

# **PELHAM MEMORIAL HIGH SCHOOL**



## **2022 – 2023 Student Handbook**

Dear Students,

On behalf of the faculty, staff and administration of Pelham Memorial High School, welcome to the 2022-2023 school year!

This handbook has been prepared to help you understand our school's operations, procedures and your responsibilities as a PMHS student.

It will be a useful resource so please keep it nearby for easy reference.

For more than a century, Pelham Memorial High School has inspired students to achieve a standard of excellence as demonstrated by their scholastic achievement and service to others.

We have many opportunities including rich academic offerings, numerous extracurricular & service activities, and a robust athletics program.

We urge you to become involved in those aspects of school life that will challenge and interest you.

In alignment with the Pelham Public Schools' Strategic Goals, our foremost priority is supporting your academic growth & social-emotional wellness as we inspire a standard of excellence for all.

We look forward to working together to create a successful school year.

In Partnership,

A handwritten signature in black ink that reads "Mark Berkowitz". The signature is written in a cursive, slightly slanted style.

Mark Berkowitz  
Principal

## CONTENTS

	Page
INTRODUCTION	
Principal's Message	2
Bell Schedules/Delayed Opening Schedule	5
I. STUDENT RIGHTS AND RESPONSIBILITIES	
Vision Statement	6
Student Responsibilities	6
Dignity for All Students Statement	6-8
Harassment	8-9
II. ACADEMIC PROCEDURES	
Academic Eligibility	10
Academic Honesty	10
Academy Period	10
Adding a Course	11
Advanced Placement (AP) Examinations	11
College Visits	11
Counseling Services	11-12
Course Selection	12
Dropping a Course	12
Grading Policy	12-14
Graduation Requirements	14-15
Honor Roll	15
Physical Education	15-16
Report Cards	16
Review of Final Exams in Secondary Schools	16
Scholastic Aptitude Test (SAT)	16
Service Learning Requirement For Graduation	17
Student Advancement	17
Testing Procedures	17
Test Waiver	18
III. ATTENDANCE PROCEDURES	
Attendance	18-19
Absence Procedures	19
Cutting Classes	19
Early Dismissal	20
Late Arrival to Class	20
Late Arrival to School	20
Loss of Credit Policy	20-21
Participation in Extracurricular Activities Following an Absence	21-22
IV. CAMPUS PROCEDURES	
Accidents	22
Assemblies	22
Cafeteria	22
Cell Phones and Other Electronic Devices	22
Classroom Sign-Out	23
Co-Curricular Activities	23
<a href="#">Code of Conduct</a>	24
Discipline Guidelines	24-26
Dress Code	26-27

Drugs and Alcohol	27
Field Trips and Excursions	27
Fire Drills	28
Hazing	28
Homework Policy	28
Locks and Lockers	29
Medication	29
Musical Instruments	29
Open Campus Privileges	29
Outdoor Facilities	29
Parking	29
Posters and Signs	30
School Day	30
Social Probation	30
Student Identification Cards	30
Study Hall	30
Technology Use Agreement (Acceptable Use Policy)	31
Traffic Safety	31
Valuables	31
Visitors	31
Working Papers	31

**BELL SCHEDULE - 2022-2023****Regular Schedule**

<b>PERIOD</b>	<b>TIME</b>
PERIOD 0	7:32-8:12
PERIOD 1 (includes homeroom)	8:15-8:59
PERIOD 2	9:02-9:43
PERIOD 3	9:46-10:27
PERIOD 4	10:30-11:11
PERIOD 5	11:14-11:55
PERIOD 6	11:58-12:39
PERIOD 7	12:42-1:23
PERIOD 8	1:26-2:07
PERIOD 9	2:10-2:51
Academy Period	2:51-3:11

**Early Release for Professional Learning (Students Dismissed at 1 p.m.)**

<b>PERIOD</b>	<b>TIME</b>
PERIOD 0	7:32-8:12
PERIOD 1	8:15-8:44
PERIOD 2	8:47-9:16
PERIOD 3	9:19-9:48
PERIOD 4	9:51-10:20
PERIOD 5	10:23-10:52
PERIOD 6	10:55-11:24
PERIOD 7	11:27-11:56
PERIOD 8	11:59-12:28
PERIOD 9	12:31-1:00

**Early Release - Evacuation Staging Drill (Students Dismissed at Noon) November 23, 2022**

<b>PERIOD</b>	<b>TIME</b>
PERIOD 0	7:32-8:12
PERIOD 1	8:15-8:35
PERIOD 2	8:38-8:58
PERIOD 3	9:01-9:21
PERIOD 4	9:24-9:44
PERIOD 5	9:47-10:07
PERIOD 6	10:10-10:30
PERIOD 7	10:33- 10:53
PERIOD 8	10:56-11:16
PERIOD 9	11:19-11:45
EVACUATION STAGING DRILL	11:45-12:00

**Inclement Weather Delayed Opening Schedule (School Begins at 10:15 a.m.) (No period 0 classes)**

<b>PERIOD</b>	<b>TIME</b>
PERIOD 1	10:15-10:44
PERIOD 2	10:47-11:16
PERIOD 3	11:19-11:48
PERIOD 4	11:51-12:20
PERIOD 5	12:23-12:52
PERIOD 6	12:55-1:24
PERIOD 7	1:27-1:56
PERIOD 8	1:59-2:28
PERIOD 9	2:31-3:00
ACADEMY PERIOD	3:00-3:11

## **I. STUDENT RIGHTS AND RESPONSIBILITIES**

### **VISION STATEMENT**

The Pelham Memorial High School community is committed to fostering a safe and nurturing environment in which all students can achieve their greatest potential in every endeavor.

We are dedicated to developing confident, well-rounded life-long learners ready to become productive individual contributors and the leaders of tomorrow.

### **STUDENTS' RESPONSIBILITIES**

Pelham Memorial High School students are expected to behave in appropriate and considerate ways whenever they are in school or at a school function. Any action that disrupts the learning process, offends others or deprives others of their rights are considered to be inappropriate and unacceptable. Appropriate student behavior and attitudes include, but are not limited to, the following:

- Always treat other people in the way in which you would wish to be treated
- Dress appropriately for school (see Dress Code)
- Be regular and punctual in attendance
- Come to class on time and prepared for learning, with completed homework, books and materials needed for class
- Walk, do not run, in the hallways and staircases
- Speak at appropriate levels. Cursing, obscenities, and negative language is unacceptable
- Racial, ethnic, religious, sexual, or gender-based slurs are unacceptable and will not be tolerated
- Keep staircases clear and unobstructed
- Prioritize eating and drinking in the cafeteria and not in hallways, rooms, commons or staircases
- Realize that locker noises disrupt classes
- Keep out of the hallways during class time as much as possible and do not interfere with classes in session
- Respect the fact that employees have assigned parking spaces and students do **not** have access to parking on school grounds.
- Refrain from roughhousing in the building, on school grounds and at off-campus school activities
- Always respect the property of the school and others in the school community

### **DIGNITY FOR ALL STUDENTS STATEMENT**

The Board of Education of the Pelham Union Free School District, along with the administration, faculty, and staff of the Pelham Memorial High School, are committed to providing all students with a safe and productive learning environment. The school expects that all students and staff conduct themselves in a manner that allows all students to focus on educational growth and healthy interpersonal development. If students choose to not allow others the opportunity to learn by harassing, hazing and or bullying, students will be subject to discipline as provided in the Pelham UFSD Code of Conduct.

