 periods a week for forty weeks.

To participate in P.E., the student must be dressed in athletic shoes (sneakers), white socks, athletic shorts (no pockets, zippers, belt loops or cutoffs), and an athletic shirt other than what the student wore to school. Sweat pants and sweat shirts are allowed. Each student will be issued a locker in the locker room for his/her use. The student will be responsible for purchasing a lock from his/her teacher. **ONLY SCHOOL LOCKS MAY BE USED IN THE LOCKER ROOMS.** Valuables should not be brought to P.E. class. If this is unavoidable, then valuables should be checked with the teacher. No jewelry is to be worn during class. For grading purposes, a rubric based on New York State Standards in Physical Education is used. A copy of this can be obtained in the Athletic Office. Physical Education is a requirement for all students and participation is mandatory.

F. Health Services

The Health Office is serviced by a registered nurse. The office is open daily from 7:45 AM to 3:00 P.M. This office deals with all student illnesses and accidents. Updated emergency phone numbers of parents/guardians are kept on file so that contact can be made when necessary. In order to provide the best service, it is necessary for the nurse to be aware of all medical problems or allergies that a student might have.

All seventh and tenth graders must submit evidence of physical examinations before October 1 of that school year. Information to this effect is sent to the students the preceding June. Students planning to engage in a sport must also have a physical examination. These examinations are valid for one year. Doctors' notes excusing students from participation in P.E. classes must be verified through the Health Office.

Any student who needs to take medication during the day should make arrangements with the Nurse. By doing so, those students who have chronic medical conditions will stay in school

G. Lockers

All students will be assigned a physical education locker by their P.E. teacher and a hall locker by the assistant principal. It is mandatory that all students use their **assigned** locker. Physical Education lockers will be assigned during P.E. class, and hall locker assignments will be posted in the main hallway showcases. All problems concerning locker assignments must be reported to the assistant principal immediately. **Students are responsible for the condition of their lockers. All hall lockers are expected to be kept in the condition that they were in when assigned.** Students will be held accountable for any type of graffiti or vandalism to their locker and will be held responsible for full restitution, if necessary.

All unauthorized locks will be clipped from lockers with the school assuming no responsibility. Students using unauthorized locks are subject to further disciplinary actions. All lockers remain the exclusive property of the school. Students do not have an expectation of privacy in these areas and the school reserves the right to and will conduct routine locker checks during the school year.

H. Lunch

A complete lunch menu is provided by the cafeteria. Parents who are entitled to a federally sponsored lunch program for their children should contact the Health Office for information. Students in grades 7, 8 & 9 are not permitted to leave school grounds at any time during the school day. Students in these grades who leave the campus during the school day are subject to immediate disciplinary action. Students in grades 10, 11 & 12 are permitted to leave the grounds for lunch if they so desire. However, students leaving for lunch must not loiter on or around school property. Failure to follow these guidelines will result in the loss of open campus privileges. **Due to safety concerns, food deliveries for students from outside vendors are strictly prohibited.**

I. Working Papers

Anyone under the age of 18 wishing to work must have working papers. The application forms may be obtained in the Main Office of the High School.

J. Lost and Found

Articles, which have been found, are kept in the Main Office. Clothes are kept in a bin in the cafeteria. Any student who has lost books or personal property should always check their classrooms and the lost and found. Unclaimed items will be disposed of in June.

K. Testing

In addition to class tests, Regents exams, final exams and New York State assessments, we encourage the following college preparatory tests:

11th graders*

- PSAT/NMSQT in October
- SAT in May
- SAT 2 in June
- ACT in June

12th graders*

- SAT 1 in October/November
- SAT 2 in October/November
- ACT in October (only if not taken previously)

*Students with disabilities interested in applying for testing accommodations should contact their guidance counselor.

L. Student Services

In addition to the Guidance and Health offices, other professional services available to assist students are offered by our School Psychologist & Social Worker through the PPS office. These services are available to all students. Appointments may be made by students through their guidance counselors.

M. Textbooks/Calculators/Equipment

All textbooks, library books, calculators and equipment are the property of the school. While they are in the possession of a student, it is expected that the student will properly care for and protect them. It is expected that they will be returned by the student in the same condition that they were issued. If a book, calculator or equipment is damaged, stolen or lost, the student will be required to pay the specified fee. This can be done in

the Main Office. In the case of a textbook, the receipt should be shown to the subject teacher so that a new text can be issued. Failure to honor these obligations will result in disciplinary action and/or the withholding of report cards/transcripts. **A cumulative record of non-returned items will be kept for all students. Failure to replace or pay any fees owed can eventually prevent a student from receiving his/her diploma until such fees are taken care of. This applies to unreturned equipment and uniforms as well.**

N. Parent/Teacher Conferences

Formal provisions for parent/teacher conferences are provided three times during the school year. However, at any time during the school year that a parent wishes to meet with a teacher or administrator, a private appointment may be made. Call one of the Assistant Principal's Office or the Main Office for a date and time that is mutually convenient. An appointment with a guidance counselor or an Assistant Principal may be made through each of their offices. Parents are encouraged to use this method to involve themselves in their child's education. In addition to the three parent/teacher conferences, Back to School Night is also scheduled early in the school year. Our "Back to School Night" program provides parents/guardians with an opportunity to shadow their child's schedule and received pertinent information regarding his/her classes.

