

MOUNT SINAI HIGH SCHOOL
PARENT / STUDENT HANDBOOK
2020 – 2021



Superintendent's Written Directive **regarding COVID-19**

All people who enter school property, which also includes school vehicles, or attend school sponsored events are directed and required to follow the District's Re-opening Plan and written protocols. The Plan and written protocols can be found at:

https://www.mtsinai.k12.ny.us/our_district/district_information/school_reopening_plan.

This includes, but is not limited to, any requirements to wear face masks, wash hands, maintain social distancing, permit temperature checks, and answer screening questionnaires. Failure to follow the Plan or protocols, as well as failure to follow the directive of an appropriate school official relating to following the Plan or protocols, may result in a person being refused entrance, or an administrator directing the person to leave the school property or event. It may also result in further consequences as follows:

- for all people, the District may contact law enforcement for trespass where the person refuses to leave school property as directed, as well as for any other violations committed;
- for students, discipline pursuant to the District's Code of Conduct for insubordination, endangering the health, safety, or welfare of others, as well as other applicable violations of the Code of Conduct;
- for parents and other visitors, ban on attending school events as well as consequences pursuant to the Visitors' Code of Conduct;
- for school personnel formal discipline, up to and including termination.

SOCIAL DISTANCE GUIDELINES

The CDC and DOH guidelines for social distancing prevents the spread of germs and include the following:

- * Wearing a mask in public when not able to maintain 6' distance between self and others
- * Washing hands frequently and using hand sanitizer often
- * Staying home from school or work when not feeling well, especially with a rise in body temperature that indicates fever

All persons entering the school building must comply with the Superintendent's Written Directive with regard to the wearing of face coverings and social distancing as posted on the Mt. Sinai School District website. Adhering to these measures assists in the prevention of spreading the covid-19 virus. Non-compliance may result in disciplinary measures for staff and students and a ban from school events or campus visits for parents or others not following the directive.

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Mission Statement

Our mission is to provide students with the academic and social opportunities that will enable them to become productive and responsible individuals in our society. Our goal is to provide an academic atmosphere in which every student will develop curiosity; demonstrate the self-discipline to persevere; engage in problem solving strategies; employ critical thinking skills; embrace risk-taking; take pride in developing good work habits; become self-directed learners and independent thinkers. In addition, we encourage all students to become individuals who are tolerant of individual differences, who respect themselves and others and who participate in the decision-making process.

ATTENDANCE POLICY (COMPREHENSIVE)

Philosophy Statement

To be successful, students must actively participate in learning activities. To maintain academic standards, encourage progress and ensure student participation in the school experience, the Administration with the support of the Board of Education of Mount Sinai recognizes this attendance policy for the school district (high school and accelerated middle school students). The policy will ensure that students who receive credit for a course have attended 85% of the classes and have participated in the classroom. The policy affirms that classroom activities cannot be duplicated in an extra help session or by independent remediation. Even when specific work is made up, the valuable “time-on-task” is missed. Attendance is a critically important factor contributing to success in school.

By encouraging attendance and promptness through the policy, two essential components of self-discipline and responsibility will prepare our students for the demands of the future. It affirms that students will be aware that tardiness, cutting, excessive absence and/or truancy will jeopardize their successful completion of a course of instruction and/or their graduation. This value is one that society views as essential for success.

Objectives

The objectives of the Comprehensive Attendance Policy are:

1. To accurately track the attendance, absence, tardiness and early departure of students to and from the school;
2. To ensure sufficient pupil attendance of classes so that pupils may achieve State mandated education standards;
3. To track student location for safety reasons and to account to parents regarding the location of children during school hours.

Definitions

Whenever used within the Comprehensive Attendance Policy, the following terms shall mean:

1. **Scheduled instruction**: Every period that a pupil is scheduled to attend instructional or supervised study activities during the course of a school day during the school year.
2. **Absent**: The pupil is not present for at least half of the pupil’s scheduled class period instruction.
3. **Tardy**: The pupil arrives later than the starting time of the student’s scheduled instruction.
4. **Early departure**: The pupil leaves prior to the end of the pupil’s scheduled instruction.
5. **Excused Absences**: Any absence, tardiness, or early departure may be excused if the reason is due to illness, a death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearance, attendance at a health clinic or other medical visit, approved college visit, approved cooperative work program, military obligation, or other such reason as may be approved by the Board of Education.
6. **Unexcused Absences**: An absence, tardiness, or early departure is considered unexcused if the reason for lack of attendance does not fall within the aforementioned categories (as noted in point 5). Family vacation, hunting, babysitting (except in the case of emergencies

within a family situation), haircut, oversleeping, shopping trips, are examples of circumstances not to be considered as excused absences.