As a student at Pelham Memorial High School, you have the right to expect a safe learning environment where you will not be subjected to harassment in any manner by employees or students while on school property or at a school function based on, among other things, your actual or perceived race, color, weight, national origin, ethnicity, religion, religious practice, disability, sexual orientation, or our actual or perceived gender. You are also expected to refrain from any behavior that would infringe upon your fellow students.

The following are specific expectations of student behavior and procedures to follow if you feel that you have been subject to any action that might constitute harassment, hazing or bullying.

### **Expectations of Behavior**

In order to help make Pelham Memorial High School a positive place where students can receive quality educational service without disruption, students are expected to refrain from any act that could be considered harassment, hazing or bullying.

*“Harassment/bullying”* is making another student uncomfortable through verbal threats, intimidations or abuse that has or would have the effect of interfering with a student’s educational, physical, and mental well-being. Such conduct includes, but is not limited to actions: verbal threats, intimidation or abuse based on a person’s actual or perceived:

- Race
- Color
- Weight / Physical Appearance
- National origin
- Ethnic group
- Religion
- Religious practice
- Disability
- Sex
- Sexual orientation
- Gender (which includes a person’s actual or perceived sex, as well as gender identity and expression)

*“Cyber-bullying”* means harassment/bullying, as defined above, through any form of electronic communication.

### **Statement on Cyber-Bullying and Sexting**

It is the policy of Pelham Memorial High School to prohibit harassment, intimidation, and bullying that occurs in any manner, including but not limited to electronic mediums that could substantially interfere with a student’s education, threaten the overall educational environment and/or substantially disrupt the operation of school.

This includes, but is not limited to, harassment, intimidation, and bullying based upon but is not limited to, actual or perceived race, color, weight, national origin, ethnicity, religion, religious practice, disability, sexual orientation, or actual or perceived gender.

*“Cyber-bullying”* is “the repeated use of information technology, including but not limited to email, instant message, blogs, chat rooms, cell phones, and gaming systems, to deliberately harass, threaten or intimidate others.” Cyber-bullying, unlike physical bullying, does not provide an option for its victims to walk away.

New York State Department of Criminal Justice Services (NYSDCJS) defines sexting as “sending, receiving or forwarding sexually suggestive nude or nearly nude photos through text message or email.”

### **Expectations of Behavior**

Cyberbullying and sexting are inappropriate and will not be tolerated on school grounds or at school-sponsored events or functions, using either school or personal information technology equipment.

In certain instances, if you choose to engage in Cyberbullying or Sexting off school grounds, you could face disciplinary actions from the school.

### **Disciplinary Penalties and Procedures**

Acts of harassment, intimidation, or bullying can take many forms and can vary dramatically in seriousness and impact on the targeted individual and school community. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, and bullying. Disciplinary and appropriate remedial actions for a student who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to, and including, suspension.

If you choose to harass, bully, and/or haze, or engage in actions that could be viewed as harassment, bullying, and/or hazing, you will face disciplinary action in accordance with Board of Education Policy. Please refer to the Pelham UFSD Code of Conduct for specific information.

At a minimum, if you engage in actions that are or could be considered Cyberbullying and/or Sexting, your computer/network privileges will be revoked. This means you will not be able to use district electronic resources to complete your school work and you must find alternate means to do so.

### **HARASSMENT**

**Harassment** is the act of treating any student or employee in a derogatory manner. It is not limited to, but could be based upon their race, ethnic background, religion, gender, or sexual preference.

#### ***Racial Harassment:***

Racial harassment consists of different treatment on the basis of race (also color and national origin) in a manner so severe, pervasive or persistent that it interferes with or limits the ability of a student to participate in or benefit from the District’s programs, services or privileges.

Examples of the type of incidents which might constitute racial harassment include, but are not limited to:

1. Unwanted verbal comments, racial name-calling, racial or ethnic slurs, slogans, graffiti;
2. Intimidating actions such as cross-burning or painting swastikas



***Sexual Harassment:***

The District is committed to safeguarding the rights of all students within the school district to learn in an environment that is free from all forms of sexual harassment. Examples of such sexual harassment include, but are not limited to, continued or repeated offensive sexual flirtations, advances or propositions; continued or repeated offensive verbal remarks about an individual's body; sexually degrading words used toward an individual or to describe an individual; and the display of sexually suggestive objects or pictures.

Sexual and racial harassment are forms of discrimination. Any student who believes that he or she has been subjected to sexual or racial harassment, whether by a district employee, other student, or any individual on school grounds or at school activities, should report the alleged misconduct immediately to the principal or his\her designee who will investigate the allegation and attempt to resolve it in an expeditious manner.

In the absence of a victim's complaint, the school, upon learning of, or having reason to suspect the occurrence of any racial or sexual harassment, will promptly begin an investigation and take action as deemed appropriate upon learning of the results of the investigation.

**Student Complaints and Grievances**

The Board of Education of the Pelham Union Free School District believes it is necessary that students be made aware of the behavior that is expected of them, as outlined in District policies on school conduct and discipline. They shall also be given an opportunity to be heard on complaints and grievances they may have.

A student filing a complaint or grievance alleging that there is an action affecting him or her that is published by Title IX, Education Amendments of 1972 ("Title IX"), Section 504 of the Rehabilitation Act of 1973 ("Section 504") or the Americans with Disabilities Act ("ADA") shall be provided with information regarding the prompt and equitable resolution of the complaint or grievances in accordance with the procedure free from coercion, interference, restraint, discrimination or reprisal.

Vocational and educational programs are offered without regard to sex, race, color, national origin or disability.

Building principals are responsible for ensuring that complaints and appeal procedures for Title IX, Section 504 and the ADA are incorporated into discipline codes, explained to all students, and provided to all parents on an annual basis.

Parents/guardians and students who have reached the age of 18 should contact the building principal or assistant principal for resolving complaints of discrimination due to sex and disability.

The Assistant Principal of Pelham Memorial High School is the person designated to coordinate activities concerning discrimination due to sex and disability. The phone number is 738-8110 Ext. 1120.

The Superintendent of Schools shall establish regulations and procedures for presenting problems or appealing decisions that affect individual students, in accordance with applicable statutory requirements, and for the resolution of complaints or grievances that may affect the student body.

## II. ACADEMIC PROCEDURES

### ACADEMIC ELIGIBILITY

All students participating in extracurricular activities at Pelham Memorial High School will be subject to the Academic Eligibility Policy (see [BOE Policy 7410, "Co-Curricular Activities"](#)). Student eligibility will be determined upon completion of each marking period. If, at the end of a marking period, a student has **two** or more failing grades:

- The student will be placed on academic probation
- The student will be required to meet with the Assistant Principal and their counselor to develop and sign an Academic Probation Contract
- The student must adhere to the Academic Probation Contract, including mandatory tutoring in all classes that the student failed
- Each Friday, the student must submit to the main office a progress monitoring report completed by teachers in all classes
- A student who fails to adhere to the academic probation contract or hand in a weekly progress monitoring report shall be considered ineligible for participation in all extracurricular activities for the remainder of the probationary period

### ACADEMIC HONESTY

Academic honesty is an integral part of the educational process. Appropriate moral and ethical development must include students placing a genuine value on honesty.