O. Guidelines for Prom

1. Only Juniors and Seniors may buy prom bids, up until the point that a class deems it necessary to open sales to sophomores.
2. No student under the age of 14 and no student in Junior High School (grades 7 & 8) may go to the Prom.
3. In order to attend the prom, all East Rockaway High School students and a parent are required to attend a special evening presentation and submit a signed prom contract (parent & student signatures). Attendance at this presentation is mandatory and the contract will ensure that students and parents are aware of the consequences of violating the school's prom rules and guidelines.
4. Students who are in violation of the code of conduct and/or the terms and conditions of the prom contract will be sent home from the prom and will face further disciplinary measures as per the prom contract.
5. **ELIGIBILITY – Students must be academically eligible and in good standing in order to attend the prom. THOSE STUDENTS WHO GO INELIGIBLE AFTER MAKING PAYMENT WILL NOT BE REFUNDED.**

P. Access to Student Records

The Family Educational and Privacy Act (1975) provides access to records, files, documents, and other materials which contain information directly relating to the student. All parents of students under 18 years of age and students 18 years and older who wish to see these records must follow these steps:

1. Contact the student's Guidance Counselor requesting a review of the specific record. An appointment will be made within 5 school days. A counselor or administrator will review the materials with you.
2. Student records will be made available via our Student Information System, Infinite Campus, by which parents can review attendance, report cards and progress reports.
3. If any information is judged to be false or misleading, the concern must be put in writing to the Principal. A decision will be rendered within 5 school days.
4. If the solution is not satisfactory, a hearing with the Superintendent of Schools may be arranged within a reasonable period of time.

Q. Fire Drills

Fire drills are periodically conducted in order to familiarize students and staff with evacuation procedures.

They ensure the safety of students and staff in case for a true emergency. Students will move quickly and quietly out of the building to assigned stations under the direction of the staff. Students who act inappropriately during a fire drill or falsely report an impending explosion, fire emergency or impending catastrophe are subject to immediate suspension. Any student who tampers with the fire alarm system will be prosecuted to the full extent of the law and will face disciplinary action from the school.

R. Emergency School Closing

In the event of inclement weather requiring the closing of school, stations WALK FM, and WCBS will be announcing closings, along with NEWS 12 L.I. on Cablevision as well as www.eastrockawayschools.org and www.longisland.com. Do not call the school for closings. If no report is heard, assume school is in session. The district will also attempt to contact every student's home via our emergency notification system, Connect-ED®.

S. Telephones/Electronic Devices

Use of cellular phones/electronic devices is not permitted in the building and will be confiscated by staff members if seen or heard. Students who need to call their parents should go to the Main Office.

T. Student Appeals

East Rockaway High School students should be aware of their rights as well as their responsibilities. Students are encouraged to bring any grievances, concerns and problems to the attention of the teacher and/or Administration.

A student has the right to a hearing when facing disciplinary action. A student also has the right to question his/her accuser. Further, a parent guardian may request or be requested to attend a hearing in disciplinary situations. Appeals in disciplinary matters may be brought to the Principal, the Superintendent, the Board of Education, and the New York State system.

U. Grading Procedures

1. Students receive numerical report cards quarterly. The dates for the end of each quarter are published in the district calendar. In addition, at the completion of the first five weeks of the quarter, Progress Reports are mailed home.
2. Marking period grades are determined from a composite of product and process points. Product constitutes all assessments, special projects and other graded student work. Process consists of class participation and assignment completion. For students in 7th and 8th grade, the marking period grade is determined by at least 80% product and 20% process. For 9th through 12th grade students, the marking period grades are determined by 90% product and 10% process.
3. Students who fail a course are notified immediately upon the completion of Final Exam Week. The Guidance Department can provide recommendations on how to make up the failed course.
4. Parents are encouraged to periodically check the Parent Portal of Infinite Campus, our schools' student information system, to view their child's most updated course average.

Weighted Grading

A system of weighted grading is used in senior high Honor and AP level courses. Weighted grades are used when computing averages for class ranking and for the honor rolls.

In general, **there is no additional weighting for junior high level classes** or for regents level classes in English or social studies on any grade level. There is a 10% weighting for all honors (senior high), accelerated and college credit classes. There is a 15% weighting for all advanced placement classes. All weightings are calculated automatically when cumulative grade point averages are compiled and that determines the class rank.

Please consult with the guidance counselors if you have questions about the specific weightings used for your child's classes.

V. Course Levels

The following is a brief description of each of the different levels of courses offered at our school

The terms Regents, honors, accelerated and A.P. (Advanced Placement) are used. Local classes are school level/non-Regents track classes. Regents classes are classes that are a part of a one, two or three-year curriculum that culminate with a N. Y. State Regents exam. In Honors classes, the curriculum is enriched. Accelerated classes follow the curriculum of the next year's Regents level class. These classes are offered in math and science.

In grades 7 and 8, we offer accelerated classes in math and science and honors classes in social studies and English.

Accelerated classes in math and science are classes that students would normally take as the following year's curriculum. For example, Math 7 Acc and Science 7 Acc follow the same curriculum that would be normally followed in grade 8. Accelerated courses are also enriched. Honors classes in social studies and English are enriched classes. These students are expected to master more advanced materials, are required to do additional research, summer assignments, and are administered more challenging tests and quizzes.

Initial entrance into the honors/accelerated program is determined by a matrix that includes standardized test scores, teacher recommendations and New York State assessment scores. The students' final course average and/or state assessment scores will be used to determine his/her status in the accelerated/honors program. Advanced Placement classes are the most advanced classes offered at our school. The A.P. program provides students with the opportunity to complete college level studies while they are still in high school. These classes culminate with mandatory exams given by the College Board that measure the depth of students' knowledge and comprehension. Individual colleges decide whether to grant credit, placement, or both, to students whose level of achievement on the examinations meets their standards. Exams are scored on a 1-5 basis.