Note: It will be the determination of the School District as to whether or not an absence is to be considered as excused or unexcused; the District will consider, inter alia, explanatory notes written by parents or guardians setting forth the reasons for absence with the District reserving to itself the prerogative to verify the circumstances/reasons for an absence or absences; such verification may include the authority of the District to require medical verification as to illness.

7. Unlawful detention: When a parent or guardian consents to a child being absent from school for a reason that is not excusable. This is an illegal absence.
8. Truant: A student is absent from school without parent or prior school approval. This is an illegal absence.

PLEASE NOTE: *The policy for the purpose of receiving course credit does not distinguish between an excused and unexcused absence.*

Coding System

The following coding system shall be used to indicate the nature and reason for a pupil missing all or part of scheduled instruction:

Attendance Office Codes

A	Absent
T	Tardy
C	Court appt.
F	Family

H	Home tutored
I	In-school suspension
N	Truant
R	Religious

S	Suspended
U	Unlawful Detention
V	Educ/College Visit
W	Waived

Teacher Codes

A	Absent Without Known Reason
H	Home Tutoring
X	Cut Class
T	Tardy
I	In-School Suspension
Y	Nurse/Health Office Appointment

E	Field Trip
L	Music Lesson
Z	Pre-Approved Absence
G	Guidance
S	Out of School Suspension

*Pre-Approved absences include:

- Field trip
- Music lesson
- Guidance appointment
- In-school suspension
- Out-of-school suspension
- Assembly/class meeting
- Co-curricular activity
- Health Office appointment
- “Pull out” program

Strategies and Incentives

1. Minimum Attendance for Course Credit

A. A student must be noted as present at 85% of a course's scheduled classes in order to earn credit for the course.

- For purposes of minimum attendance requirements, ***a student shall not be counted as present for a class if the student misses more than 15 minutes of a class***, whether through tardiness or early departure.
- Students suspended from school instruction may not be marked as absent unless they fail to fulfill the scheduled alternative education on that day.

B. In order to prevent loss of credit for failure to attend, the district will take the following steps:

- When a student has been marked as absent for 10% of a course's classes, the district shall notify the student and his parent(s) or persons in parental relation that the student is approaching the limit of absences for losing course credit for failure to attend class. The notice will include the school's attendance for credit policy, the actual number of classes the student may miss before forfeiting the right to earn credit, and the actual number of classes missed to date;
- A student and his parent(s) or persons in parental relation will be advised one month before the completion of the course if the student is in jeopardy of losing credit for failure to attend. The notice will include the school's attendance for credit policy, the actual number of classes the student may miss before forfeiting the right to earn credit, and the actual number of classes missed to date.

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2. Parental/Guardian Notification of Absences:

The pupil's parent(s) or person in parental relation shall be notified of a pupil's absence, tardiness or early departure according to the following:

Where a pupil has not been marked as present for the first period of scheduled instruction and the school has not been previously notified of the absence, the district shall attempt to contact the pupil's parent(s) or person in parental relation to learn the nature of the pupil's absence and notify the parent that the pupil has not arrived at school.

3. Disciplinary Consequences:

Truancy, unlawful detention, class cuts, unauthorized tardiness or early departures are unexcused absences that will result in disciplinary sanctions as described in the District's Code of Conduct. Consequences may include, but not be limited to, out-of-school suspension, in-school suspension, detention, and denial of participation in interscholastic and extra-curricular activities. Parents/persons in parental relation will be notified by the designated District personnel at periodic intervals to discuss their child's absences, tardiness or early departures and the importance of class attendance and appropriate interventions. The principals in each building establish attendance notification procedures.

4. Incentives:

District teachers shall work with the Building Principal and Attendance Supervision Officer to create and implement classroom-based incentive programs for excellent attendance.

5. Intervention Strategy Development:

The Building Principal shall meet each marking period with the Attendance Supervision Officer and other administrators and teachers as the Principal determines necessary to review student

attendance records, address identified patterns of unexcused pupil absence, tardiness and early departure, and review current intervention methods. Where the Principal determines that existing intervention policies or practices are insufficient, the Principal shall notify the Board of Education prior to its annual review of the building's attendance records, of both insufficient practices and any proposed changes needing Board approval to implement.