Cheating is a form of academic misconduct, which results in the misrepresentation of student ability and achievement. It includes, but is not limited to:

- Copying homework, quizzes, tests, projects, assignments, etc.
- Giving or obtaining assistance on quizzes and tests (or attempting to do so)
- Using unauthorized help materials
- Possession of test questions and/or answers in advance of or during a test
- Substituting for a test-taker
- Collusion on tests, projects, etc.
- Plagiarism\*

\*According to the *Merriam-Webster Online Dictionary*, to "plagiarize" means:

1. to steal and pass off (the ideas or words of another) as one's own
2. to use (another's production) without crediting the source
3. to commit literary theft
4. to present as new and original an idea or product derived from an existing source.

Students who cheat will receive a grade of **zero** for the academic activity affected. Parent contact will be made and further disciplinary action could result, depending on specific circumstances.

### ACADEMY PERIOD

Each day from 2:51- 3:11, teachers are available to work with students to clarify homework, re-teach concepts, make up tests, etc. Students are encouraged to take advantage of these valuable opportunities for extra help.

### **ADDING A COURSE**

When adding a course, students must begin attending the class on the effective starting date as indicated on their new schedule. A course may be added up until the completion of the 2<sup>nd</sup> six day cycle of the school year, September 21, 2022.

### **ADVANCED PLACEMENT (AP) EXAMINATIONS**

AP Exams will only be ordered for students enrolled in PMHS AP courses or if they are enrolled in an independent study with a PMHS staff member.

### **COLLEGE VISITS**

Juniors and Seniors are permitted to attend college visits during school days. In order for such an absence to be excused, the following procedures must be followed:

- Prior to the college visit, student gives their counselor a note from the parent/guardian describing the plan of visitation
- Counselor discusses the trip with the student and signs an authorization form, attaching the parent/guardian's note
- Student then takes the authorization form to each teacher for their signature and submits the completed authorization form and parental note to the Main Office Attendance Officer for proper recording of attendance

***Failure to follow these procedures will result in such absences being recorded as unexcused.***

### **COUNSELING SERVICES**

The Counseling Office is centrally located near the main entrance of the high school. The office is open daily from 7:30 a.m. to 3:30 p.m. Every student is assigned a counselor upon entering school.

Counselors will help students plan their high school program, develop post-secondary plans and discuss any personal concerns they may have. Both students and parents are encouraged to schedule appointments as needed.

The Counseling Office has access to many college catalogs, college search products and career information which students are welcome to use at any time. This center also has information on different vocations available for use by the students.

Others Services available in the Counseling Office:

- College Transcripts
- Working Papers
- Financial Aid Information
- College Testing Applications
- Military Service Information
- Visits by College Representatives
- Summer School Information
- Birth Date Verifications

### **Opportunities for Enrichment**

The Counseling Office has information about appropriate extracurricular enrichment programs (summer schools, weekend programs, volunteer programs, etc.). This information is available to

parents as well as students. The counselors are also useful sources of information about programs of this nature.

### **COURSE SELECTION**

Pelham Memorial High School offers a robust selection of courses. The selection of courses within a student's schedule is an action that should be carefully contemplated by the student, their parents/guardians, and the school counselor. This selection should be based upon graduation requirements, the areas of interest a student may have, prerequisites for advanced classes and post-secondary plans.

Students and parents/guardians should review the [Course Catalog](#) together in February, prior to the student submitting their course requests for the following year. The Course Catalog can be found on the Pelham Memorial High School website, under the tab listed as "Student Life."

### **DROPPING A COURSE**

Before any change is processed, dropping a course or having a change in level at any time requires written permission from:

1. The student
2. Their parent/guardian
3. The subject area teacher
4. The school counselor

Once approved by the teacher, students are responsible for returning all course books and materials.

Students may drop a full year course, change levels, or drop a first semester course up to **October 7, 2022**. Students may drop a second semester course by **March 17, 2022**. No permanent record of the dropped course will be kept on the final report card or transcript. Students must attend each scheduled class until the course is officially dropped by the school counselor. Students may not stop attending class simply because of intentions or plans to drop the class. Non-attendance to classes that are not yet officially dropped constitutes cutting class and may result in disciplinary action.

### **GRADING POLICY**

Pelham Memorial High School uses a numerical grading system. Student grades are reported to parents/guardians and students four times each year via the Infinite Campus Student Portal and Parent Portal. In addition, interim reports are posted on the Infinite Campus Student Portal and Parent Portal at the halfway point within each marking period and include an estimated average. School examinations are conducted at the same time Regents examinations are administered, in January and June. In order to pass a course, a student must attain a final average of 65 or higher. A student's final grade is the average determined by the following:

- Full-year courses with a mid-term and final exam:
  - Quarterly grades: 21%
  - Mid-term exam: 5%
  - Final exam or Regents: 11%
- Full-year courses with no mid-term but a final exam:
  - Quarterly grades: 22.2%
  - Final exam or Regents: 11.2%
- Full-year courses with a mid-term but no final exam:
  - Quarterly grades: 23.5%

- Mid-term exam: 6%
- Full-year courses with no mid-term and no final exam:
  - Quarterly grades: 25%
- Half-year courses with a final exam:
  - Quarterly grades: 44.4%
  - Final Exam: 11.2%
- Half-year courses with no final exam:
  - Quarterly grades: 50%

In the first and second marking periods of each full-year course, the minimum grade will be 55%; in subsequent marking periods grades will be determined solely by the average of the student's work. In the first marking period of a semester-long course, the minimum grade will be 55%; in the second marking period of a semester-long course, grades will be determined solely by the average of the student's work.

Honor and Advanced Placement (AP) courses are weighted more heavily in a student's cumulative grade point average. See below for the weighting formula. Weighted grades do not appear on the report card or transcript but are used in determining cumulative grade point averages.

### Grading Chart

Final Grade	Regents/ Electives	Honors	AP/College level
100	100	105	110
99	99	103.95	108.9
98	98	102.9	107.8
97	97	101.85	106.7
96	96	100.8	105.6
95	95	99.75	104.5
94	94	98.7	103.4
93	93	97.65	102.3
92	92	96.6	101.2
91	91	95.55	100.1
90	90	94.5	99
89	89	93.45	97.9
88	88	92.4	96.8
87	87	91.35	95.7
86	86	90.3	94.6
85	85	89.25	93.50
84	84	88.2	92.4
83	83	87.15	91.3
82	82	86.1	90.2
81	81	85.05	89.1
80	80	84	88
78	78	81.9	85.8
77	77	80.85	84.7
76	76	79.8	83.6
75	75	78.75	82.5
74	74	77.7	81.4
73	73	76.65	80.3
72	72	75.6	79.2
71	71	74.55	78.1

70	70	73.5	77
69	69	72.45	75.9
68	68	71.4	74.8
67	67	70.35	73.7

### Equivalent Numerical Ranges

Numeric Grade	Alphabetic Grade
98-100	A+
93-97	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
65-66	D
0-64	F

### Special Notations

Inc. Incomplete - must be made up within 10 school days of the close of the marking period or the grade becomes an F unless extension approved by the Principal

NG No Grade- given during a marking period when a student misses a significant amount of school due to extenuating circumstances

P or F Grade usually assigned to courses not counted in class rank

Grade + NC Grade but no credit because of excessive absence

D/P or D/F Notation on transcript when a full year/semester course is dropped after ten (10) school days beyond the first marking period.

### **GRADUATION REQUIREMENTS**

Pelham Memorial High School students must meet specific requirements in order to earn a diploma, in line with NYS Diploma requirements and the Pelham Public Schools' graduation requirements.