If you would like any additional information about the various levels of courses, please feel free to contact your child's guidance counselor.

W. Honor Society

The academic requirement for entrance into the National Honor Society is currently under review. Once a final decision is made, parents and students will be notified. In addition to academic requirements, the attributes listed below are taken into consideration by an annually appointed faculty council.

Leadership

The student who exercises leadership:

- *Is resourceful in applying principles and making suggestions*
- *Demonstrates leadership in promoting school activities*
- *Exercises influence on peers in upholding school ideals*
- *Contributes ideas that improve the civic life of the school*
- *Is able to delegate responsibilities*
- *Exemplifies positive attitudes*
- *Inspires positive behavior in others*
- *Demonstrates academic initiative*

- *Successfully holds school offices or positions of responsibility, conducting business efficiently and effectively, and without prodding demonstrates reliability and dependability*
- *Demonstrates leadership in the classroom and in school or community activities*
- *Is thoroughly dependable in any responsibility accepted*

Service

The student who serves:

- *Is willing to uphold scholarship and maintain a loyal school attitude*
- *Participates in some outside activity: Girl Scouts; Boy Scouts; church groups, volunteer services for the aged, poor, or disadvantaged*
- *Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance*
- *Works well with others and is willing to take on difficult or inconspicuous responsibilities*
- *Cheerfully and enthusiastically renders any requested service to the school*
- *Is willing to represent the class or school in inter-class and interscholastic competition*
- *Does committee and staff work uncomplainingly*
- *Shows courtesy by assisting visitors, teachers, and students*

Character

The student of character:

- *Takes criticism willingly and accepts recommendations graciously*
- *Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)*
- *Upholds principles of morality and ethics*
- *Cooperates by complying with school regulations concerning property, programs, office, halls, etc.*
- *Demonstrates the highest standards of honesty and reliability*
- *Shows courtesy, concern and respect for others*
- *Observes instructions and rules, punctuality, and faithfulness both inside and outside of the classroom*
- *Has powers of concentration and sustained attention as shown by perseverance and application to studies*
- *Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others*
- *Actively helps to rid the school of bad influences or environment*

Citizenship

The student who demonstrates citizenship:

- *Understands the importance of civic involvement*
- *Has a high regard for freedom, justice, and respect of the American form of government*
- *Demonstrates mature participation and responsibility through involvement with such activities as scouting, community organizations, and school clubs.*

Graduation Requirements

East Rockaway High School, in compliance with New York State, currently offers a local diploma, along with the New York State Regents Diploma and the New York State Regents Diploma with Advanced Designation. Our guidance counselors will make students and parents aware of these requirements for each diploma as it

pertains to each cohort (grade level).

Class Rank

Final class ranking will be determined at the end of the seventh semester. The top ten academic students must have successfully completed four years of English and social studies, three years of math and science and at least three years of foreign language in addition to all other requirements. **All subjects are used for calculating class rank.**

Honor Roll

To be on the Honor Roll a student must have a weighted average of 85 to 91.9999. (Grades and averages are weighted before they appear on report cards). Students who have a weighted average of 92% and above will be placed on High Honor Roll. All subjects will count towards High Honor and Honor Rolls except pass/fail courses. **Any course receiving a grade below 70, WF or an incomplete will exclude the student from either honor roll.** Students who are on the High Honor Roll two of the first three quarters may receive scholastic pins and those on the Honor Roll two of the first three quarters will receive a certificate.

Graduation

Students who have successfully completed all requirements receive their diplomas at the commencement exercise. Students who are within one summer school credit may participate in the ceremony and will receive their diplomas in August (pending satisfactory completion of requirements).

Scheduling Process

Early each spring, students and parents are invited to meet with the guidance counselors to plan the student's schedule for the upcoming year.

Once students and parents select courses, we attempt to schedule each student into the appropriate courses. Once a schedule is set, a "**No Drop**" rule will be followed. Schedules will be changed only to correct deficiencies, adjust for failures or summer school make-ups or correct unintentional errors. Whenever possible, an attempt will be made to avoid repeating a course with the same teacher. As our weighted grading policy suggests, East Rockaway High School encourages students to stretch and to try higher-level courses. Recognizing that some students might hesitate to do this with a "No Drop" rule, level changes will be acceptable for a period of time.

A student may request a level change in a course, where warranted, within the first five week probationary period of that course. Changes after this point will **not** be considered. If a student wishes to add a course to his/her schedule, this must be done within the attendance framework (see Attendance Policy in the Student Code section of this booklet). All students must carry a minimum of six courses plus physical education at all times.

Credits Needed to Advance a Grade Level (for open/closed campus privileges & Rock Rivalry purposes)

Grade 10 - Accumulation of four credits

Grade 11 - Accumulation of nine credits

Grade 12 - Accumulation of fourteen credits

Alternative Options

Special courses of study in occupational subject areas are offered by the Board of Cooperative Educational Services. Courses of study, one or two years in length, in such diverse areas as cosmetology and aircraft maintenance are offered throughout Nassau County at special sites. Students attend their home school for their

academic subjects and go to the BOCES site for the other half of the day. These programs are available on a limited basis to juniors and seniors. Interested students should talk with their guidance counselors.

CSE

The Committee on Special Education is State mandated and reviews students who are referred for special services. Students with special needs are provided a specialized course of study that enables them to achieve their own educational development. The Director of PPS is the chairperson of this committee.

ELIGIBILITY POLICY AND PROCEDURES

I. PHILOSOPHY

The East Rockaway School District provides opportunities for students to participate in a wide range of co-curricular and extra-curricular activities. The staff members encourage students to cultivate their interests, to demonstrate their skills, to acquire new skills, and to develop potential for leadership. Since participation in these voluntary activities is both desirable and meritorious, students, as representatives of the school, must maintain an acceptable level of academic performance and display appropriate behavior and good citizenship in an out of the classroom.

