

Yorktown High School

Student Handbook

2009-2010

**YORKTOWN HIGH SCHOOL
2727 CROMPOND ROAD
YORKTOWN HEIGHTS, NEW YORK 10598**

Dear Students:

Welcome to Yorktown High School! The administration, faculty, and staff extend their best wishes for your success in the coming school year.

This handbook has been prepared to provide you with practical information about your school, to inform you of the many opportunities which are open to you, and to provide you with the information you need to function as a good school citizen. We encourage you to read this handbook carefully so that you may make the most of your high school experience.

We, the Yorktown High School community, believe that all students will best meet the present and future challenges of the rapidly changing world by demonstrating a commitment to learning, an appreciation for diversity, and a capacity for innovation.

Toward this end, we are committed to an educational program that fosters these ideals and promotes the intellectual, personal, and social growth of all students. As members of this community, we all accept responsibility for achieving these goals by promoting individual excellence and modeling exemplary attitudes.

Your teachers, counselors and administrators are here to help you achieve your goals. We want you to be an active participant in the learning process and take responsibility for your learning. We are dedicated to providing a school climate in which you can be imaginative, open minded, confident, curious, and independent.

You need to act with a sense of personal PRIDE, treat others with a degree of RESPECT you wish for yourself, and make a COMMITMENT to academic excellence. Set your goals high and with our united efforts, may you achieve each one of them.

Sincerely,

YHS Administration

This agenda belongs to:

Name _____

Address _____

City/Town _____ **Zip** _____

Phone _____

YORKTOWN HIGH SCHOOL

Board of Education

2009 - 2010

Peter Bisaccia

Jackie Carbone, Karen Corrado

Anthony D'Alessandro, Mark Drexel

Judith Huntington, Michael Magnani

* * * *

Superintendent of Schools

Dr. Ralph Napolitano

Assistant Superintendent/Curriculum

Mrs. Florence O'Connor

Assistant Superintendent/Business

Mr. Tom Cole

* * * *

High School Administration

Joseph DeGennaro, Principal

Randall Glading, Ph.D., Assistant Principal

Lori Roberts, Assistant Principal

Kay Buckley, Director of Guidance

Fio Nardone, Director of Athletics

* * * *

Policy of Non-Discrimination

The Yorktown Central School District, 2725 Crompond Road, Yorktown Heights, New York 10598, does not discriminate on the basis of sex in the educational programs or activities which it operates and it is required by Title IX of the Educational Amendments of 1972 not to discriminate in such a manner. This policy of nondiscrimination includes the following areas: recruitment and appointment of employees, employment pay and benefits, counseling services for students, access by students to educational program, course offerings and student activities. Inquiries concerning the application of Title IX may be made to the Office of Assistant Superintendent, 2725 Crompond Road, Yorktown Heights, New York 10598, 914/243-8006.

TABLE OF CONTENTS

PART I – SCHOOL STAFF

Faculty	5	Nurse	6
Guidance	6	Monitors	6
Learning Center	6	Head Custodian	6
Library	6	Office Staff	6
IA's	6		

PART II – ACADEMIC GUIDELINES

Academic Calendar	7	Final/Regents Exam	8
Course Registration & Scheduling	8	Honor Roll	8
Course Add/Drops	8	NHS Eligibility	9
		Program Changes	9

PART III – STUDENT SUPPORT SERVICES

Extra Help	10	Health Office/Nurse	14
Library/Media Ctr.	10	Emergency Card	14
Rules & Code of Ethics		Medication	14
Network & Internet	11	Participation	15
Computer Labs	13	Student Assistance Counselor	15
		School Resource Officer	15
Network Access	14	Student Course Fees	15

PART IV – RULES, REGULATIONS, AND PROCEDURES

Introduction	16	Insubordination &	
Access to records	17	Insolence	30
Appointments	17	Internal Suspension	
Assaulting Student	18	& Detention	31
Attendance Policy	18	Late teacher arrival	32
Bias Incident	22	Leaving school early	32
Bus Conduct	22	Lockers	32
Bus Passes	22	Loitering	33
Cafeteria	22	Middle School	33
Cheating & Plagiarism	23	Off-Campus Misconduct	33
Classroom conduct	24	Passes	34
Cutting	24	Pledge of Allegiance	34
Dress	24	Public telephones	34
Driving & Parking	24	Radios, etc.	35
Commuter Lot	26	Return student work	35
Dance Regulations	26	School activities	36
Drugs & alcohol	27	Sitting/running in halls	36
False alarms/bomb		Smoking/tobacco use	36
Threats	27	Snowballs	37
Field Trips	27	Sexual harassment	37
Fighting	28	Student responsibility	37
Fire	28	Suspensions	37
Firecrackers	28	Tech Center visits	38
Flyers, signs	29	Textbooks	38
Food	29	Theft	38
Forgery	29	Unscheduled Time	38
Foul language	29	Vandalism	38
Gambling	29	Video cameras	39
Hall behavior	29	Visitors	39
Harassment	30	Weapons	39
Homework policy	30	Copy machines	39
Inappropriate displays of			
Affection	30		

PART 1-SCHOOL STAFF - *Denotes Teacher Coordinator

ART

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Deborah Esposito
William Tovar

BUSINESS EDUCATION

Karen Firestone
Ursula Goldberg
Roseanne Moore*
Susan Sniffen

ENGLISH

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Pamela Chesser
Suzanne Daria
Christine Johnsmeyer
Erica Knopp
Jill Rosenblum
Marilee Sorrentini-Velez
Paula Stops
John Tierney
Marc Waxler*
Barbara Williams
Rebecca Woolley

FOREIGN LANGUAGE

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Jennifer Bianco
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Sam Contreras
Alana DiMucci
Dominic Guazzo
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Dominic Passarelli*
Alyssa Verdicchio
Lucia Vitale
Arthur Wenzel

HEALTH

Veronica Dwyer
Caitlin Voegel

MATHEMATICS

James Barry
John Bronzi
Jeff Cerar
Melissa Ferraguzzi
Mary Froats*
Denise Girolamo
Rosemarie Jost
Stephen Laber
Daniel Lopez
Steven Meltz
Terry Shaw
Leela Viswanathan

MUSIC

Thomas Arduini
Emily Kluga
Nancy Torrente

PHYSICAL EDUCATION

Fio Nardone, AD*
Rebecca Bronzi
Adam Lodewick
Michael Rescigno
Kathryn Sherwood
Steve Veteri