Students are required to have completed 2 units of world language study in middle school **and** pass the world language proficiency test or earn one unit of credit in a foreign language in high school.

All Freshmen must complete ½ credit freshman seminar course as part of Pelham Public Schools' graduation requirement.

<b>REGENTS DIPLOMA</b>	
Writing Seminar	.5
English	4
Social Studies	4
Math	3
Science	3
LOTE*	1
Art/Music	1
Health	.5
Physical Education	2
Electives	3.5
<b>TOTAL</b>	<b>22.5</b>
<b><u>REQUIRED EXAMS</u></b>	
(passing score of 65 and above for all exams)	
English Comprehensive Exam	
1 Math Regents Exam	
Regents Science Exam	
Regents Global History Exam	
Regents US History Exam	

Local Diploma: In specific instances New York State may allow school districts to award a local diploma. A Pelham Memorial High School Local Diploma will be awarded to anyone who meets the NYS guidelines.

### **HONOR ROLL**

Honor Roll:	85% unweighted average, with no grade below 75
High Honor Roll:	90% unweighted average, with no grade below 75

The academic honor rolls are published after each of the four marking periods. All subjects are included in calculating honor rolls with the exception of support classes and resource room.

### **PHYSICAL EDUCATION**

Each student in grades 9 - 12 must successfully complete a physical education course during each year of attendance in school in order to qualify for graduation. Two units of Physical Education are mandated by the regulations of the Commissioner of Education, and these units are in addition to those credits necessary for a Regents or local high school diploma. One half unit of credit shall be awarded at the successful completion of each year.

### **Athletic Opt-Out**

Students in grades 11 and 12 are eligible to opt-out of physical education under the following guidelines.

- Must play a Varsity sport recognized by the Pelham Union Free School District. Students may only use the athletic option during the designated Pelham High School season for their sport.

- Must complete and fill out the Athletic Option form (a new form must be completed for each season). The form must be turned in by the assigned date determined by the Athletic Department. Late forms will not be accepted.
- Must pass all 5 parts of the physical fitness test
- Must maintain proper attendance. After the third unexcused absence, the athlete must return to their scheduled physical education class. Unexcused absences will include practices and games.
- At the conclusion of each season, the student must immediately return to PE class. Failure to do so will result in the student being marked absent.

### **Juniors Only**

- For Juniors to be eligible, they must have a full schedule of classes with no study halls assigned (lunch must be the only free period on their schedule). Juniors choosing this option will be assigned to a study hall in lieu of physical education class.

### **REPORT CARDS**

Report Cards are able to be viewed on the portal roughly one week after each marking period ends. If a parent/guardian would like a hard copy of the report card mailed home, they should contact the main office to make that request. In addition to course grades, report cards include attendance, mid-year or final examination grades, and may include teacher comments. The Counseling Office sends a copy of each senior's second quarter report card to all colleges to which formal application has been made and a copy of the final report card to the school that the student will attend.

<b>Marking Period</b>	<b>Ends</b>	<b>Portal Opens</b>
First Quarter	November 10th	November 18th
Second Quarter (First Semester)	January 27th	February 3rd
Third Quarter	April 14th	April 21st
Fourth Quarter	June 13th	June 23rd

<b>Interim Reports via Portal</b>	<b>Portal Opens</b>
First Quarter	October 7th
Second Quarter	December 16th
Third Quarter	March 17th
Fourth Quarter	May 12th

### **REVIEW OF FINAL EXAMS IN SECONDARY SCHOOLS**

Any parent/student who wishes to review a final exam may do so by contacting the counselor through June 29th and thereafter the office of the Assistant Principal. The teacher, the Department Director, or Coordinator, if available, will then make arrangements to review the exam at a mutually convenient time.

### **SCHOLASTIC APTITUDE TEST (SAT)**

Current information on SAT and PSAT (Preliminary Scholastic Aptitude Test) dates are available in the Counseling Office or on the [Pelham Memorial High School website](#), under the tab "Teaching and



Learning” and then “Counseling Services.”

- The PMHS Test Center Number is 33756
- The PMHS School Code Number is 334470

Some schools require that a student take the American College Test (ACT). Pelham is not a test center for the ACT.

Registration forms for all of these tests are available in the Counseling Office and should be mailed out directly by students with the appropriate fee. There are specific registration deadlines that must be met for each test. Check with the Counseling Office for precise dates. Students should contact their counselor for more information or advice on any of these tests.

### **SERVICE LEARNING REQUIREMENT FOR GRADUATION**

Service learning provides an opportunity for students to gain an understanding of self, community and society, develop social skills and build confidence, explore career and post high school educational opportunities, strengthen ties to the community, develop an appreciation and understanding of the work environment, gain a sense of responsibility, and learn organizational and time management skills.

Students must perform forty (40) hours of service learning by the conclusion of senior year to satisfy the service learning requirement, which service they can begin to accrue in eighth grade.

A qualifying service learning activity is one which is performed without compensation to the student; that is not associated with the practice, promotion or ceremonies of any religion; that results in service to at least one (1) person other than the student’s relative(s); that is not performed during scheduled class time; and is approved and verified by the Service Opportunities for all Students (“SOS”) coordinator, Mrs. Katelin Cuccia.

### **STUDENT ADVANCEMENT**

Student Advancement from grade level to grade level will be determined by courses completed by each September. Thus, to move from 9th grade to 10th grade a student will have to have earned 5.5 credits; from 10th grade to 11th grade, 11.0 credits, and from 11th grade to 12th grade, 16.5 credits; for graduation, 22.5 credits. Students who are having difficulty meeting these requirements will be monitored by their counselor and the administrators.

### **TESTING PROCEDURES**

Class examinations are given at the discretion of individual teachers throughout the year. Only quizzes and exams that are legally excused will be allowed to be made up. Make-up tests or quizzes may be given during the student’s lunch, a study hall/free period, or during Academy Period/after school in the Testing Center. **All tests and quizzes must be made up within one week from absence unless prior arrangements have been made with the teacher.**

### **School Examinations and Regents Examinations**

Students are responsible for being in their seats for all school-wide and Regents examinations 15 minutes prior to the start of the test.

Students are not permitted to bring papers, notes, books or other materials into the examination room, except for pens and pencils or mathematical necessities such as a ruler, compass or graphing calculator. Once a student enters an examination room, all talking must stop.

If a student is ill and cannot take a final exam or Regents exam, the Main Office must be notified. Make-up school exams will be provided in only the most exceptional of circumstances, and then only by permission of the administration. By state regulation, there are no make-ups for Regents exams. A student who misses a Regents exam will be scheduled for the next Regents test administration. Students must sit for the next scheduled Regents administration so that their final grade can be calculated. Students who fail to report for a scheduled final exam or Regents exam will receive a grade of zero.

Students are not permitted to possess or use any communication device while taking an examination, either in the room where the test is being administered or while on a supervised break (such as a bathroom visit). Such devices include, but are not limited to cellular phones, pagers, CD and audiocassette players, I-pods, radios, MP3 players, PDA's, video devices, and associated headphones, headsets, microphones, or earplugs. **Use or possession of any such devices will invalidate the test and the student will receive a zero.** Therefore, you **MUST NOT** bring a cell phone or any communication device into the test room. Cell phones will be collected and distributed back to students at the end of the test administration.