6. Counseling:

The District shall provide consistent counseling to students with chronic attendance problems.

Attendance Supervision Officer

The Board shall designate a person as the Attendance Supervision Officer. The Attendance Supervision Officer is responsible for reviewing pupil attendance records and initiating appropriate action to address unexcused pupil absence, tardiness, and early departure consistent with the Comprehensive Attendance Policy.

Attendance Requirements

1. Students must attend each class a minimum of 85% of the time.

FULL YEAR COURSE – the minimum attendance shall be 85% or 153 days per year ($.85 \times 180 = 153$); therefore, a student may be absent not more than 27 times per year per class. A student will be in violation on the 28th absence. A grade of a 50 will be recorded.

HALF-YEAR COURSE AND PHYSICAL EDUCATION CLASS – The minimum attendance shall be 85% or 77 days ($.85 \times 90 = 76.5$ days); thus, a student may be absent no more than 13 times per semester per class. A student will be in violation on the 14th absence. A grade of 50% will be recorded.

LAB SCIENCE COURSE – The minimum attendance shall be 85% or 229 periods per year ($.85 \times 270 = 229.5$ periods); thus, a student may be absent no more than 40 times per year per lab science class. A student will be in violation on the 41st absence.

BOCES – The district reserves the right to withdraw students from vocational courses at BOCES at any time that they fail to maintain a minimum attendance rate of 85%.

2. Three latenesses to class equal one absence. Students shall be considered absent from a class if they are absent from a class for more than 15 minutes of the class period.
3. Students attending approved alternative educational activities that include attendance at a school-sponsored activity, home instruction (whether due to illness or suspension, serving in-school suspension or out-of-school suspension) are considered to be “in attendance” and shall not be considered absent.
4. Teachers will provide make-up work ONLY for those students whose absences are excused or where said students are attending school-authorized activities such as meetings, music lessons, conferences with school personnel, field trips, out-of-district athletic trips, testing, in-school suspension and out-of-school suspension.
5. For each course, when a student reaches the maximum number of absences, the student's work will no longer be evaluated. The report card will show a CD to indicate “Credit-Denied” for all subsequent reporting periods and exams.
6. A student who does not meet the minimum attendance requirement in a course or courses will not be permitted to take class exams, tests, complete projects or papers and the like. A student eligible to take Regents exams (or RCTs), pursuant to Commissioner's Regulations, will have result(s) recorded on the student's permanent record.

7. Once a student is denied credit, he/she must attend class regularly and maintain appropriate behavior. Failure to continue to attend classes on a regular basis and maintain appropriate behavior will result in disciplinary action and may result in the student being permanently removed from the class.
8. Summer School Eligibility Requirement: Any student who fails to continue to attend classes on a regular basis will **not** be eligible to attend summer school. Summer school requires previous and continuous seat time.
9. The attendance requirement for course credit shall apply to all students enrolled in Mount Sinai High School in grades nine through twelve and Middle School students in accelerated classes, except those students whose IEP (Individualized Educational Plan) states otherwise. Students entering the school after the first day will have their attendance prorated. If a student enters a class after the first day, the number of days of attendance will be prorated using 85% as the minimum required.
10. The attendance record of a student making a schedule change in the same subject area will be forwarded to the new teacher. In other cases, attendance will be prorated based upon the entrance date into the new class.

Notification Sequence

Students, parents and teachers shall be notified annually, in writing, of the attendance policy and administrative regulations.

The following refers to absences in a single course; therefore, a student may very well be notified by several different teachers for different courses. The teacher and/or Assistant Principal will send written notification of student absences to the student's parents at the following intervals:

Full Year Classes

First notice at 7 absences

*Second notice at 14 absences

Third notice at 20 absences

LOSS OF CREDIT at 28 absences

DENIAL OF ELIGIBILITY FOR SUMMER SCHOOL AT 35 ABSENCES

Semester Classes and Physical Education Classes

First notice at 7 absences

*Second notice at 10 absences

LOSS OF CREDIT at 14 absences

DENIAL OF ELIGIBILITY FOR SUMMER SCHOOL AT 18 ABSENCES

Lab Science Classes

First notice at 15 absences

*Second notice at 25 absences

Third notice at 35 absences

LOSS OF CREDIT at 41 absences

DENIAL OF ELIGIBILITY FOR SUMMER SCHOOL AT 52 ABSENCES

*Guidance counselors will meet with students and contact parents to discuss strategies to improve attendance.