The following eligibility requirements have been established to monitor and to encourage student progress. Furthermore, we believe all students are entitled to, regardless of participation, the opportunity for self-improvement in order to realize his/her maximum potential. To that end, we require all mentors to monitor the achievement of *all* students on their rosters and to set forth a plan to help their students achieve success.

II. DEFINITIONS

For the purposes of this policy, the following list of important terms will be defined as:

Mentor - Staff member (e.g., coach, advisor, or guidance counselor) assigned to help monitor student progress.

Eligibility Committee - Will consist of the Principal, Assistant Principal and Athletic Director.

Status Report - Report the student must obtain from the Main Office to have filled out by their academic teachers of the classes they are failing; they must hand in the report by the designated *status report due dates* (approximately every 2 1/2 weeks).

Eligibility - Students have full rights and privileges. They are not being monitored at this time.

Probation - Point at which a student has failed two subjects. Students will remain on probation a minimum of 5 weeks. Students will have full rights, but at the status report due dates, the student may become ineligible.

Ineligibility - Students may not participate in co-curricular or extra-curricular activities. In addition, students not involved in these activities, will lose rights and privileges at the discretion of the administration.

III. ACADEMIC PROBATION/INELIGIBILITY

A. Probation

Students who fail two subjects, as listed below, will be put on automatic probation:

1. In semester course(s): students who fail progress reports at any time or the first or third marking period of the course(s)
2. In full year course(s): students who fail progress reports at any time or marking period(s) 1, 2, 3, or the course(s);
3. Students who fail two courses at the end of the year and do not attend summer school (if those courses are offered);
4. Students who have failed two courses at the end of the year and are repeating those classes the following year.

B. Ineligibility

Once a student is placed on probation, he/she will be declared ineligible at the status report period when:

1. The status report form is not received from a student on probation on or before the predetermined due date.
2. The student does not show improvement on the status report form in two or more subjects as per the criteria defined in this policy.
3. A student is immediately declared ineligible, instead of probation, if they are failing 3 or more subjects.

The student who is ineligible may not participate in any school-sponsored event during the period of ineligibility. Although the student is permitted to attend practices, rehearsals, and general meetings, he/she may not be an active participant. At the status report due dates, a student may be moved to probation for the next 2 1/2 weeks.

Those students who are not involved in any co-curricular or extra-curricular activities, will be subject to loss of privileges including, but not limited to, open campus for lunch (10th, 11th, & 12th grade students); study hall exemption (seniors); parking on campus; the lunchtime intramural program; attendance at the prom and/or Senior Banquet and extra-curricular school field trips. All rights and privileges are at the discretion of the administration. Failure to comply will result in disciplinary action.

It should also be noted that administration reserves the right to place a student on probation as ineligible due to poor attendance (absences, lateness, cuts) and/or for behavioral incidents that disrupt the learning process.

IV. ADMINISTRATIVE PROBATION/INELIGIBILITY

A. Probation

An administrator may place a student on probation at any time for academic, behavioral or attendance reasons.

B. Ineligibility

1. Any student suspended from school will be ineligible to participate, perform, or compete for the duration of the suspension.
2. In a case which requires unusual disciplinary action, the principal may exclude a student from participation for a period of time he/she deems necessary; e.g., destruction of school property, drug involvement, chronic behavior/attendance problems, etc.

V. ELIGIBILITY REQUIREMENTS

When on probation, students must show overall improvement to be able to participate. If a student does not show improvement in these areas, he/she will be ineligible until the next satisfactory status report or report

card/five week progress report or until improvement is evident. The following criteria must be met in order for a student to become or remain eligible:

- A. **Class work and assignments** - These assignments must be done to the satisfaction of the teacher.
- B. **Extra help** The probationary/ineligible student must attend extra help if indicated by the teacher. Practice, rehearsals or meetings are not excuses for missing extra help. Other academic activities, games, or performances may preclude extra help with the permission of the teacher.
- C. **Attendance** - Illegal absences, cutting, and lateness will be monitored by an administrator.
- D. **Behavior** - Students must follow all classroom and school policy rules for behavior as per Board of Education policy on citizenship. This area will also be monitored by an administrator.

VI. **PROCEDURES**

- A. Efforts will be made to assign a mentor at the time students are placed on probation. The mentor will oversee them and monitor their progress. If a student is not assigned a mentor, he/she can ask any teacher/coach to act as his/her mentor.
- B. A computerized listing of students who have two or more failures will be distributed to all teachers and coaches. Moreover, all teachers and coaches will receive written notification of the students' status following the status report due dates from the Eligibility Committee.
- C. The direct monitoring of students on probation will be the responsibility of the parents. A calendar which lists status report due dates is available in the main office and on the high school link of the district website.
- D. All parents have the option of requesting weekly progress reports from the child's teacher(s).
- E. The student's progress will be monitored through a status report. These reports will be picked up by the student from the Main Office. They will be returned to the bin in the Main Office at the midway point between report card/five week progress reports (the due dates are written on the status report). If the student does not return the status report by the due date, he/she will automatically be ineligible until the following review date.
- F. The Faculty Eligibility Committee will review each report to determine the status of each student.
- G. The Eligibility Committee will hear appeals. Appeals will only be considered within two school days of the predetermined status report dates. If there are extenuating circumstances affecting the attendance or academic performance that has suspended the student or made the student ineligible, his/her coach, advisor, mentor will review the situation with the student. If the mentor concurs, an appointment to appear with the student before the committee should be arranged. If necessary, the student's guidance counselor and other supportive personnel will also be invited to attend.