SCIENCE

Eric Agosta
John Agosta
Michael Blueglass
Geraldine Broccoli
Bryan Dennie
Dennis Downing
Brian Fritz
Michelle Harris
Diane Laux
Ralph Mazzio
Kevin Mullaney
Barbara Nyarady
Maria Pastore
George Petryczka
Albert Reid
Travis Richards
Sheila Rowley
Andrea Servedio*

SOCIAL STUDIES

Gerry Alterbaum
Seth Altman
Sabrina Bieloski
Lauren Conciatori
August Egan
Allyn Heald
Geoff Howard
Sean Kennedy
Jeffrey Konis
Amanda Krontilik
Theresa Loffredo
Kara Papp
Stephen Rome

SPECIAL EDUCATION

Kathy Belardo*
Monica Mazzella
Patrick Burke
Lorraine Cicale
Jessica Foley
Katie Martucci
Maura Haggerty
Donna Jensen
John Johnson
Barbara Kaplan
Geraldine Kreppel
Andrea Mooney
Joseph Morena
Ann Smith
Jennifer Tobeschat
Roberta Yandle

GUIDANCE

Kay Buckley, Director
Cindy Cervini
Eric Levine
Catherine Quackenbush
Marissa Reed
Albert Reid
Michelle Snyder
Timothy Sullivan
Maria Manganelli
Secretary
Laurie Schumacher
Secretary
Deborah Santavicca
Registrar

SCHOOL PSYCHOLOGIST

Suzanne McGannon
Learning Center
Dorothy Negard
Mary Bottali

LIBRARY MEDIA SPECIALIST

Carole Clark

NURSE

Victoria Sullivan

MONITOR

Keith Smith

186 DAY SUB

Dianne Kahn
Mary Reamer

AIS

Thomas Dyer

OFFICE STAFF

Mary Aversano
Asst. Princ. Secretary
Kimelyz Blau
Data Control Clerk
Janet Caselli
Principal's Secretary
Dorie DelVecchio
Secretary
Jeannette Martimucci
AD Secretary
Emilia Patierno
Secretary

CTA's/TA's

Mae Bracken
Linda Bucello
Linda Degl
Mary Lynn Flannigan
Mara Galassi
Kathy Giorgio
Laurie Hernandez
Patricia Hetzer
Rein Hunningher
Mary Lindner
Rose Millan
Paula Morrissey
Louise Murphy
Shirley Murphy
Arlene Nigro
Jo-Ann Pisani
Joseph Pisani
Juliana Quinn
Linda Serra
Janice Tornambe
Janette Weiss
Barbara Woska

STUDENT ASSISTANCE COUNSELOR

Davia Bugge

HEAD CUSTODIAN

Tony Natale
Pete Scagnelli (evenings)

SECURITY

Anthony D'Amato
Bob DeRossa
Charles Iorio
Marshall Sherer

SCHOOL RESOURCE OFFICER(SRO):

Tom Nadoraski

**PART II – ACADEMIC GUIDELINES
ACADEMIC CALENDAR 20092010**

FIRST SEMESTER

Progress Reports	October 5, 2009
First Marking Period Ends	November 6, 2009

Progress Reports	December 15, 2009
Second Marking Period Ends	February 1, 2010

SECOND SEMESTER

Progress Reports	March 8, 2010
Third Marking Period Ends	April 19, 2010

Progress Reports	May 18, 2010
Fourth Marking Period Ends	June 9, 2010

GRADUATION IS SCHEDULED FOR JUNE 26, 2010

Course Registration and Scheduling

Students must understand that the school maintains the responsibility of arranging student choices carefully since much time is spent in the course registration process. After June, program and schedule changes may be made for the following reasons only: computer or human error, June failures, PPC decisions, summer school results.

Course Add/Drops

A full-year course may be added until the fifteenth day of the school year. Semester courses may be *added* until the tenth day of the semester. Full year courses may be *dropped before* the end of the first quarter without notation on the student's transcript. Semester courses may be *dropped* until the mid point of the 1st or 3rd marking period without notation on the student's transcript. Students may not *drop* a full year course after the beginning of the fourth quarter or from a semester course after the mid point of the 2nd or 4th marking period, without special permission from the Principal.

Changing Course Level

Requests for a change in level of a course will be considered only if made by the mid point of the 3rd marking period.

Final/Regents Examinations

Final examinations and/or Regents examinations are administered in all courses except as approved by the Principal. All students enrolled in a Regents course are required to take the Regents examination. The Regents mark may serve as a final examination grade and will represent 1/5 of the student's grade.

Honor Roll

Eligibility for honor roll standing is determined by calculation of a student's grades during a given marking period. The grade point average is calculated using un-weighted grades. In addition, the student must be enrolled in at least three credit-bearing subjects. Principal's List designates a GPA of 3.90-4.30. High honor roll designates a GPA of 3.50 – 3.89. Honor roll designates a GPA of 3.20 – 3.49.

Incompletes

A two-week period after the end of the marking period may be provided for make-up work. Requests for a grade of incomplete should be made through the teacher. At the end of the two-week period a grade is given and recorded, unless, for extenuating circumstances, prior administrative approval has been granted for a longer period. If the necessary work is not completed within the period agreed upon, a grade of F will be recorded.

Program Changes

The student desiring a program change should see his/her counselor to discuss the change and obtain the appropriate forms, which must be signed by his/her parent, teacher, and returned for signature to the counselor. **Attendance is required in the course being dropped until the student receives *official notification of the change*.** If a student begins to cut an old class before being officially assigned to the new one, he/she will be subject to the cut policy and may be dropped from his/her course, assigned to internal suspension for that period, and denied admission to the new class.

National Honor Society Eligibility

Students who maintain a cumulative scholastic average of at least 3.300 (B+) on a weighted GPA are eligible to apply for the National Honor Society during their junior or senior year. In addition, a student must demonstrate good character, leadership, and service to school and community. Faculty are asked to evaluate the good character of students who are academically eligible. The faculty council will review each student's evaluation and each student will be admitted by a majority vote of the faculty council. Membership in the NHS is a **privilege** and not an entitlement. The YHS NHS eligibility, evaluation, selection, resignation and dismissal procedures can be found in the Guidance Center. Please refer to the district website for selection procedure and volunteer community service program.

PART III – STUDENT SUPPORT SERVICES/ ACTIVITIES

Extra help

The school has a responsibility to extend all efforts to help each student to succeed in his/her academic career. If it is determined that extra help is needed, a teacher or administrator may require a student to attend after-school tutoring or examination make-up sessions; 24 hours notice will be given to the student when such requests are made.

Students may also request extra help from teachers. If scheduling difficulties arise, the student should discuss the problem with his/her counselor.