Please Note: Beginning of 3rd marking period, notification for absences will begin only when a student reaches his/her 14th absence for a full-year course (Lab Science classes on the 25th absence). The prime responsibility for the student's attendance in class rests squarely with the student.

Appeal Process

- A student who has accumulated 28 or more absences (14 in semester and physical education courses, 41 in a science lab course) and has been notified of loss of course credit due to absenteeism, has the right to appeal the decision and request a hearing before the Appeals Committee. She/he must do so in writing to the Appeals Committee Chairperson within 10 school days of the date of loss of credit notice. The student and parent(s) or guardian(s) may be asked to appear at this meeting with appropriate, verifiable documentation to present to the committee. The committee determines whether the student will continue as a regular student or be placed on a credit denied audit condition.
- The Appeals Committee will meet as needed because the review process is ongoing.
- The Appeals Committee is made up of one administrator, one guidance counselor and two teachers.
- Guidance counselors will also become involved with students who experience chronic attendance problems.

Note: *To facilitate the appeals process and provide the committee with information that will allow them to make an appropriate determination, it is strongly advised that when medical circumstances are at the root of at least some absences, that parents request health care providers (physician, physician's assistant, nurse practitioner) detail the necessary medical explanations (in writing) to the extent that it allows the committee to make the most informed decision possible. Parents are again reminded that notes, even from health care providers (physician, physician's assistant, nurse practitioner) are **notes of explanation and not notes of excuse**. It remains the parent's choice as to what information is to be provided, but limited information without sufficient understanding will not aid in the review and appeal.*

Second Note: *When a student is absent from school for reasons of illness or medical necessity, a note of explanation (including health care provider documentation as appropriate) should be submitted to the attendance office within a short period of time, but in no instance more than three (3) weeks from the point of return to school. This is important. If, later, the student exceeds the course credit, absent limit and the student initiates an appeal for credit reinstatement, medical documentation not submitted in a timely manner as noted herein will not be accepted at the later date for explanation and appeal.*

Absence from School

Parents should call 631-870-2822 (High School), 631-870-2700 (Middle School) in the event of their child's absence or tardiness. The attendance office in the High School opens at 7:05 a.m. and in the Middle School at 7:30 a.m. New York State Law requires that each student's attendance be verified daily. Any student who is absent from school must bring a note explaining the reason for his/her absence from his/her parent to the attendance office upon his/her return to school. As described earlier and under the circumstances noted in Attendance Requirements, point 4), a student is responsible for completing any work missed. **No student may participate or attend any school or after-school activity on a day he/she is absent from school.**

Lateness to School

Students should be in their first period class on time. If a student is late to school, he/she should report to the Attendance Office for an admittance slip. Students who arrive late to school must bring a note of explanation from a parent, or guardian, on that day. The note should include a telephone number where the parent may be reached. Failure to comply with this procedure will result in detention.

PLEASE NOTE: No student may participate in any after school activity (athletics, clubs) on a day in which he/she signs in after 2nd period. In addition, any student leaving school for reasons other than medical, legal, or educational/school related will not be allowed to participate in any after-school activities regardless of the time that he/she returns to school. Students leaving for medical, legal, or educational/school related reasons must bring a note from their health care professional, attorney, or educational institution and submit it to the principal, upon return, in order to be permitted to participate in any after-school activity. Students who are unable to return by the end of the school day but do so prior to the start of the after school activity may participate provided they show their “note” to the coach, advisor, etc. and then give it to the principal the subsequent day.

For the purposes of this section, students will be allowed the scheduling of one driver’s test to be considered as an “educational” reason. Subsequent driver’s tests will not apply.

Oversleeping, missing the bus or arriving late to school for other reasons not noted as excused are not considered valid excuses. Detention will be assigned when a student is late and it will be served the same or next day. Failure to serve the detention will result in either additional days of detention or assignment to in-school suspension. Participation in extra-curricular activities or a job is not considered valid reasons for missing detention. Emergencies that are verified with a parent will be taken into consideration.

Lateness to Class

Students are expected to be in their assigned class on time. Habitual lateness will result in administrative action. If students are detained, they must have a late pass from the faculty/staff member they were with.