VII. **DISREGARD OF ELIGIBILITY POLICY**

Ineligible students who disregard the regulations and continue to participate in an activity will be reported to the Eligibility Committee and removed from the activity. Furthermore, students who fail to comply with the procedures as stated in the policy can and will be subject to further loss of privileges including, but not limited to, open campus for lunch (10th, 11th, & 12th grade students), study hall exemption (seniors), parking on

campus, the lunchtime intramural program and disciplinary action.

EXTRACURRICULAR CLUBS, ACTIVITIES AND SPORTS

After school activities are an important part of the student's school experience. All students are encouraged to participate in as many extracurricular activities as possible in order to enhance their knowledge, broaden their horizons, and develop leadership characteristics. Students have numerous extracurricular activities available to them. They provide an opportunity to relate not only to people in other grades, but also to pursue and expand one's personal interests and skills. Participation in all extracurricular activities is subject to the academic eligibility policy.

INTERSCHOLASTIC ATHLETICS

Badminton - Varsity (G)	Lacrosse – Jr. High, J.V. & Varsity (B & G)
Baseball - Jr. High, J.V. & Varsity (B)	Soccer – J.V. & Varsity (B), Jr. High, J.V. & Varsity (G)
Basketball - Jr. High, J.V., & Varsity (B & G)	Softball - Jr. High, J.V. & Varsity (G)
Cheerleading - Varsity (G)	Tennis – Varsity (B & G)
Cross-Country - Jr. High & Varsity (B & G)	Track - Jr. High & Varsity (B)
Football - Jr. High, J.V & Varsity (B)	Volleyball - Jr. High, J.V.& Varsity (G)

ACTIVITIES/CLUBS

Student Council	Key Club	S.A.D.D.
Yearbook	Robotics Club	Jazz Ensemble
District Musical	Mock Trial	S.P.O.
National Jr./Sr. Honor Society	Rock Rivalry	Video/Broadcast
Class Sponsored Activities	It's Academic	Peer AIDs Educators

All students are encouraged to immediately inform coaches, advisors and administrators of problems/concerns if they should arise.

Student Council shall be composed of students from each grade level. Student Council officers are elected each May by the entire student body. All students are encouraged to attend the weekly student council meetings to share their ideas and express their concerns.

POLICIES AND PROCEDURES

ATTENDANCE

Regular attendance is an essential ingredient in academic achievement. In keeping with the concept and requirements of New York State, East Rockaway High School has established the following attendance policy:

- A) All students are expected to be in classes on time each day.
- B) A minimum attendance of 85% is required. Students who fall below that minimum will not receive credit for the course. **Excused and unexcused absences from school will be reflected in this percentage.** Field trips, religious observation, music lessons, office visits and guidance appointments are not included in this percentage.
- C) Credit for all physical education courses is totally dependent upon class participation. Therefore, absences and/or failure to participate in class will be counted in the 85% minimum.
- D) Students who exceed the 15% limit will be notified that they will not receive credit for the course. Any

student who wishes a review of the attendance ruling based on extenuating circumstances must submit an appeal (in writing) to the Assistant Principal's office. A committee will review the case and a decision will be rendered within one week.

E) Students must attend class through the end of the semester in order to be considered eligible for repeating that class in summer school.

F) Students who are absent from school for more than 10 consecutive school days should apply for homebound instruction through the Special Education office. Once a student is on homebound instruction absences are not included in the minimum requirements.

G) It is the parent's responsibility to notify the Attendance Office by calling Extension 436 on any day you are absent from school.

H) Upon return to school, the student must bring a note, signed by a parent/guardian, indicating the reason for absence and date(s) of absence. If the absence was more than 5 consecutive days, the student must go to the health office for a readmit.

I) Lateness to class is not acceptable. It interrupts the learning processes of all students in the class and disturbs classroom procedures. Lateness is defined as not being in class when the bell rings.

J) Students, who for some reason must leave school during the school day, (other than illness) must report to the Attendance Office before homeroom with a written excuse and must receive a pass approving the departure at the requested time. This written excuse signed by a parent/guardian must state:

1. Where the student is going
2. Time that the student must leave
3. Name of the adult who is going to pick the student up
4. Telephone number where the parent/guardian can be contacted

If the student returns to school that day, he/she must go the Attendance Office to be signed back into the school before reporting to any classes.

K) A student who becomes ill during the school day must obtain a pass to the Health Office from the classroom teacher. If the nurse determines that the student should be released from school, a parent, guardian, or designated adult will be contacted. This adult must accompany the student from the school. If no designated adult is available, the student must remain in school until the end of the school day. For this reason, it is important to return an updated health card to the Health Office each September. **Students may not leave school on their own due to illness.** If a student becomes ill while at home for lunch, a parent must notify the school immediately that the student will not be returning from lunch that day and must provide a note upon his/her return to school.

L) Students who are absent from school may not take part in any after school activities for that day. Students who sign in after homeroom and/or their regular sign in time may not participate in any after school activity, including Rock Rivalry. If the lateness occurs on the day of a game or meet, the student will not be permitted to participate on the day of the third lateness of that type.

M) If a student is absent three or more days, arrangements to pick up homework assignments can be made by calling the Attendance Office (Ext. 436) in the morning. Please call the main Office (Ext. 444) in the afternoon to confirm that the work has been collected and is ready to be picked up.

N) Upon return from an absence, it is the student's responsibility to make up any missed work. The teacher may also require the student to attend extra help classes either before or after school. Teachers are not required to accept make-up assignments due to unexcused absences or "cut" classes.