Library Media Center

Students are encouraged to make use of the facilities and reference material available in the Yorktown High School Library. Students are able to use the library during any free time, provided they use the facilities in an appropriate manner and adequate space is available. Hours: 7:15 a.m. to 3:15 p.m.

Policies

- Library space is for those students who wish to read or study; the library staff has the option of limiting admission during a particular period when overcrowding occurs.
- No eating, drinking or card playing will be permitted and a quiet atmosphere will be maintained.
- Classroom teachers with their students will be given first priority during a particular period; the remaining space will be available to individual students on a first come/first serve basis.
- Thoughtful care of materials, equipment and furniture should be observed; materials and equipment should be returned to the proper place or to the main desk; chairs should not be moved from table to table; students should not sit on the tops of heating units, bookcases or tables.
- During period breaks all regular entrances and departures should be through the door leading into the hall.

Students who do not observe the above requests will be asked to leave the library. Those who repeat offenses may be placed on limited attendance. Chronic offenders will be referred for discipline. Students will be referred *immediately* for fighting, abusive treatment of other students or staff members, and vandalism or malicious mischief.

Rules and Code of Ethics Agreement for Network and Internet Users

The following agreement contains the essence of our Rules and Code of Ethics Agreement for Network and Internet Users. The Agreement explains the student's responsibilities while using the network and the Internet. It is required that all students and their parents read and sign the Agreement, which is outlined here.

As a computer user, I agree to follow the Rules and Code of Ethics in all my work with computers in the Yorktown Central School District:

I. I understand and agree to abide by the following Rules and Code of Ethics regarding copyrighted material:

1. I recognize that material received via a computer network is owned by the author or the person holding the copyright, and I will give credit to all materials received electronically.
2. I recognize that software is protected by copyright laws; therefore, I will not make copies of software found on school computers, either by copying them onto my own diskettes or onto other computers through electronic mail or bulletin boards; and I will not give, lend, or sell copies of software to others unless I have the written permission of the copyright owner or the

original software is clearly identified as “shareware” or in the public domain. Attributions of authorship will follow the same copyright rules for material obtained via the network.

II. I understand and agree to abide by the following Rules and Code of Ethics of use:

1. Education and curriculum-related research is the first priority of Internet and network use in the Yorktown Central School District; all other use is secondary.
2. Network accounts are to be used only by the authorized owner of the account for authorized purposes; using or sharing another student’s login name and password is prohibited.
3. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.
4. All communication and information accessible via the Internet or the network shall be assumed to be private property and must be documented as such.
5. No use of the network shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, copied, damaged, or abused in any way.
6. Malicious use of the Internet or the network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computer system (e.g., create viruses) is prohibited.
7. Hate mail, harassment, profanity, obscenity, discriminatory remarks, misrepresentation, impersonation, and other antisocial behaviors are prohibited on the Internet and the network.
8. Intentional use of the Internet or the network to access or process pornographic material, inappropriate text files, illegal activities, or files dangerous to the integrity of the local area network and its users are prohibited.
9. Exemplary behavior is expected on “virtual” field trips, as the user is representing the Yorktown Central School District when visiting locations on the Internet.
10. E-mail use is limited to school-related activities. In addition users shall not reveal their home addresses or phone numbers nor those of others over the Internet. Care must be exercised before revealing your last name over the Internet. Similarly, users shall not reveal information about others over the Internet.
11. Students without parental permission to use the Internet are prohibited from teaming up with those who have permission to use the Internet.
12. Any use of the Internet or the network for commercial or for-profit purposes is prohibited.
13. Any use of the Internet or the network for product advertisement or political lobbying is prohibited.
14. I understand that I have the responsibility for my own actions while using the Internet or the network.
15. Students are not permitted to install software of any kind on workstations or file servers.
16. Students are not permitted to store more than 30 MB of data on the file servers.

Violations of the Rules and Code of Ethics described above will be dealt with seriously. Violators risk losing computer privileges on a temporary or permanent basis; and/or disciplinary action; and/or academic sanctions; and/or prosecution for violation of local, state and federal laws.

Computer Labs

The Arts and Science computer lab which is located in room 201 and the Schneider Lab near the library are open for students and faculty throughout the school day, with the permission of the school administration.

Network access

Students are permitted to use the network for school-related activities only. Network users must have an AUP signed and on file, must request verbal permission from a staff member and sign in.

Health office/Nurse

Students who become ill or injured during the school day should report to the Health Office to be examined by the nurse. Except in emergencies, students who are scheduled for classes must first obtain a pass to the Nurse's Office from their subject teachers. The nurse will then determine whether a student should return to class, remain in the nurse's office, or be excused and sent home. Students who are excused because they are ill may not go home unless they are accompanied by a parent or parent-designated adult. This includes students who drive a car to school or who live within walking distance. Students who are injured while participating in extracurricular activities, trips, or interscholastic sports should advise the teacher or staff member supervising the activity of the injury as soon as possible. In addition, students must fill out an accident report with the nurse as soon as possible but no later than the next school day.

Emergency cards

Emergency Cards must be filled out by each parent/guardian and returned to the nurse's office by the beginning of September of each school year.

Medication

State law requires that **students are at no time** allowed to carry medication of any kind on their person, or to take medication in school without official written directive from a physician and parental permission. This medication must be kept in the Health Office and taken under the nurse's supervision. Students not following this procedure will have medication taken from them and kept in the nurse's office until the end of the day.

Participation in extracurricular activities

Activities sponsored by Yorktown High School are an integral part of the school's program. Participating students must be sensitive to the need to maintain the school's high standards and reputation. Student spectators at athletic events must observe and exhibit proper decorum at all times and follow directives of supervising adults. All student athletes must review and sign a Student Athlete Expectation sheet for each season. A copy of the sheet is to be taken home and reviewed with the student's parent or guardian. **In order to participate in extracurricular activities, a student must be present in all scheduled classes on the day of the activity.** Extenuating circumstances shall be dealt with by the Principal or his or her designee.

School Resource Officer

This program's goal is to foster educational activities that will increase student knowledge of and respect for the law and the function of the law enforcement agencies. The assigned officer will aid in the investigation of criminal offenses that occur at school and off-campus.

PART IV - Rules, Regulations & Procedures

Introduction

The school's disciplinary procedures are aimed at encouraging each student to develop the sense of responsibility that will be expected of him/her in adult life, correct individual situations, and create a positive atmosphere in which people in the school can learn and work productively. Staff members will exercise fairness and discretion in dealing with infractions; appropriate guidance procedures, parental conferences, and the administration of penalties will be utilized in order to achieve the above-state goals. In general there will be a progression in the severity of the disciplinary measures used.