During the course of the examination, students are reminded to read and follow directions carefully. Only blue or black ink will be used. Cheating during an examination is a form of fraud. Anyone who is identified as giving or receiving assistance during a test will be removed from the examination and escorted to the Main office where their parents/guardians will be notified immediately. The academic penalty for cheating is a grade of zero on the examination.

### **TEST WAIVER**

A test waiver form may be requested by students who have **more than 2 major tests** in one day. A major test is the equivalent of a unit or chapter test. Quizzes are not considered major tests. Students must take the tests in the order they are assigned. Thus, if a student has a major test in English and Social Studies and then a Math test is announced, the only test for which a waiver can be sought is the Math test. Students must have all teachers sign the form at least 24 hours prior to the test date. Test waiver forms are available from the Counseling Office.

## **III. ATTENDANCE PROCEDURES**

### **ATTENDANCE**

It is the responsibility of parents/guardians to ensure that their child attends school in accordance with the district calendar. It is the obligation and responsibility of each Pelham Memorial High School student to attend all classes as specified on their schedule. Regular school attendance is a major component of academic success.

New York State Education Law requires that all pupils be in school during all days and hours that school is in session. It also specifies the following as "excused" and "unexcused" reasons for absence,

lateness, or early dismissal from school:

“Excused absence” shall refer to any absence due to the following or such other reasons as may be approved by the principal

1. Personal illness or illness of a member of the family that requires the student to remain at home to assist
2. Death in the family
3. Required court presence
4. Required discharge of religious obligation
5. Medical appointments
6. Approved college visits
7. Impassable roads or severe weather
8. In school/out of school suspensions (provided that the student take advantage of alternative educational opportunities, i.e. Twilight)

“Unexcused absence” shall mean all absences other than excused and shall include, without limitation

1. Family vacations
2. Weddings
3. Employment
4. Caring for younger siblings
5. Oversleeping
6. Family Obligation
7. Community Service

**Calls for absences and other matters related to school attendance, including latenesses and early dismissals, should be made to the Main Office Attendance Clerk, Karen Mann, at 914-738-8110 ext. 1124, by 9:30 AM. Emails should be addressed to: [KMann@pelhamschools.org](mailto:KMann@pelhamschools.org)**

### **ABSENCE PROCEDURES**

Each absence must be accounted for. It is the parent’s/guardian’s responsibility to notify the office by phone the morning of the absence by or before 9:30 a.m. It is essential that parents/guardians also provide a written excuse for each absence. Such excuses should contain the date of the absence and the reason for the absence and can be emailed or handwritten but must be presented to the Main Office Attendance Clerk as soon as a student returns to school.

**Failure to submit a written excuse will result in the absence being designated as “unexcused.”**

### **CUTTING CLASSES**

Cutting is understood to mean an unauthorized or unexcused absence from an assigned class or study hall. Students are responsible for providing evidence of a valid reason for missing class. Cutting class is considered a Level 1 infraction and students will receive disciplinary consequences, including lunch detention, parent notification, and where appropriate, additional disciplinary action in alignment with the Pelham UFSD Code of Conduct.

Though students in grades 10-12, who have permission from their parents/guardians, may leave the campus during lunch, students are always expected to return on time for their next class. Students who do not return from off-campus lunch on time shall be considered to have cut their classes and

will receive disciplinary consequences. Additionally, a student who repeatedly does not return from off-campus lunch or who reports back to campus late may have their off-campus privileges revoked.

### **EARLY DISMISSAL**

When/if a student has to leave early from school, a parent/guardian must notify the PMHS Main Office in writing. Notes for early dismissal must be presented to the Attendance Clerk upon arrival at school and should contain the reason for the early dismissal. Students will be issued a pass to present to their teacher at the time they are to be dismissed from school.

If a student becomes ill during the school day, they must report to the Nurse, who will contact their parent/guardian and authorize dismissal, if necessary. A student may not claim illness as an excuse for leaving school without authorization or for being in a restroom (without permission) during assigned classes or study halls.

**A student who leaves school without prior permission and authorization will be considered to have cut those classes missed, even if a note is submitted upon their return.**

### **LATE ARRIVAL TO CLASS**

Students are expected to arrive at their first period class, study halls, and all assigned classes on time. Lateness to class is an interruption of the instructional process. **Students who arrive ten (10) minutes after the start of class without a pass excusing them will be considered to have cut the class.** Consequences for lateness will include lunch detention, parent notification, and where appropriate, additional disciplinary action in alignment with the Pelham UFSD Code of Conduct.

**Three (3) unexcused latenesses under 10 minutes will result in one (1) lunch detention.**

If a student is late to class due to being with a faculty or staff member, the student must obtain a pass from that faculty or staff member and present it to the Main Office Attendance Clerk prior to going to class. This will prevent an unexcused absence or lateness from being charged against the student.

### **LATE ARRIVAL TO SCHOOL**

Students should go to the Main Office and present their parental note to the Attendance Clerk. Students will receive a pass to class, and are to go directly to class. Teachers will be informed as to whether student lateness was excused or not excused. Students who do not have notes must still report to the Main Office Attendance Clerk so that they are recorded present. Unexcused late arrivals are subject to the same disciplinary action as class lateness (see above).

### **LOSS OF CREDIT POLICY**

In order to earn credit for a course, a student must attend at least **85%** of the class meetings for that course. Absences designated as excused are excluded from the number of absences accrued toward denial of course credit, *provided that the student has performed any make-up assignments required by the teacher of the affected class.* It shall be the student's responsibility to obtain all make-up work from his or her teachers promptly upon their return to school. **A student who exceeds the maximum number of class absences in a course will receive no credit for the course, although the grade will be recorded on the transcript.** (See [BOE Policy 7110, "Comprehensive Student Attendance Policy"](#))

Listed below is the maximum number of class absences permitted before denial of course credit:

6 periods   6 day cycle	Full Year Course	27
6 periods   6 day cycle	Semester Course	14
3 periods   6 day cycle	Full Year Course	14
3 periods   6 day cycle	Semester Course	7

In all other cases, the 85% rule applies, i.e. Science labs, Language Arts, Mathematics labs, etc.

### **BOCES loss of credit policy**

Students enrolled in BOCES programs are eligible to earn four credits each year. Although the BOCES teacher awards a grade for the program, ***it is the home high school that grants students' course credit.***

Students who are excessively absent from BOCES will be subject to the following credit reductions, regardless of the type of absence; excused or unexcused.

1. More than 19 absences from BOCES during the year reduces credit to a maximum of three credits.
2. More than 23 absences: reduces credit to a maximum of two credits.
3. More than 27 absences: no credits for BOCES.

### **PARTICIPATION IN EXTRACURRICULAR ACTIVITIES FOLLOWING AN ABSENCE**

A student who is absent from school will not be eligible for school activities during or after school on that particular day. The only exception to this rule will be when such absence is with PRIOR CONSENT of the school principal/designee for reasons of special appointments beyond the control of the student. Any student requiring an emergency absence from school on a day immediately preceding a weekend or holiday must present an excuse from a parent/guardian or physician to their coach or activity advisor clearing their participation on non-school days. All foreseen absences must be brought to the attention of the Main Office Attendance Clerk prior to taking the absence so that an excused absence can be recorded and the student will be allowed to participate in the game/activity on the non-school day. Students must be present for at least half the school day (**50% of their classes**) to be eligible to participate in extracurricular activities on that day. Students may appeal this provision to the administration based upon evidence of appropriate legal, medical, religious or emergency situations.