AUTOMOBILES

The only student vehicles permitted on school grounds are those that have been issued a *Student-Parking Permit*. Students may park in the designated parking lot only. Students who park illegally on school property will be towed from the grounds at the student's expense. No one may enter or use a vehicle once it has been parked on school property except at the conclusion of a student's academic day. If an emergency situation occurs in which a student must go to his/her car during the school day, an administrator’s permission must be granted. Permanent revocation of parking privileges will occur if regulations governing student vehicles are violated. Only students with Class D licenses will be issued Student-Parking Permits. Further, parking stall assignments will be assigned on a first come first served basis in numerical order. Requests for a particular parking spot will not be accommodated unless a medical condition, accompanied by a handicapped parking permit, is documented by a physician

PLEASE NOTE: All Students requesting a parking permit must attend a mandatory Defensive/Distracted Driving Assembly with their parent or guardian. The Defensive/Distracted Driving presentation will be scheduled twice throughout the school year; one in May and the second in August. There will be no exceptions to this requirement.

Rules and Regulations for Driving with Class D License

Dear Parents / Guardians:

Parking privileges will be extended to senior students with Class D licenses at Mount Sinai High School. Before a student-parking permit is issued, each student must meet the list of rules and regulations stated below and must return the permission and registration portion of this document to the high school office in person.

1. Student drivers must present a valid **Class D driver's license, car registration, and valid automobile insurance card** at the time of permit registration.
2. All Students requesting a parking permit **must attend** a mandatory Defensive/Distracted Driving Assembly with their parent or guardian. The Defensive/Distracted Driving presentation will be scheduled twice throughout the school year; one in January and the second in August. There will be **no exceptions** to this requirement.
3. Students must exercise extreme caution when entering or exiting the parking area. Speeding and/or reckless driving is prohibited and may result in revocation of driving privileges.
4. Under no circumstances may a student go to his/her car during the school day.
5. Excessive lateness to school or cutting will result in loss of driving privileges.
6. Students who are granted parking privileges are to park only in their assigned parking space.
7. The parking permit (sticker) is to be adhered to the rear windshield of the registered auto so that it is clearly visible.
8. All New York State traffic rules and regulations pertaining to driving and auto maintenance will be in effect.
9. All drivers are expected to yield to school buses. School buses always have the "right of way."
10. Student drivers must use the North Country Road entrance when entering or exiting school district grounds. Students observed violating this expectation will have their parking privileges suspended.
11. Student drivers who accumulate six (6) unexcused latenesses to school will have their driving privileges suspended for a period of two (2) weeks.
12. Violations of the above stated rules and regulations and/or observations of driving behavior that is deemed unsafe or inappropriate by administration will result in suspension or revocation of parking privileges.

MOUNT SINAI HIGH SCHOOL

➤ I give my permission for my son/daughter, _____, to drive his/her car to school according to Mount Sinai High School's **Rules and Regulations for Driving with Class D License**.

Parent's / Guardian's Signature

➤ I will comply with Mount Sinai High School's **Rules and Regulations for Driving with Class D License**.

Student's Signature

YEAR _____ **MAKE** _____ **MODEL** _____ **COLOR** _____

Person that Auto is Registered to: _____ License Plate # _____

*****OFFICE USE ONLY*****

Parking Permit # _____ Parking Space # _____

Restrictions on Junior License (Class DJ) Suffolk County

You may drive between 5:00 a.m. and 9:00 p.m.:

1. When accompanied by a licensed parent or guardian, driver education teacher, or driving school instructor.
2. To and from work. Work means employment on a regularly scheduled basis, at least once a week for at least four (4) consecutive weeks. You must have Form MV-58 or a letter from your employer listing the employer's name, address and phone number, your name, job description, hours and location of employment and the motorist identification number from your license. You may not drive during work (deliveries etc.).
3. To and from a state approved work-study program. This means BOCES work-study programs only. You must carry Form MV-286.1.
4. To and from a college or university course that is not part of your regular school day. You must carry Form MV-287.
5. To and from a state approved evening high school. You must carry Form MV-286.1.
6. To and from a driver education course that is not part of your regular school day.
7. While engaged in farm employment. You must carry Form MV-286.1.

You may drive between 9:00 p.m. and 5:00 a.m.:

1. To and from a work-study program (BOCES), with Form MV-286.
2. To and from a college or university course, with Form MV-286.1.
3. To and from a state approved evening high school, with form MV-286.1.
4. To and from a driver education course with Form MV-287.
5. While engaged in farm employment, with Form MV-286.1.