The type of discipline administered will depend upon two factors:

- the nature of the infraction committed
- the student's previous behavior

In all cases where a student is reported for an infraction of the rules, he/she has the right to hear the charges against him and present his/her side of the case before a decision is made regarding possible disciplinary action. Parents have the right to appeal a decision which they feel is unfair. This must be done within 24 hours. It should be noted that students who are repeatedly involved in serious incidents which necessitate internal or external suspensions will be provided with all possible guidance services in order to establish what help is essential to improving behavior or what alternate educational setting will best meet their needs (ie., home tutoring). Such students are also subject to removal from the school through expulsion.

It is the policy and practice of all Yorktown High School personnel to help students to solve problems without resorting to extreme disciplinary measures. Student misconduct will be considered evidence of more complex underlying problems that a student may have with school and society, and every effort shall be made by the school to help the student remain in school and deal effectively with his/her problem. External suspension is a last resort. To that end, school personnel will pursue all other available and appropriate disciplinary actions to foster the education and good conduct of a student before resorting to external suspension. Before resorting to external suspension, except in situations dangerous to health and safety, all personnel will take action to better the education and good conduct of a student including but not limited to:

- reviewing student files and establishing counseling in order to ascertain the source of the problem
- conferring with parents (home visit if necessary)
- referring to school psychologist for testing
- referring to outside social agencies
- assigning a student a tutor in place of or in addition to regular classes
- requiring a student to remain in school after regular hours to do meaningful school work or for counseling
- referring a student as a person in need of special education.

This policy will be implemented with respect for the individual student and the student body in general.

In order to clarify school regulations which directly affect students, we have provided detailed information in the pages that follow.

Access to school records

Students over 18, parents, and legal guardians have the right to personally inspect the student's record. They can request that inaccurate information be removed.

Appointments

Appointments with counselors, school psychologist, student assistance counselor and other guidance personnel **must be scheduled during a student's lunch period or other non-class time or with permission of a student's class period teacher.**

Assaulting a staff member*

In the case of a proven assault by a student upon a staff member, the student will be externally suspended for five days. He/she will not be returned to the regular academic program until such time as a Superintendent's Hearing Committee has reached a decision, but he/she will be provided with suitable alternative instruction.

Assaulting/hazing another student or adult*

Particularly serious, unilateral and unprovoked attacks of one student on another may be treated at the discretion of the principal in the same manner as assaults on staff in compliance with Board of Education Policy 5114.

Hazing will not be tolerated. Disciplinary action will be taken against students who engage in this type of behavior.

*All assaults/hazing incidents will be referred to the SRO.

Attendance policy

Yorktown High School recognizes the importance of regular class attendance as a vital element in the student's educational progress.

The high school's mission includes educating each child to his or her fullest potential, cultivating not only academic but social competence, and fostering the development of responsibility and self-discipline which are essential to success in college, careers, and community life. Toward these ends, it is vital that the student participate to the fullest extent possible in the school's instructional programs.

At the same time, the school recognizes the need for flexibility in dealing with students whose personal health needs may lead to a considerable number of absences. Homebound instruction will be provided for students who must unavoidably be absent for an extended period. School personnel will provide make-up work and such other assistance as is deemed appropriate for students who do not qualify for homebound instruction but who miss work due to legal absences.

Students with personal health needs which might have an extended impact on their attendance should bring these to the

attention of school personnel at the beginning of the academic year. In the interests of both the individual and the school community, the school may ask for professional clarification and documentation of such conditions. Students with chronic health problems on an attendance record which suggests the need for professional intervention may be required to undergo an examination by the school district's physician or other professional personnel as deemed appropriate by the school.

Yorktown Board of Education policy recognizes only the following circumstances as legitimate reasons for missing school time:

- Absence because of student illness; quarantine
- Absence because of a death in the family;
- Absence because of a religious holiday;
- Absence for a doctor's or dentist's appointment which could not be arranged outside school hours;
- Absence for important educational reasons (i.e., college visitations, armed services testing);
- Absence due to a motor vehicle road test; or impassable roads due to inclement weather
- Absence due to a court appearance.

Parents should take note of the fact that Yorktown Board policy does not recognize individual or family vacations as legitimate grounds for missing school time. Students who have incurred illegal absences due to such vacations may be subject to academic sanctions related to the absence.

The school recognizes its responsibility to monitor student attendance on an on-going basis, to inform parents/guardians of attendance irregularities, and to provide notification of administrative action being taken in response to a student's record of attendance.

Any student whom the school determines to have a record of excessive and/or questionable absences may be required to present a doctor's note to clear any absences from that point on. In cases where doctor visits cannot be arranged, the high school administration will arrange examinations of the student by the school physician and/or the school nurse. The student and his/her parents or guardians will be notified by certified mail when this requirement is being put into place. After such notification has been given, any absences not cleared by a

doctor or the school nurse will be considered illegal and will be treated in accordance with the school's existing policy on cutting.

Truancy

A truancy occurs when a student is absent without parental permission. Truant students will be carried as illegally absent with class absences considered as cuts.

Tardiness (late to school)

Students are expected to be on time for school. This also includes days of scheduled field trips. Parental notes will be accepted for lateness caused by the legal circumstances listed in the attendance policy. If a pattern of lateness develops, personal contact between the student's parent and a school administrator will be required before further notes will be accepted and may be subject to disciplinary action. Latenesses that result in missed classes will be considered cuts if not cleared up within 2 days. **A student who arrives late to school must immediately report to the attendance office.**

Tardiness (late to class)*

Students are expected to be in class by the sound of the bell. It is the responsibility of a student detained by a staff member (administrator, teacher, counselor, etc.) to obtain a written pass to class, indicating the date, student's name, and the time the student is to be admitted, as well as the signature of the person issuing the pass. It is the responsibility of staff members to issue such passes when they are needed. Unexcused latenesses will be subject to disciplinary action. **If a student arrives late to class without a pass, he/she is to be admitted and marked illegally tardy.**

*Missing of class time which results in missing 15 minutes or more of class time or lateness for other reasons may be considered cutting at the teacher's discretion.

The following attendance procedures are requirements of Yorktown High School:

- All absences must be verified by either phone contact with or a note from your parent. When students are going to be absent from school, parents should phone the Attendance Office between 7 a.m. and 9 a.m. (243-8075).
- When a student is absent, upon return he/she must report to the Attendance Office to be issued a readmit pass which must be shown to each of his/her teachers on the day he/she returns.
- The Attendance Office is open for the issuance of readmits from 7 a.m. to 1 p.m.
- Students who arrive late to school must report to the Attendance Office immediately upon arrival to school.
- Students must clear any absences or latenesses within two school days after their return with a readmit pass. After that time a note will not be accepted and the student may be subject to appropriate disciplinary measures.
- Early dismissal notes are to be presented to the Attendance Office immediately upon arrival to school. All notes must have a telephone number where parent/guardian can be reached.