## **IV. CAMPUS PROCEDURES**

### **ACCIDENTS**

Accidents must be reported at once to the teacher in charge or to an administrator. Any student who is injured should first notify their teacher or an administrator and wait for direction as to where to report next.

### **ASSEMBLIES**

Student behavior during assemblies is expected to be courteous and responsible at all times. Talking to nearby students, leaving your seat, cat-calls and throwing of objects, are all examples of the types of disturbances and interruptions that will not be tolerated, as they do not reflect positively on the high school and its entire student body.

Assemblies are presentations that enhance students' learning and school life. The school, PTA and other sources bear the expense for these presentations. Therefore, we expect student conduct to be orderly and appropriate.

### **CAFETERIA**

In order for all students to enjoy eating and socializing in the cafeteria, appropriate behavior is expected:

- The cafeteria monitors are responsible for student management; as such, students are to comply with the monitor's requests and directives at all times. Failure to do so will result in disciplinary action.
- Students are expected to clean up after themselves whenever they are done eating. Failure to do so could result in disciplinary action.

Students are not permitted to purchase or consume food during class time except under extenuating circumstances as determined by an administrator or their teacher.

### **CELL PHONES AND OTHER ELECTRONIC DEVICES**

The use of phones and other electronic devices in classrooms and study halls is prohibited. Phones, earbuds, and other electronic devices, including I-pads and gaming devices must be turned off and stored in the student's backpack or locker during class time. There may be times when students are authorized by their teacher to use their cell phones in the classroom for **instructional purposes**. Teachers will make clear to students when they are being authorized to use their cell phones in the classroom. Students may **never** take photos in the classroom without the permission of the teacher.

### **APPROPRIATE TIMES AND LOCATIONS**

- During **free** periods or lunch (students listening to music must be able to hear directions from staff at all times)

### **INAPPROPRIATE TIMES AND LOCATIONS**

- In hallways during the exchange of classes
- During class time. They should not be seen, heard or used unless specifically authorized by a teacher. Taking photos and videos in the classroom is strictly prohibited unless expressly authorized by a teacher.
- In a bathroom or locker room. The use of camera phones in bathrooms and locker rooms is a violation of other people's privacy and subject to police action in addition to school disciplinary actions.
- During Emergency/Fire drills

### **CONSEQUENCES FOR VIOLATIONS**

1. First offense: Phone is confiscated and turned into the Principal or Assistant Principal. Parent is notified and student receives a warning. Student may pick up cell phone in the main office at the end of the school day, beginning at 2:51.
2. Second offense: Phone is confiscated and turned into the Principal or Assistant Principal. Parent is notified and student receives a detention. Parent/guardian must come to school to retrieve student's phone.

3. Additional offenses: further disciplinary action will be taken in accordance with the Pelham UFSD Code of Conduct.

**CLASSROOM SIGN-OUT:** Students should not simply leave the classroom during the school day. Students seeking to leave a classroom during the instructional period must sign out and sign back in so that the school has a record of their whereabouts.

### **CO-CURRICULAR ACTIVITIES:**

Pelham Memorial High School is proud of the wide range of co-curricular activities it offers to students. All clubs and activities are conducted under teacher supervision but are designed to promote maximum student responsibility for creating initiatives and events and evaluating their outcomes. For a list of current clubs and activities, please visit the "[Clubs and Activities](#)" section, which can be found under the "Student Life" tab on the PMHS school website.

### **Co-curricular Participation Agreement**

Pelham Memorial High School encourages students to represent the school in a wide range of co-curricular activities and athletics, some involving the local community and some involving students and schools in other communities. Students who have the privilege of representing the school in these activities are expected to conduct themselves in a responsible manner consistent with the PMHS Student Handbook and Pelham UFSD Code of Conduct. They should also demonstrate good citizenship whether on or off school premises and whether or not engaged in school-related activities. For this privilege, Pelham students are expected to assume responsibility for their actions by agreeing to the Student Agreement for Participation in Athletics & Co-Curricular Activities, and to accept the consequences should they fail to meet this standard. Both the student and parent/guardian for the student must sign the Student Agreement for Participation in Athletics & Co-Curricular Activities in order for the student to participate in the co-curricular activity. For more information and a link to the Student Agreement, please visit the [Clubs and Activities section](#) from the "Student Life" tab on the PMHS school website.

The PMHS administration has the authority to discipline students for conduct in school or at school sponsored events and, in addition to suspension from school and other measures, students may lose the privilege of participation in co-curricular and/or athletic activities.

### **CODE OF CONDUCT**

Please refer to the [Pelham UFSD Code of Conduct](#) for specific guidelines and provisions.

### **DISCIPLINE GUIDELINES**

Since an orderly atmosphere is essential for learning to take place, a discipline code which provides for the personal welfare of all students, as well as for the common good of the entire school, is essential. Please see the Pelham UFSD Code of Conduct for more details.

The following is a list of infractions and consequences. **NOTE: The administration reserves the right to extend or reduce the extent of the disciplinary action taken depending upon the seriousness of the situation.**

<b><u>Level I Infractions</u></b>	<b><u>Level II Infractions</u></b>	<b><u>Level III Infractions</u></b>	<b><u>Level IV Infractions</u></b>
Cutting Class	Bullying/	Assault (without injury)	Arson

	Harassment/ Cyberbullying		
Disruptive behavior	Cheating/ Plagiarism	Fighting	Assault (with injury)
Dress code violation	Cutting detention	Possession or use of tobacco or vaping products or paraphernalia	Bomb threat/ False fire alarm
Forgery	Disrespect/ Insubordination	Serious vandalism	Destruction of school property
Inappropriate language	Endangering others	Sexting (soliciting or sharing)	Intoxication
Lateness to class	Gambling	Sexual/ Racial/ religious harassment	Making a threat to commit violence at school
Misbehavior in cafeteria	Minor altercations	Taking pictures or video in a bathroom or locker room	Possession of any weapon or explosive
Misbehavior in hallway	Minor Vandalism	Theft	Possession, use, sale, or purchase of alcohol
Use of phone without permission	Misbehavior during a safety drill	Threatening/ Intimidating another student	Possession, use, sale, or purchase of drugs or drug paraphernalia
	Truancy	Trespassing	
	Violation of the Acceptable Use Policy		
	Vulgar/ Biased language		
<b>1st Offense: Warning/ 1-2 Detentions</b>	<b>1st Offense: 1-2 Days In-School Suspension</b>	<b>1st Offense: 1-3 Days Out of School Suspension</b>	<b>5 Days Out of School Suspension and Supt. Hearing</b>
<b>2nd Offense: 2-3 Detentions</b>	<b>2nd Offense: 2-3 Days In School Suspension</b>	<b>2nd Offense: 3-5 Days Out of School Suspension</b>	
<b>3rd Offense: Proceed to Level II</b>	<b>3rd Offense: Proceed to Level III</b>	<b>3rd Offense: Proceed to Level IV</b>	

### Detention

Students who are found to have violated the UFSD Code of Conduct may be assigned Lunch Detention. Students who have received Lunch Detention must report to Room 127 at the start of their lunch period on the day(s) that they are assigned detention.