DISCIPLINE CODE/CODE OF CONDUCT

Students are expected to act in an orderly manner during everyday activities as well special situations such as assembly programs, fire drills, PA announcements, etc., and treat all others with dignity and respect. Each student's behavior contributes to the atmosphere of the school. That atmosphere must be orderly, disciplined, and mutually respectful for effective student learning to take place. The school seeks to protect the rights of the students while enabling the students to develop their own sense of responsibilities. To that end, the administration will assist each student in this program of personal responsibility with sensible rules of conduct, focusing on safety and respect for others. These rules will be consistently applied throughout the school year. Students who cannot accept this responsibility and violate these rules will be penalized and more strictly supervised.

The following outline serves as a summary of the **DISTRICT CODE OF CONDUCT**. A complete code of conduct is available in the individual school buildings. Questions regarding the code should be directed to the building principal.

I. INTRODUCTION – CODE OF CONDUCT

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

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

The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly. To this end, the Board adopts this code of conduct (the “Code”).

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

II. DEFINITIONS

III. STUDENT RIGHTS AND RESPONSIBILITIES

- A. Student Rights
- B. Student Responsibilities

IV. ESSENTIAL PARTNERS

- A. Parents
- B. Teachers
- C. Guidance Counselors
- D. Principals
- E. Superintendent
- F. Board of Education

V. STUDENT DRESS CODE

- A. Students are expected to wear appropriate dress/attire to school. (See Code Page 5).

VI. PROHIBITED STUDENT CONDUCT

- A. Conduct that is disorderly (see Code page 6)
- B. Conduct that is insubordinate (see Code page 7)
- C. Conduct that is disruptive (see Code page 7)
- D. Conduct that is violent (see Code page 7)
- E. Conduct that endangers the safety, morals, health, or welfare of others (see Code page 8)
- F. Misconduct while on a district provided bus (see Code page 9)
- G. Any form of academic misconduct (see Code page 9)

VII. REPORTING VIOLATIONS

(see Code pages 9-11)

VIII. DISCIPLINARY PENALTIES/PROCEDURES/REFERRALS

- A. Penalties
- B. Procedures
 - 1. Detention
 - 2. Suspension from transportation
 - 3. Suspension from athletic participation, extra curricular activities and other privileges
 - 4. In-school suspension
 - 5. Teacher disciplinary removal of disruptive students
 - 6. Suspension from school
 - a. Short-term (5 days or less) suspension from school
 - b. Long-term (more than 5 days) suspension from school
 - c. Permanent suspension
- C. Minimum Periods of Suspension
 - 1. Students who bring a weapon to school
 - 2. Students who commit violent acts other than bringing a weapon to school
 - 3. Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interferes with the teacher's authority over the classroom
- D. Referrals
 - 1. Counseling
 - 2. PINS Petitions
 - 3. Juvenile Delinquents and Juvenile Offenders

IX. ALTERNATIVE INSTRUCTION

X. DISCIPLINE OF STUDENTS WITH DISABILITIES

- A. Authorized Suspensions or Removals of Students with Disabilities
- B. Change of Placement Rule
- C. Special Rules Regarding the Suspension or Removal of Students with Disabilities
- D. Expedited Due Process Hearings
- E. Referral to law enforcement and judicial authorities

XI. STUDENT SEARCHES

- A. Administration and/or School Officials have the right to search any student if there is reasonable suspicion with safety or any concerns (See Code Page 24)

XII. VISITORS TO THE SCHOOLS

XIII. PUBLIC CONDUCT ON SCHOOL PROPERTY

- A. Prohibited Conduct
- B. Penalties
- C. Enforcement

XIV. DISSEMINATION AND REVIEW

- A. Dissemination of Code of Conduct
- B. Review of the Code of Conduct

THE FOLLOWING ARE A FEW BASIC GUIDELINES WHICH, WHEN FOLLOWED, WILL HELP STUDENTS AVOID BEHAVIORAL PROBLEMS. AGAIN, THE COMPLETE DISTRICT CODE OF CONDUCT IS AVAILABLE IN THE MAIN OFFICE.

I. Basic School Regulations

1. Common respect is expected of everyone.
2. The use of profanity, ethnic slurs, or vulgar expressions is not permitted anywhere on school grounds.
3. Attendance regulations are to be followed.
4. Cutting any class, including study hall, is unacceptable.
5. Students are to arrive at class on time and be prepared to participate.
6. As per NYS law, smoking is prohibited anywhere on school grounds.
7. Students in grades 10-12 are permitted to leave school grounds **during lunch periods only. They must not loiter on or anywhere near school property before or after school. Failure to comply with this rule will result in loss of open campus privileges.** Seniors have complete open campus privileges for all free periods, but must follow the previously stated rules. All students must return in time for their next class.
8. No food or beverages are permitted anywhere in the school except where sold.
9. No students are allowed in the halls during class without a pass.
10. Students should treat **all adults** in the building with respect.
11. Hats are not to be worn in any classroom or office in the building.
12. Derogatory statements about another's race, gender, religion, or place of natural origin are **unacceptable and will not be tolerated. All such violations are subject to the full extent of the law.**

II. Student Conduct in the Classroom & Assembly Programs

Each classroom teacher will issue a set of guidelines and regulations at the beginning of the school year. These relate to classroom operations, grading procedures, testing policies, and general conduct. These will be considered the basic procedures for classroom instruction for the year or semester. Proper conduct is also expected at all assembly programs and special events. Specific instructions will be given in advance when necessary.