- **Under no circumstances may students leave campus during their free period without written authorization from an administrator.**
- **No student may take another student off campus in a motor vehicle for any reason during the school day.**
- Teachers will require a readmit pass within 48 hours of date of absence or lateness. This is the responsibility of the student.
- Continued excessive lateness will be considered refusal to follow school policy or insubordination.
- Seniors are not to participate in so-called Senior Cut Days. Unauthorized absences of this sort interfere with the educational process and may result in disciplinary action.

Since the Tech Center programs require the continuous development of skills in a particular area, regular attendance at the Tech Center is essential. Students who have excessive absences at the Tech Center may not be granted permission to return to BOCES for the second year of a program. In addition, BOCES may recommend a reduction in credit as a result of excessive absence.

Students who attend BOCES or alternative programs are subject to the above attendance policy.

Students who attend BOCES and wish to drive must have permission of both the high school and BOCES administration.

They **may not** drive another student/or be driven by a student to BOCES for any reason.

Bias incidents

Yorktown High School draws strength from its multi-cultural student body. It is important that these diversities continue to be a source of our strength. We also recognize that the individuals who make up our school make us unique, and that everyone must be given the proper respect. With this in mind, bias incidents in school or on school grounds will not be tolerated and will result in disciplinary action. A bias incident is one in which the causative factors are differences in racial, ethnic, religious, and/or cultural background. Students using these differences to abuse, intimidate, embarrass, or harass others will face disciplinary action.

Bus conduct

The district provides bus transportation to school for all students. It is the responsibility of those using the bus to behave in an appropriate manner so that safety and comfort of others are not jeopardized. A student not adhering to the bus regulations and/or directions of the bus driver may lose riding privileges and/or be subject to disciplinary action.

Bus passes

Students wishing to ride a high school bus other than their own on a permanent or temporary basis must submit a parental letter to the Transportation Office to determine if there is room on that particular bus. Students are to use the middle school buses only with the permission of the middle school administration.

Cafeteria

The cafeteria area should be a place where students relax, enjoy their meals, and converse with friends. Proper behavior is expected here as it is in all areas of the building.

In order to maintain a healthful environment the following are **NOT** permitted:

- Sitting on tables or radiators or standing on chairs or tables.
- Throwing food or any type of refuse. Students are responsible for cleaning the table at which they are eating.
- Moving chairs into the cafeteria hallway or sitting on the floor.
- Any other type of behavior which the person(s) on duty finds either disruptive or unsafe.

Violation of these rules will result in penalties ranging from clean-up assignments to suspension/detention to prohibition from eating in the cafeteria.

Cheating and plagiarism (see also “Computer use policy”)

One of the purposes of the program at Yorktown High School is to promote academic honesty on the part of students. Cheating and plagiarism cannot be tolerated.

Cheating is defined as the intentional use of someone else’s work or material on any test or assignment; or the use of any prohibited means to enhance the performance on an examination. It should be noted that Section 225 of the Education Law classifies cheating on a Regents exam as a misdemeanor.

Plagiarism is defined as the appropriating and putting forth as one’s own, the ideas, language or creations of another without citing their source.

Likewise, students have their obligation to support academic honesty. Students who improperly share their thoughts and materials with others are just as accountable for their actions as those who receive that information.

Each case will be treated individually. In the case of proven cheating or plagiarism, the student will receive a zero on the quiz, test or project, the teacher will have a conference with the student, the guidance counselor and parents. The school may also take disciplinary action.

Classroom conduct

Students have an obligation to behave in class according to the rules established by their individual subject teachers. If a student is so disruptive that he/she interrupts the instructional process, the teacher has the right to send the student to the AP office with a pass. Students sent out of the room for misconduct must report immediately to the AP office and to stay there until they have spoken to that administrator. Failure to do so will result in disciplinary action.

Cutting

Students are expected to attend all of their regularly assigned classes. Cutting, the unexcused or unauthorized absence from a scheduled class or assigned detention, will not be permitted and will be considered an act of insubordination. Students who violate this rule will receive detention. Internal or external suspension may be given for excessive class cuts. Detention will run from 1:45 p.m. to 2:30 p.m. Monday through Thursday, Saturday mornings, 9 a.m. to 12 p.m., or during unassigned periods.

Physical Education cut policy

According to N.Y. State Education Law, all students must participate in physical education each year they are enrolled in high school. In order to graduate from Yorktown High School, four years of physical education credit must be obtained. Grades will be given each quarter and are based on a student’s attendance, preparation, and participation in class.

If a student is unprepared for Physical Education due to extenuating circumstances, that student will be given an opportunity to make up that class.

Dress

For reasons of safety and in accordance with health regulations, students are expected to wear shoes at all times. Any clothing, particularly tuxedos, worn for the purpose of advertising of a particular rental shop is prohibited. **All clothing must meet dress code regulations.**

Driving & parking rules and regulations for students

All seniors with a valid driver’s license and vehicle registration are eligible for a parking permit. Permits will be issued each semester by lottery. A parking fee of \$5 per semester will be charged. Students whose family income is equal to the current guidelines for reduced price lunch plus 20%, must submit a family income statement. The parking fee will then be waived for students who fall within the financial guidelines noted above. Permit applications may be obtained in the Principal’s office. **A permit may be**

revoked/suspended if a senior does not meet school attendance, academic achievement or behavioral expectations.

The permit sticker cannot be transferred to other students. A change of vehicle must be reported immediately. A valid permit must be used for other properly registered vehicles driven by the student assigned to that permit. Seniors must park in the space that matches their permit number.

Student parking areas (Senior parking only with valid permit)

- Designated spaces on campus
- MESMS entrance road along west curb, in the direction of traffic
- Vehicles must be parked head-on in spaces
- No parking is allowed on grass area or in designated fire or emergency lanes

Students who park in spaces other than those listed above may be ticketed and/or towed at the owner's expense.

No parking is permitted along red-painted curbs at any time.

- cars parked in any restricted area may be ticketed and/or towed at the owner's expense
- cars are not to be driven on the circle drive in front of the middle school between 7 a.m. and 4 p.m.

Please take note:

Once parked on school grounds, cars are not to be used during the school day without official permission from an administrator.