**Students who are absent from detention without prior administrative approval will be subject to In-School Suspension plus a detention. Frequent absences from detention will be dealt with more severely.**



It will be the student's responsibility to report to the detention room on time. Students who are assigned to detention:

- Will report directly to room 127 at the start of their assigned detention period
- Will remain quiet and cooperative.
- Students may use detention time to complete assignments, do homework, read, or involve themselves in some other quiet, constructive endeavor.
- Students who fail to comply with these responsibilities will face further disciplinary measures.
- **Students are not allowed to use or have access to any electronic devices including cell phones, iPods, iPads etc. while serving Lunch Detention. If a student reports to lunch detention with an electronic device, it will be confiscated for the period and returned to the student at the end of detention.**

### **In-School Suspension**

A student will be assigned In-School Suspension for any violation of the Pelham UFSD Code of Conduct that is more serious than requiring a detention, yet not to the level that would require an Out of School Suspension. Students who are assigned to In-School Suspension:

- Will report to the main office at 8:15 a.m.
- Will remain in room 127 on the day(s) assigned from 8:15 a.m. – 3:11 p.m.
- Must bring their lunch or obtain it from the school cafeteria and remain in the ISS room during their lunch period. Students may not have their lunch delivered. ISS students are not permitted to leave the building at any time during the school day.
- Will bring in all necessary school related materials including textbooks, Students are required to bring books, Chromebooks, and notebooks, workbooks and class notes for all courses in which students are enrolled. Loose-leaf, pens and pencils are necessary in ISS so that teacher assignments given during suspension can be completed accurately and promptly.
- Will work during ISS to complete classroom assignments provided by their teachers. If work is completed before the end of the school day, students will be required to read, do Regents review or practice exams.
- If the student fails to work or is a behavior problem during ISS the suspension may be extended or the student may be suspended out of school.
- **Students are not allowed to use or have access to any electronic devices including cell phones, iPods, iPads etc. while serving ISS. Students may not bring I-pods, cell phones or any other personal electronic device to the ISS room. If students do report to ISS with an electronic device, it will be confiscated for the day and returned to the student at 3:11 p.m.**
- If a student is late to ISS, the time missed must be made up.
- Students may be excused from ISS for certain classes at the discretion of the Principal or Assistant Principal.
- If a student fails to hand in work to the ISS teacher, they will receive a (0%) zero for that assignment.

### **Out of School Suspension**

An Out of School Suspension is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others, in line with the Pelham UFSD Code of Conduct.

Students who are assigned to Out of School Suspension:

- During the period of suspension, the student is not permitted on any school grounds of the District or at any school-sponsored events, games, or practices involving the District, regardless of whether such events are held on or off of the school grounds of the District.

- The period of suspension encompasses the twenty-four (24) hour period of each school day of suspension, as well as any weekend, holiday and/or vacation days that fall between the first and last school day of the suspension.
- The student will report to the main office at 3:15 p.m. on the days of suspension to receive alternate instruction. The instructional period will run from 3:15 p.m. till 5:15 p.m.
- The student will work to complete classroom assignments provided by their teachers. If work is completed before the end of the time allotted, students will be required to read, do Regents review or practice exams.
- **Students are not allowed to use or have access to any electronic devices including cell phones, iPods, iPads etc. while in school for alternate instruction. Students may not bring I-pods, cell phones or any other personal electronic device with them. If students do report with an electronic device, it will be confiscated for the day and returned to the student at 5:15 p.m.**

### **DRESS CODE**

In order to create an atmosphere conducive to teaching and learning, all students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Individual students and parents have the responsibility for ensuring appropriate student dress and general appearance. Students are required to attend school in appropriate dress that meets health and safety standards and does not interfere with education or discipline in the school (see [BOE Policy 7312, "Student Dress Code"](#)).

By way of example, each student shall at all times during the school day:

- a. Recognize that extremely brief or revealing garments are not appropriate;
- b. Ensure that underwear is covered by outer clothing;
- c. Wear shirts and footwear at all times, provided that footwear that is a safety hazard shall not be allowed;
- e. Not wear items containing words or insignia (picture, symbol, patch or pin) that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, ancestry, national origin, sex, sexual orientation or disability; and
- f. Not wear items that promote and/or endorse the use of alcohol, tobacco or illegal drugs, and/or encourage other illegal or violent activities.

Individuals who violate the dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out-of-school suspension.

### **DRUGS AND ALCOHOL**

Pelham Memorial High School and the Board of Education of the Pelham Union Free School District recognizes that the misuse of drugs, alcohol and/or tobacco is a serious problem with legal, physical, emotional and social implications for the entire community. Therefore, the consumption, sharing and/or selling, use and/or possession of alcoholic beverages, tobacco products, illegal drugs, counterfeit and designer drugs, or paraphernalia for the use of such drugs is prohibited at any school-sponsored function, on school grounds and on school buses at all times. The inappropriate use of prescription and over-the-counter drugs shall also be disallowed.

Persons shall be banned from entering school grounds or school-sponsored events when exhibiting behavioral, personal or physical characteristics indicative of having used or consumed alcohol or other substances. A school-sponsored function shall mean a school-sponsored or school-authorized co-curricular event or activity regardless of where such event or activity takes place, including any event or activity that may take place in another state. (See [BOE Policy 7320, "Alcohol, Tobacco, Drugs and Other Substances"](#))

Non-medical use of prescription drugs is a form of drug abuse that has become an increasing problem in the United States. Students found in possession of prescription drugs for which they do not have a valid prescription shall be disciplined in accordance with the Code of Conduct.

### **FIELD TRIPS AND EXCURSIONS**

All students participating in a field trip must submit a completed written permission slip to their teacher. Permission slips will be distributed by teachers well in advance of any scheduled trip. Students are reminded that, while on a field trip, they are subject to the same rules of conduct that apply while they are in school. No field trips are scheduled during the last week of a marking period or after May 29th.

The student must arrange to obtain assignments and materials before the anticipated field trip. Additionally, the student must arrange to make up work and reschedule tests before the field trip. It is understood that teachers may not always be able to provide in advance all materials that the student would have gotten if they were to be present. If pre-notification and pre-arrangement are not made, the teacher is under no obligation to provide special make-up opportunities for the student. If the field trip only takes place part of the school day, students must attend all other classes to be eligible for the trip.

For administration of medication during a field trip, please see the provisions of the district's Board Policy ([BOE Policy 7513, "Student Health Services"](#)).

### **FIRE DRILLS**

At least eight fire drills and four lock-down drills are held yearly, eight of which are planned before the end of December. Directions for exiting the building are posted near each classroom door and will be explained by the teacher of each class.

It is vital that students adhere to the following regulations during all drills:

1. Students may not use any personal electronic device.
2. There must be no talking after leaving the classroom. Move through the hall and away from the building in an orderly fashion.
3. Students must remain with their classes throughout the drill.
4. Students are not permitted to trespass on private property bordering the school.
5. No student may re-enter the building until the all-clear signal sounds.

**Teachers must take attendance during a fire drill/evacuation.**

If the building must be evacuated for any other reasons, the fire alarms will then be sounded and the school will be evacuated according to the standard drill procedure.

During drills or during the actual emergency situation, an exit or stairway might be blocked. If the normal exit route is blocked, continue beyond it to the next exit or stairway. If the normal route is at the end of a hall, turn back and use the first stairway or exit. Do not attempt to go through a blocked area.

In the event of an intentional false alarm, the school day will be extended to make up the instructional time missed.

### **HAZING**

Soliciting, encouraging, aiding or engaging in hazing is prohibited. "Hazing" means any intentional, knowing or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club or athletic team whose members are, or include, other students.