III. Student Conduct in the Corridors

1. Students should be out of the corridors by the ringing of the bell signaling the beginning of class.
2. Loitering in the halls, locker rooms, and bathrooms is to be avoided.
3. Running/horseplay is dangerous and is not permitted.
4. Public displays of affection are considered to be in bad taste and are not acceptable in the building or on

- school grounds.
5. Appropriate language is always expected.
 6. The Ocean Avenue doors in the new wing are not to be used for general entrance and exiting. They are emergency exits only.
 7. Shouting or yelling in the hallway is not permitted at any time.

IV. Sororities and Fraternities

Sororities and Fraternities as well as secret clubs, gangs, societies, or organizations are prohibited by the East Rockaway Board of Education.

V. Vandalism

Vandalism is a crime, which affects all of us. Any such act will be investigated to the fullest. This includes defacing/destruction of school property, graffiti, pranks, (such as toilet papering the school) and any other such offense. Recent state law holds parents and/or guardians liable for acts committed by their children up to \$2,500.

VI. Electronic Devices

Personal electronic devices such as iPods, cellular phones, laser pointers etc. are prohibited on school grounds except in lockers (during the school day) and before/after school. They are potentially distracting and can cause safety problems. If this rule is violated the perpetrator can lose the item indefinitely. At no time are larger radios, tape decks, video cameras or other audio-visual equipment permitted on school grounds except for use in a school related activity with the approval of the appropriate teacher, coach or advisor. Audio or video taping in classrooms is strictly prohibited except for use in a school related activity with the approval of the appropriate teacher, coach or advisor. If so, the necessary arrangements for storage must be made in advance. **THE SCHOOL ASSUMES NO RESPONSIBILITY FOR ANY SUCH ITEMS THAT ARE CONFISCATED. THEY DO NOT BELONG IN SCHOOL AND SHOULD BE LEFT AT HOME.** The school follows the general rule of: “We hear it, we see it, we take it.” A parent/guardian is required to pickup all such confiscated items.

VII. Gambling

Gambling on school property is prohibited. Students in violation of this rule will be subject to disciplinary actions.

VIII. Smoking

As per NYS law, it is illegal to smoke on school property. Students found smoking anywhere on school grounds are subject to suspension. Because of the potential problem of lateness to class, students may not leave the building to smoke between periods. Students are also prohibited to loiter in front of the school or in close proximity of school grounds to smoke.

IX. Student Appearance

Students are expected to dress and groom themselves in such a manner so as not to endanger their health and safety. Specific dress guidelines are already in place for physical education. School attire should not be inappropriately revealing as to attract undue attention to the wearer; i.e., short-shorts, bare midriffs, low-cut tops, see through/sheer clothing, visible undergarments etc. Attire should not disrupt the teaching/learning process. This includes shirts with logos containing words or pictures related to illegal substances or obscenities. **We hope that students and their parents will use their best judgment in their selection of school attire.**

X. Parking

Due to the size of the school parking lot, on-campus parking for students is not available. Students who park on the street must abide by local parking restrictions/regulations and must also act respectfully to the neighbors (no littering, no loitering, no inappropriate language, etc.). Students whose off-campus behavior is not appropriate will be held accountable for their actions.

XI. Alcoholic beverages and controlled substances

Possession and/or use of alcoholic beverages or controlled substances on school grounds is expressly forbidden. Students who violate this rule will be suspended and police involvement may also be necessary. The school administration recognizes its primary responsibility is to help the student. In all instances of fact or suspicion, school administrators will function within the confines of the law for search, seizure, and questioning. **As per the district's BOE policy, the school has the authority to administer a breathalyzer test to students on school property or at a school sponsored event if there is a suspicion that he/she is under the influence of alcohol. The student's refusal of such testing will automatically be treated the same as a positive alcohol reading of a breathalyzer test.**

XII Cheating/Plagiarism

What is cheating? Cheating is the use of dishonest means to gain an advantage. This includes, but is not limited to, using secretive means to get ahead or do better on quizzes, tests, projects, essays and other graded assessments.

What is plagiarism? Plagiarism is academic theft. It is the passing off of another's work (whether found on the internet, obtained from a published source, or gotten from a friend) as one's own.

Students should consider all work that is assigned as work to be independently completed unless the teacher specifies otherwise. When in doubt, do it yourself without assistance. It is always best to obtain extra-help from a teacher, when necessary, to improve your own skill set, rather than turn to the strengths of another for illicit gain.

Please keep in mind that offenses accumulate across all courses and content areas.

Cheating and Plagiarism Procedures

First Offense

- Zero on the assignment with no chance to make-up
- Phone call home to guardian/parent
- Referral to Ms. Singer (grades 7-9) or Mr. DeTommaso (grades 10-12), who will keep the official record of all incidents
- Meeting with guidance counselor or administrator to discuss academic ramifications of behavior

Second Offense

- Zero on the assignment with no chance to make-up
- Automatic one day suspension
- Meeting with parent/guardian, student, teacher, guidance counselor and administrator
- Referral to Ms. Singer/Mr. DeTommaso

XIII Off-Premise Behavior

Behavior/actions off school premises that could affect and disrupt school routines are subject to all school discipline procedures and privileges.

DISCIPLINARY ACTIONS

When acceptable behaviors within the school community are violated, disciplinary action will result. Students will report to an administrator in matters relating to discipline as well as other matters of concern.