Pedestrians have the right of way at all times in all driveways, parking areas, and cross-walks. Speed limit is 15 mph.

The school is not responsible for any car or its contents while parked on district property or off campus.

Students are **not allowed** to transport other students off campus.

The school district reserves the right to search any car parked on school grounds as per Student Rights & Responsibilities. Searches will be made if there is reason to believe that the contents of the car violate the rules of the high school or the laws of the Town of Yorktown or New York State. Students who violate parking/driving regulations will be subject to loss of driving privileges or disciplinary action, and/or be ticketed and towed.

Commuter lot

The commuter lot is the property of the Town of Yorktown. Any resident with a legal driver's license who parks there must obey the Town of Yorktown parking ordinances.

NOTE: Yorktown High School is not responsible for any damage to a car or its contents while it is parked in the commuter lot. Students who go the commuter lot are subject to disciplinary actions, including suspension.

Dance regulations

The following rules will apply at all school dances:

- Dances are generally held from 7:30 p.m. to 10:30 p.m.
- **Students leaving the dance are not permitted to return.**
- No admittance will be permitted after 9 p.m. Students wishing to attend the dance after 9 p.m. must be cleared by school administration and must sign up in the high school Main Office by noon of the day before the dance indicating the time of their arrival and reason for lateness.
- **Only Yorktown High School students may attend.**
- Students must follow all school rules and regulations.
- Food and soda are to be kept in the cafeteria.

- General clean up is the responsibility of the sponsoring group.
- Any vandalism costs are to be charged to the sponsoring group.

Drugs and alcohol, counterfeit drugs

Because of the serious threat illegal drugs and alcohol constitute to a person's physical and emotional well being, possession, sale and/or distribution, use or being under the influence of these substances in school, on school grounds, or at school sanctioned events is prohibited, as is possession of drug paraphernalia. Violators will incur a mandatory 3 to 5 day external suspension, may be subject to a Superintendent's hearing, subject to action under State law, and referred to the SRO. Students identified as remaining in close proximity to others who are drinking or using drugs must accept responsibility for being part of the activity. It is a student's responsibility to remove himself/herself from an area in which this is taking place. Any student suspended for drug or alcohol offenses must participate in at least 3 mandatory counseling sessions with the student assistance counselor. Failure to attend these sessions will result in further disciplinary action. In addition parents may be requested to meet with the student assistance counselor.

False alarms/bomb threats

The turning in of a false fire alarm or bomb threat or the damaging or tampering with any part of the alarm system including heat sensors and smoke detectors constitutes a serious threat to the safety and well-being of all citizens as well as a violation of law. Students who are responsible for turning in a false alarm/bomb threat will face a 5 day external suspension, police involvement, and a referral to a Superintendent's Hearing.

Field trips

The standards for student behavior on field trips are the same as in the school. Each student is responsible for notifying his/her teacher of the trip and request homework, etc. In addition, the following is required:

- All homework due on the day of the trip must be turned in to the subject teacher in advance, unless other arrangements are made ahead of time.
- No excuses will be accepted for work due on the day following a trip, unless other arrangements are made ahead of time.
- Students are expected to observe all bus safety regulations.
- Students are to remain with the group while on a trip and return with them.
- Only students who are part of the class or organization going on the field trip are allowed to attend.
- Field trips must be scheduled no later than May 1.

Fighting

Fighting is strictly prohibited anywhere within the school, on the Yorktown High School campus, and at school-sponsored events. If it is determined that a student involved in a fight made a genuine attempt to avoid it, the heavier burden of disciplinary action will fall on the student determined to be the aggressor. A Superintendent's Hearing may be convened for fighting.

Fire

The setting of a fire on school grounds will result in a five-day external suspension, police involvement, and a referral to a Superintendent's Hearing.

Firecrackers/explosive devices

Firecrackers or explosive devices on school grounds constitute a serious threat to the safety and well-being of people and property. Consequently, sale, use, or possession of firecrackers or explosive devices is strictly forbidden. Students who violate this rule may face up to a 5 day external suspension, police involvement, and a referral to a Superintendent's Hearing.

Fire drills

Everyone will leave the building during a fire drill and remain outside, at a distance of at least one hundred feet from the building, until the all-clear signal sounds. **Students must remain with their assigned class so that attendance can be taken.**

Flyers, signs and posters

The posting of any material must be cleared through an administrator. **Postings must be removed immediately after effective date.** Flyers may not be posted on painted surfaces, doors or window. Flyers may be posted at the following locations:

- Tacking areas
- Bulletin boards in hallways and classrooms
- Stairwells (one per stairwell)

Food

Because of insurance regulations based on safety concerns, students will not be permitted to eat lunch in science lab rooms and computer rooms.

Forgery or the use of forged notes or documents

The forging or using a forged note or document is a serious offense. In all such cases, the parent will be notified and the student subject to disciplinary action to be determined by a school administrator.

Foul and obscene language

Foul and obscene language will not be permitted in the building or on school grounds. Students violating this rule will be subject to disciplinary action. Continued violations of this rule will lead to suspensions.

Gambling

Gambling is prohibited in school or on school grounds. Disciplinary action will be taken appropriate to the occurrence.

Hall behavior

- Do *not* congregate in the academic areas of the school, especially, during after-school hours.
- Do *not* congregate outside the classroom doors.
- Do *not* sit on hallway floors.
- Students are to use only the main lobby doors to enter and exit the building.
- Maintain proper decorum when moving through hallways/academic areas.

Harassment

All students are expected to set a positive example by treating all people with respect. Each student must accept responsibility for his/her behavior and attitudes toward others. All people have the right to come to school or work without facing harassment. Harassment will not be tolerated and will result in disciplinary action.

Homework policy

Homework represents a consistent commitment by the student to the learning objectives established for a grade level, a subject area, or a particular class. It is the extension of the classroom teacher's personalized approach to learning. Students are responsible for the completion of assigned work in the allotted time and in the manner prescribed.

See "Our Schools" (District Calendar) for complete information on Homework Policy as set forth by the Board of Education.

Inappropriate displays of affection

Students have an obligation to conduct themselves in a manner which is suitable and reflects their respect for themselves and others. Inappropriate display of affection is not considered acceptable conduct in school, on school grounds, or at school sanctioned activities, and may be subject to disciplinary action.