Please Note:

1. The term to and from work means just that. It does not include driving to school or side trips of any kind. The fact that a student has an after-school job does not allow him or her to drive to school and then from school to work.
2. A Junior License is a DJ license held by a 16 year old or a 17 year old who has not completed driver education.
3. A regular operator's license may be issued to a 17 year old who has completed driver education. You must exchange your Junior License and the Course Completion Certificate (MV-285) "blue card" for a regular license (class 5 or 7). You are subject to Junior License restrictions until the exchange is actually made or until you are 18.

BELL SCHEDULE

<u>Period</u>	<u>Start Time</u>	<u>End Time</u>	
First Bell	7:25 a.m.	Students are to be in the building.	
1	7:30 a.m.	8:10 a.m.	
HR/2	8:13 a.m.	8:57 a.m.	
3	9:00 a.m.	9:40 a.m.	
4	9:43 a.m.	10:23 a.m.	
5	10:26 a.m.	11:06 a.m.	(Lunch Period)
6	11:10 a.m.	11:50 a.m.	(Lunch Period)
7	11:54 a.m.	12:34 p.m.	(Lunch Period)
8	12:38 p.m.	1:18 p.m.	(Lunch Period)
9	1:22 p.m.	2:02 p.m.	

Students are encouraged to be in the building before 7:25 a.m. and are to be in their first period class before 7:30 a.m.

BELL SCHEDULE FOR TWO-HOUR DELAYED OPENING

<u>Period</u>	<u>Start Time</u>	<u>End Time</u>	
1	9:30 a.m.	9:57 a.m.	
HR/2	10:00 a.m.	10:32 a.m.	
3	10:35 a.m.	11:02 a.m.	
4	11:05 a.m.	11:32 a.m.	
5	11:35 a.m.	12:02 p.m.	(Lunch Period)
6	12:05 p.m.	12:32 p.m.	(Lunch Period)
7	12:35 p.m.	1:02 p.m.	(Lunch Period)
8	1:05 p.m.	1:32 p.m.	(Lunch Period)
9	1:35 p.m.	2:02 p.m.	

BOOKS AND MATERIALS

All students are issued books and/or materials (supplies, uniforms, etc.), which they are responsible for during the school year. Failure to return school property in the same condition as when it was issued will lead to the levying of fines which are necessary to replace damaged or lost instructional, co-curricular or interscholastic materials.

BUS REGULATIONS

Student conduct on buses is expected to be the same as it would be in the school building, and the same rules apply. Bus drivers are responsible for the behavior of students on their buses. Any improper behavior will be reported to the building administration. Student violators may have their bus privileges suspended. It should be remembered that transportation to and from school is a privilege that exists for those students who follow the appropriate safety regulations and respect the rights of others.

*A separate bus policy booklet is posted on the district's website in August of each year. Late buses are available at the following times:

- 3:40 p.m.
- 5:00 p.m.
- 6:00 p.m. (Fall season only)

Students are not to ride late buses unless they have been involved in a school related after-school activity. **Under no circumstances should high school students use middle or elementary school buses for transportation to or from school without administrative approval.**

CAFETERIA

All students must eat in the cafeteria during their assigned lunch period. Students are expected to cooperate with teachers and monitors in keeping the cafeteria clean. Students are not allowed to leave the cafeteria area without a pass from a staff member. Lunch and/or after school detention will be assigned to those students who violate the basic rules of the cafeteria. **NOTE:** Students are not permitted to have food delivered from any outside vendor (i.e., delicatessen, pizzeria).

Students who do not have a scheduled lunch period will be provided with a pass allowing them to visit the cafeteria to purchase food items and return to class.

CELLULAR PHONES/ELECTRONIC EQUIPMENT

The display and/or use of cellular phones by students is prohibited beginning with the time they arrive at school until the instructional day is completed. Students' cellular phones must be turned off and kept in their lockers or backpacks during school hours.

Please Note: Parents and students should understand that electronic devices or other items of value that are brought to school are done so at your own risk. Lost, stolen or misplaced items are not the responsibility of the school district, administration, faculty or staff.

Students using cellular phones during the instructional day will have them confiscated. On the first offense, students may pick up their phone at the end of the school day. Any additional offenses will require a parent/guardian to pick up the phone and/or the student will forfeit his/her privilege to possess a cell phone while in school. Further, please note, at a teacher's request, students may be requested to surrender their cell phones upon entering the classroom to be returned at the conclusion of the instructional period.