1. **Teacher's Detention:** For misbehavior/minor classroom disruptions.
2. **Call home/Parent Conference:** Contact with the parent may become necessary should a pattern of unacceptable behavior develop.
3. **Referral:** A written document is entered into student's file, detailing major infractions in the classroom or elsewhere.
4. **School Detentions:** Before school or after school assignment by the Assistant Principals, Principal or their designee as a direct result of a referral. Misbehavior in the detention room results in automatic suspension. If a student is late to detention, (s) he will not be admitted. Additional detention(s) or lunch detention(s) will be required. Talking during detention is not permitted. Students are expected to work quietly at their desks.
5. **In School Suspension:** Students who have served previous detentions for similar offenses or have committed a more serious offense will be assigned to the In School Suspension Room. Students are required to be in the In-School Suspension Room for a full day (8:00 - 2:50). Students who are late (up to ten minutes) will be required to make up the time at the end of the day. Students who are more than ten minutes late will not be permitted into the In-School-Suspension Room. Their In-School Suspension automatically becomes a Form A (out-of-school) suspension. Students will be given a designated time to eat lunch in the In-School-Suspension Room.

They may bring lunch from home or may purchase their food from the cafeteria. This is the only time that food or drink is allowed in the ISS room. Additional referrals or misbehavior in this room will result in out-of school suspension. Students not assigned to the ISS room are prohibited from entering this room. Failure to comply will result in disciplinary action.

6. **Suspension.** Every attempt is made to avoid suspension. The high school procedures outlined below indicate that students are wanted in school.

A. Teachers at the High School write referrals to the Assistant Principal or Principal for insubordination, poor classroom attitude and supportive input.

B. A student may be suspended from school by the Principal for up to five school days. Where possible, a student will be given a formal notice of suspension that is to be brought home and given to the parent/guardian.

This notice will contain the terms, conditions, and duration of the suspension. It will also indicate the rights of the student and parent in relation to school.

It is mandatory that the student then attends all remaining classes since the suspension is not in effect until the close of school that day (unless instructed otherwise). Upon arrival at home, the student must personally notify his parents concerning all information dealing with the suspension. A copy of the suspension notice regarding this matter will be mailed home. The parent is required to arrange for a conference by calling the Assistant Principal's office.

Types of Suspension

Form A. Used for the first serious negative action on the part of the student. Students may or may not be readmitted immediately before the suspension takes effect. This requires a conference with a parent and the student to discuss the infraction(s).

Form B. Used for more serious negative actions. This also applies to a student who already has had a Form A suspension. This is a mandatory three-day suspension. A parent must come to school or it may extend the full five days. A letter is sent home and a copy is put in the student's file.

Form C. Used for very serious negative actions. This also applies to a student who has already had a Form B suspension. It is a five-day mandatory suspension. A letter is sent home and a copy is placed in the student's file.

Form C/Principal's Hearing. As explained above, but a meeting takes place with the Principal, Assistant Principal, parent and student.

Superintendent's Hearing. Students suspended for extremely serious negative actions or ongoing problems may face a Superintendent's hearing, which could result in an extended suspension or expulsion.

Suspension of Privileges/Removal from Class. Another possible consequence of continued infractions of school rules is the removal of the student from a particular class without credit and/or suspension or removal of privileges. This includes all extra and co-curricular activities, athletics, Rock Rivalry, commencement exercises, the Prom, open campus privileges, and other such school related/sponsored activities.

Family Court. Students under the age of 16 can be referred to this court for truancy issues as a "Person in Need of Supervision" if the school feels it is in the best interest of the child.

Cutting/Lateness to Class Penalties

These represent accumulated cuts from all classes. A student who is out of school illegally (i.e. truant), or who cuts a class, may not be given an opportunity to make up work missed. Attendance records are part of a student's permanent file. **If a student leaves the campus without permission from the Health Office or the Main Office, it will be considered a cut.**

- 1) For first period only: three lates under 20 minutes = 1 cut; any late over 20 minutes = 1 cut. All such lates will be reported to the administration and a consequence will be assigned.
- 2) For periods 2-9, lateness more than 10 minutes will be considered a class cut. Three lates under 10 minutes will also be considered a class cut. Again, all such lates will be reported to the administration.

In addition to the detentions/suspensions served, every 2 lates will be added to the student's absence record as 1 additional absence. A combination of absences and lates, which violate the 85% ruling, will result

in a student being denied credit for a course, regardless of grade.

Depending upon the student's disciplinary record, cutting class will result in one of the following consequences: warning, teacher detention, before or after school administrative detention, lunch detention, In School Suspension Room, loss of privileges, Form A suspension, Form B suspension, Form C suspension, Principal's Hearing or Superintendent's Hearing.

Grounds for More Serious Actions

The following infractions may involve parent conferences, immediate suspensions, and/or police involvement:

1. Possessing, using, or selling drugs, alcohol and related paraphernalia.
2. Bringing weapons (or facsimile of such), fireworks, and any other incendiary devices to school. This includes spray paint, paint-balls, "stink" bombs and other such items.
3. Having obscene materials on school grounds.
4. Destroying or defacing school property.
5. Tampering with fire protection equipment or interfering with the orderly process of a fire drill.
6. Cheating or plagiarism.
7. Stealing, unauthorized use and/or destruction of another person's and/or school property or possessions.
8. Threatening another with bodily harm, including intimidation, verbal abuse, and sexual harassment.
9. Actions that might compromise the health, safety, or individual rights of others, including hazing.
10. Fighting on school property or at a school-sponsored event.
11. Cursing/inappropriate language towards a staff member.

A student facing disciplinary action has the right to a hearing with a parent present and to question his/her accuser. Any appeal of disciplinary action must be made to the principal.

THE INFORMATION IN THIS HANDBOOK IS IN EFFECT AS OF THE PRINTING OF THIS DOCUMENT AND IS SUBJECT TO REVISIONS AND CHANGES. PARENTS AND STUDENTS WILL BE MADE AWARE OF ANY CHANGES IN A TIMELY FASHION.