Insubordination and insolence

Respect for others is a fundamental responsibility of all persons in a school building. When students feel that they have been treated unfairly, they should report such instances to the administration. Arguing, shouting, or creating a scene will do nothing to alleviate the problem. It must be remembered **that all students must:**

- comply with any reasonable request made by a staff member (e.g., move when asked, stop horseplay, refrain from entering a restricted area, show identification card)
- give his/her full name when it is requested by a staff member
- use language or engage in behavior which is **not vulgar** or seriously inappropriate

Students who are insubordinate or insolent will be subject to disciplinary action. This may involve detention or suspension, depending upon the severity of the incident. In those cases where a student's behavior is determined to present a possible danger to self or others, he/she will be removed from the school after contact with the parent has been made.

Serious or repeated behavior of the above will be considered verbal assault/harassment and may be dealt with by a Superintendent's Hearing.

Internal Suspension/ School Detentions

Students are assigned to internal suspension because they have violated school rules and regulations. It is their obligation to attend during the specified time. If students are absent on the assigned date, they must see the appropriate administrator for a new assignment.

When students are assigned internal suspension, they must abide by the following rules:

- Students assigned to the internal suspension room must report promptly at the beginning of the school day.
- Students must have productive work to do. Students must remain quiet. Card playing, radios, and iPods are not permitted.
- Students may eat lunch in the room. They must keep the room neat and clean.
- Students must remain in the room between periods and may leave only with the permission of the supervisor.
- Any inappropriate behavior will result in additional suspension time.
- Unauthorized absence from or lateness to internal suspension will result in additional internal suspensions.
- After-school detention will be assigned by the administration for infractions of school rules. After-school detention will take precedence over other school activities. Unauthorized absence from or lateness to after-school detention will result in additional detentions and/or suspensions.
- Missed Saturday detentions will result in external suspensions.

In general, students will be given at least twenty-four hours' notice of an after-school detention. *It is the student's responsibility to inform her/his parent(s) that she/he will be staying for detention on a given date.*

Late teacher arrival

If the teacher is late, **students are to remain in class** and should send a representative to the Main Office to report the situation.

Leaving school early/Early dismissal

To insure the safety and well being of all students in attendance, school authorities must be notified when a student leaves the building before the official end of his/her school day.

In order to leave school early, students must report to either the nurse (if they are ill) or to the Attendance Office so that the parent or guardian can be contacted for permission or so that a note from the parent/guardian requesting early dismissal can be presented. Students who leave the campus during the school day without written permission from a school authority are subject to disciplinary action. Any classes missed without permission are considered cuts.

Lockers

Lockers are the property of Yorktown High School. The school reserves the right to take appropriate measures should students abuse locker privileges. To help prevent thefts from hall and physical education lockers, students are advised of the following:

- All students must use assigned locks and lockers.
- All students should secure their lockers. Each student is to use one locker only.
- No student is ever permitted to break off a lock from a locker; students found breaking off locks or tampering with lockers will be subject to disciplinary action.
- Each student is responsible for the cleanliness and condition of his/her own locker.
- All problems with hallway lockers should be reported to the Assistant Principal's Office. Students should report all locker thefts to the Assistant Principal's Office. They should fill out forms indicating the items that were stolen. If it becomes necessary for students to bring valuable personal property to school, they should leave these items in the Main Office for safekeeping.
- P.E. locker problems should be reported to the P.E. teacher and the athletic director.
- Students are advised that all valuables should be secured with a lock when placed in Physical Education lockers. No students are permitted in the Physical Education locker rooms without teacher supervision or permission.
- **Please Note: The school district is not responsible for any loss due to theft or vandalism.**

Loitering in the lobby, halls and stairwells

In order to provide a quiet and orderly environment in which learning may take place, students are not permitted to loiter in the lobby, halls, or in stairwells. The lobby should be clear of students at all times, except when students are waiting for buses in cold or inclement weather. At such times, students will be permitted to wait for buses in the lobby **ONLY** for the five minutes before their bus arrives, so long as their behavior is not noisy or disruptive. Bus departure times are posted on the window of the Main Office. **No student may be in any part of the building, including the gym area, after the school day, unless under the supervision of a staff member.**

Middle school

Unauthorized high school students found in the middle school at any time during the school day may be subject to disciplinary action.

Off-Campus Misconduct

A student may be subject to discipline for conduct constituting a crime which is engaged in off school premises or at non-school sponsored activities to the extent that the Superintendent of Schools and/or Board of Education reasonably believes that the continued attendance in school of the student would constitute an endangerment to the health, safety, welfare or morals of the student and/or others in our schools.

A student may be subject to discipline for off-campus conduct that does not involve criminality that the Superintendent of Schools and/or Board of Education reasonably believe has a nexus to the educative process, i.e., student-student, student-personnel interactions that foreseeably would have a detrimental or disruptive effect upon school programs or activities.

Passes

- A written pass or senior pass are the only valid passes that allow movement through the academic wing during class time.
- It is the student's responsibility to obtain a pass upon leaving a classroom.
- Senior ID Cards
 - Seniors are expected to carry their senior identification cards and show them upon request. The senior pass is a privilege we extend to our 12th graders, but it should not be taken for granted that all persons on hall duty will recognize a student as a 12th grader.
 - Students must use their senior ID card to pass through the halls to an approved destination. The senior pass does not entitle students to loiter in the hallways.
 - Seniors who abuse the pass privilege will have their senior ID cards revoked for a period of time deemed appropriate by the administration.

Pledge of Allegiance

A student has the right to refrain from reciting the Pledge or saluting the flag. Anyone who chooses not to participate may sit quietly, stand quietly, or leave the room while the Pledge is being recited. Students who choose to refrain from such participation have the responsibility to respect the rights and interests of classmates who do wish to participate in this meaningful observance.

Public telephones

Students who must make a telephone call during school hours are to use the pay phone in the cafeteria alcove. The Main Office telephone should be used only in emergency after receiving permission from a staff member.

Electronic Devices/Cell Phones

The use of the above is allowed in the common areas of the school building. **Electronic devices/Cell phones are prohibited in classrooms. When entering a classroom, the electronic device/cell phone must be turned off and placed in the green tray located in the front of the room. Camera phones are to be used for phone calls only. Failure to comply with the above may result in confiscation of the device and/or further disciplinary action.**

Return of Student Work

Portfolios

- Work done for portfolios will be returned to students prior to inclusion in the portfolio.
- Parents may review portfolios upon request provided they return them to the teacher in a timely fashion.
- Portfolios will be sent home to parents at the conclusion of a school year.

Tests

- Teachers will grade tests in a timely fashion, and shall review them and return them to students.
- Preassessments and mid-terms are to be reviewed with students, but need not be returned. The teacher may return the mid-term to the student at his/her discretion. Finals and Regents exams are exempt from return, however, parents and/or students may review these tests in school upon request.
- Teachers will make themselves available to any parent or students who have concerns on any test or test question. If such discussion does not resolve concerns, the parent and/or student will be given the opportunity to pursue the matter further.