Students engaging in hazing will be subject to one or more of the following disciplinary actions at the discretion of the administration:

- Removal from extracurricular activities
- Conference with parent(s)/guardian(s)
- School suspension
- Referral to appropriate law enforcement agency

### **HOMEWORK POLICY**

Homework is a natural extension of class work and is to be completed outside of regular classroom time. Students are expected to complete assignments and to plan appropriately for the completion of projects and papers. Homework is given to reinforce skills, review class work, stimulate new interests, develop initiative, enhance independent thinking and improve individualization of instruction.

### **LOCKS AND LOCKERS**

Lockers are available for student use for the 2022- 2023 school year. Students in Grade 9 - 11 automatically receive locker assignments. Students can view their locker assignment and combination in the Infinite Campus Student Portal. Students in Grade 12 who need a locker can request a locker assignment from the Attendance Clerk in the Main Office throughout the school year.

Lockers are the property of the school and are subject to administrative inspection at any time during the year. Students are responsible for the care and cleanliness of their lockers. To maximize the security of their lockers, students are advised not to share their combinations with others.

The school assumes no responsibility for the contents of any locker. All problems with lockers must be reported to the Main Office. Vandalism to lockers will result in serious disciplinary action as well as financial liability for any damage caused to school property.

Lockers may be used up until the last day of classes. Lockers must be emptied before the start of final examinations. Materials found in lockers after the last day of classes in June will be discarded.

### **MEDICATION**

Students may not self-administer or carry on their person any medication in school. All prescription

drugs or over-the-counter drugs consumed in school by students must be administered by the school nurse (an exception to this is the use of an inhalant by asthma sufferers). All students taking medication in school, including asthma inhalants must have a doctor's note and a signed parental note on file in the nurse's office authorizing the dispensing of the medication. Any prescription medication must have the student's name, dosage and doctor's name written on its label. A violation of this policy will result in an investigation and possible disciplinary action.

### **MUSICAL INSTRUMENTS**

Students are responsible for the storage of their musical instruments on school property. The school will assume no responsibility for the storage of musical instruments.

### **OPEN CAMPUS PRIVILEGES**

For the 2022-23 school year, all students in grades 10-12, with parental permission, may have open campus privileges for lunch and free periods. Students must return back to campus and be on time for their next period class. Students who abuse the privilege of unassigned time will lose open campus privileges. **Students in grade 9 do not have open campus privileges.** Grade 9 students caught off-campus will be considered truant and will automatically be referred for a 1 day In-School Suspension.

Parents who **do not** want their children to leave campus should complete and return the "Off Campus/Lunch Refusal Form" or write a letter to the Principal or Assistant Principal indicating that they do not want their child to have permission to leave school at any time during the school day.

### **OUTDOOR FACILITIES**

For safety purposes, there is no ball playing or Frisbee throwing permitted in front of the high school.

### **PARKING**

Students are not permitted to park anywhere on school property including all school parking lots as well as street "permit" parking areas on Colonial, Corlies and Nyac Avenues. Students are not permitted to park in any numbered, "visitor" or "handicapped" parking spaces bordering school property. Consequences for violating this rule include detentions, parent contact, social probation and in-school suspension if a student repeatedly violates this rule.

### **POSTERS AND SIGNS**

All posters and signs must be approved and initialed with date by advisors or the administration before being posted in specific areas throughout the building. Masking tape or blue "painter's tape" may only be used to hang anything on the walls of the school. All other types of tape will damage the paint and must be removed. Outdated notices must be removed promptly.

### **SCHOOL DAY**

The school day runs from the start of 0 period (7:32 a.m.) until the end of 9th period (2:51 p.m.). There is an optional Academy Period that takes place after school from 2:51- 3:11. Students are expected to report to school by or before their first class of the day and to remain in school until the end of their last class of the day.

Students may not "hang out" on school property (in or outside the building) after 3:11 p.m. unless participating in an assigned, scheduled and supervised school activity, including a sport, co-curricular activity, extra help, etc. **Students are to leave campus when their instructional day or**

**assigned/supervised activity is over.**

### **SOCIAL PROBATION**

Students who are under-achieving or who continue to exhibit poor behavior may be placed on social probation. The student will be unable to attend any after school activity or school sponsored event and will lose open campus privileges for the time period assigned by either the Principal or Assistant Principal.

### **STUDENT IDENTIFICATION CARDS:**

A photo identification card and lanyard will be issued to all students at the start of the school year. Students are expected to show their identification card each time they enter and exit the school building. Identification cards must not be defaced or altered in any way. There will be a fee to replace a lost or mutilated identification card.

### **STUDY HALL**

Study halls are designated periods for students to complete work and other assignments in an undistruptive environment. **The use of phones and other electronic devices in study halls is prohibited.** Students must be on time for study hall classes. All students in grade 9 and grade 10 will be assigned to study hall. Upperclass students will be assigned to study hall, as follows:

- Grade 11 students with a cumulative G.P.A. below an 85
- Grade 12 students with a cumulative G.P.A. below a 70

**Individual Decision Time (IDT)** is a program that is offered as a privilege for the second semester to sophomores who have earned a cumulative G.P.A unweighted average of **90%** and above and have **not** been referred to the administration during their freshman or sophomore year for a disciplinary incident. Juniors and seniors who are assigned to study halls will also have the opportunity to earn the privilege of participating in IDT if they meet the G.P.A. criteria above for the second semester.

Students in grades 10, 11, and 12 who are given this privilege may use their free time visiting the Library, Academic Offices, and the Pelican Commons. Students may lose this privilege if they are referred to the administration for any infraction of the discipline code.

### **TECHNOLOGY USE AGREEMENT (Acceptable Use Policy)**

It should be understood that student use of technology, including the District's computer network, instructional software, the Internet, e-mail, and District issued laptops and chromebooks, is a privilege, and not a right. Any student using the District's technology must abide by the policies detailed in the Acceptable Use Agreement. Students must sign the agreement and must understand that failing to abide by the policies will lead to disciplinary action (see [BOE Policy 7315, "Student Use of Computerized Information Resources \(Acceptable Use Policy\)"](#)).

### **TRAFFIC SAFETY**

The speed limit in a school traffic zone is 15 miles per hour. Any driver found in violation of speeding or reckless driving will be reported to the police. State law doubles the fines that can be imposed for people caught driving faster than the speed limit posted near schools. People driving 11 miles per hour or more over the speed limit face hefty fines and possible incarceration. Please be extremely careful driving at all times when you are near a school.

### **VALUABLES**

Students are **NOT** to bring large amounts of money or other valuables to school. School facilities

(including lockers) are not appropriate places for valuables. The school cannot assume responsibility for valuables that students bring to school. The school district is not responsible for items left at the school's entrances with monitors for students. Examples of these items include, but are not limited to, textbooks, money, student lunches, musical instruments or sports equipment.

### **VISITORS**

To ensure the safety of all persons and to maintain an educational environment free from disruption, parents must have a pre-scheduled appointment that has been cleared by the main office before entering the school building for any reason. Visitors who have been cleared must sign-in at the main entrance of the high school and then report to the high school main office.

**Students are not allowed to invite any guests to accompany them to school.**

Parents wishing to drop off supplies for their children can do so at the main entrance on Colonial Avenue.

### **WORKING PAPERS**

According to the New York laws, any minor between the ages of 14 and 18 must have working papers in order to secure employment. To obtain working papers, a student must apply in person at the High School Counseling Office.