Governmental, Publishers' and Institutional Requirements

- In accordance with New York State law, Regents science lab reports will be retained by the school. Upon parental request, lab reports will be sent home for parental review, but then will be returned to the teacher and retained by the school as required by law.
- Teachers will follow institutional, governmental and publishers' requirements regarding retention of secure materials and/or student work products. Examples include Syracuse University Project Advance materials, Secure Regents exams, CTBS, Title 1 requirements, etc.
- Upon expiration of the mandated retention period of secure materials, parents/students may request release of such materials from the building principal. Retention periods are high school examination/test answer papers: 2 years; Regents examination answer papers: 2 years.

School activities

All school rules and policies apply to students attending school supervised activities or functions wherever they are scheduled.

School Security Cameras

To provide for the health/safety of our students/staff, video cameras are located throughout the school building/grounds.

Sitting on or running in hallway

For safety reasons, this is not permitted.

Smoking/tobacco products

Yorktown High school is a smoke- and tobacco-free campus. Smoking is not permitted anywhere inside the school building or on school grounds. For reasons of health and cleanliness, all tobacco products – including cigarettes, cigars, pipes, chewing tobacco, and snuff will not be permitted anywhere inside the school building or on school grounds (Board Policy adopted 11/22/94). Such material will be confiscated. Violators will be subject to a disciplinary action.

Snowballs

Snowballs are not to be thrown on school grounds. Violators may be assigned to detention/suspension and lose the privilege to utilize outside areas.

Sexual harassment

Sexual harassment is any unwanted verbal, visual, or physical advance; sexually explicit statement or gesture; or sexually discriminatory remark which is offensive or objectionable to the recipient, or which causes the recipient discomfort or humiliation, or which interferes with the recipient's opportunity to benefit from school. Sexual harassment will not be tolerated in Yorktown High School and will be subject to disciplinary action. (Board Policy adopted 11/23/94).

Student responsibilities

Students having knowledge of serious incidents or conditions threatening the health, safety, and well being of any member of the school community, must report this information to staff members. Students who are identified as having loitered in an area where physical damage has occurred to school property may be held responsible for being a party to the damage unless they have filed such a report with the administration.

Suspensions – internal/external (Discipline procedures)

Suspension will be reserved for the most serious and/or chronic offenses. Certain violations such as assault and drug or alcohol abuse will result in automatic external suspension. In addition, students who fail to report to assigned internal suspension may be externally suspended. Students who are on suspension may not be involved in sports or extracurricular activities during the time they are suspended. Students are not to be on school grounds or attend school-sponsored activities and events during the suspension period.

A suspension from the Tech Center program will result in a suspension from the day high school classes and vice versa.

Students who are internally or externally suspended an excessive number of days may be referred for consideration for an alternative educational placement and/or a Superintendent's Hearing.

While suspensions are given for school days, if the suspension includes a weekend, a student may not participate in school-related activities for that weekend. For example, a three-day school suspension beginning on Thursday and running through Monday will result in a student not being able to participate in Friday's, Saturday's, or Sunday's activities.

Tech Center Visitations

Yorktown High School students are **NOT** permitted to accompany Tech Center students for cosmetology appointments. Students who are interested in visiting the Tech Center must make arrangements with their guidance counselor.

Textbooks/Locks

Books/locks are school property; Books are to be returned directly to the teacher at the end of the unit or course. Failure to return locks/books will result in report card and/or schedule being withheld until payment for the unreturned book/lock is received or the book/lock is returned.

Theft/Vandalism

A basic respect for the rights and property of others is important for the proper functioning of the school. Students who either damage or steal school property or the property belonging to persons in the school will be required to pay for any damages and to perform service for the school to correct the results of their destructive behavior and referred to SRO.

In addition, students will be subject to internal or external suspension depending upon the severity of the incident.

Unscheduled/Free time

Students who are not scheduled for a class during a particular period, or during after school hours, must be in one of the areas listed below:

- the cafeteria, computer labs, or library
- an office or classroom under a teacher's supervision
- the Guidance Center
- during periods **three through seven** students may be in the designated outdoor area. **All other areas outside of the building including but not limited to the trails, commuter lot, athletic fields, parking lots, and middle school are strictly off limits.**

Video cameras

Video cameras may not be brought into or used in the school building or on school grounds without prior permission from the school administration.

Visitors

Unauthorized persons are not permitted in the school building. All visitors must obtain a pass in the Main Lobby. Unauthorized visitors not possessing a pass will be trespassing and school authorities will call the police if necessary. Requirements for visitors are posted on the outside school doors. Prior arrangements must be made with the administration and a teacher's permission granted for class visitations. Student visitors are permitted **until the end of May**. (Board of Education policy 1290 – R). **No visitors are permitted the day prior to any holiday or vacation period, or when school is in session and the visitor's school is on break.**

Weapons

Weapons such as, but not restricted to, firearms and knives constitute a serious threat to the safety and well being of students, school personnel, and property. The sale, use, or possession of weapons will result in the student facing up to a 5-day external suspension, police involvement, and a referral to a Superintendent's Hearing.

Xeroxing use by students

A copy machine is available in the library for student use. Students are not permitted to use the school's copying machines unless they have special written permission from an administrator.

2009 – 2010 SCHOOL CALENDAR

September

- | | |
|----|---|
| 1 | Superintendent's Conference Day (No Students) |
| 2 | FIRST DAY OF SCHOOL |
| 7 | Labor Day (Schools Closed) |
| 28 | Yom Kippur (Schools closed) |

October

12 Columbus Day (Schools Closed)
21 Superintendent's Conference Day (No Students)

November

3 Parent/Teacher Conferences (No Students)
11 Veterans' Day (Schools Closed)
25-27 Thanksgiving Recess (Schools Closed)

December

24-31 Holiday Recess (Schools Closed)

January

1 Happy New Year 2010 (Schools Closed)
4 **SCHOOLS REOPEN**
18 Dr. Martin Luther King, Jr. Day (Schools Closed)

February

15-19 Mid-Winter Recess (Schools Closed)
22 **SCHOOLS REOPEN**

March

29-31 Spring Recess (Schools Closed)

April

1-5 Spring Recess (Schools Closed)

6 **SCHOOLS REOPEN**

May

31 Memorial Day (Schools Closed)

SNOW MAKE-UP DAYS WILL BE IN THE ORDER OF APRIL 5, March 29, 30 & 31.