Other Electronic Devices

MP3 players, iPods, radios, headsets, beepers, CD players, laser pointers, electronic games, etc., are disruptions to the learning process. Use of these items is prohibited in school during instructional hours and on school buses. All such equipment will be confiscated and returned under the same terms noted above.

The use of electronic communication devices such as cell phones, texting devices, recording devices, etc., without prior consent of the principal's or his/her designee's consent is prohibited.

DETENTION

Teachers may detain a student after school for inappropriate classroom behavior. Students, upon request, should be given one day's parental notification allowance prior to serving the assigned detention.

Failure to attend an assigned teacher detention will be considered an act of insubordination and will be referred to the building administration.

Students will ***not*** be excused from detention because of work or any extra-curricular commitment. Any student who was to serve school detention on a day that he/she was absent from school should be advised that the detention should automatically be served on the next detention day. Additional notification will not be given because the assignment is automatic.

If for any legitimate reason a student cannot attend an assigned school detention, it is the student's responsibility to speak with an Assistant Principal ***before*** the beginning of the last period of the day. The final decision will rest with the Assistant Principal.

Administrative detention will be held Monday through Thursday after school from 2:10 p.m. until 3:30 p.m. Late bus passes (3:40 p.m. bus) will be provided for students attending detention

Detention Guidelines (After School)

- Detention commences at 2:10 p.m. and ends at 3:30 p.m.
- If the student is more than 10 minutes late, he/she will be directed to leave and will have to serve the full detention the following day.

DIGNITY FOR ALL STUDENTS ACT

Effective July 1, 2012, NYS law includes the Dignity for All Students Act (DASA). The provisions of the Dignity Act have been added to the District Code of Conduct. The Dignity Act states that NO student shall be subjected to harassment or discrimination by employees or students on school property or at a school function based on their actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex. It is our mission to create a school environment that fosters civility and prevents such conduct.

EARLY DISMISSAL

Students are required to attend school regularly and on time. Students may be excused (legal absence) or dismissed early (legal dismissal) from school for medical/dental appointments, required court appearances, religious observance, approved college visits or other appointments as reviewed and approved by the Principal or Assistant Principal. Parents should be aware that parental notes are notes of explanation, not notes of excuse. Absences/early dismissals are excused only for the reasons previously cited. Under law, the responsibility for this judgment has been assigned to the school district.

If there is an excusable reason (see above) for a child to be dismissed early, the steps noted below must be followed:

- A note should be sent in a day or two before the requested early dismissal and brought to the main office. If there is an emergency, a note may be brought on the day in question. Emergency releases require a note. Phone requests cannot be honored.

- Requests will be reviewed (and approved) by the administration. Any questions regarding the request for dismissal will be addressed with the parent (and, if necessary, the student).
- Upon approval, students will receive a pass from the main office to present to their teacher at the designated dismissal time.

Note: The district reserves the right to verify all appointments. Notes that indicate “an appointment” as a general statement are not acceptable. Notes should be specific, including, but not limited to, student’s name, date, time, place person, reasons, etc. Deficient requests cannot be approved. Requests (notes) meant to excuse a student for lunch will be denied.

- Students will be released in the care of a parent or guardian or designated individuals on the emergency contact card.
- Where the parent/guardian has given notice/permission (and the student drives to school) students will be permitted to drive to approved appointments.

Note: Students who forge notes will be subject to disciplinary penalties under the code of conduct. Also, students who do so, and drive to school, will suffer a loss of driving privileges. In such cases, parents would be required to sign students out for future (legal) appointments.

ELEVATOR USE

Usage of the elevators is restricted to handicapped students, primarily those with leg injuries, which preclude their safe passage on stairways. No other students are to use the elevators without specific administrative approval. All elevator use requests should be made through the school nurse. Since the elevator is key operated, handicapped students must secure a key from the health office daily and return it there at the conclusion of the school day. In the event of an emergency (fire alarm) the elevator will promptly be returned to the main level where it will remain inoperable throughout the crisis. Handicapped students who cannot maneuver on the stairs will receive specific directions when keys are issued.

EXTRA HELP

A student may always seek extra help from teachers if they do not understand an assignment, or if they have missed assignments or class discussions due to being absent. Extra help is offered either on certain days after school or by a mutually agreed upon time arranged with a teacher. It is every student's responsibility to find out when their teachers offer extra help. If a teacher requests that a particular student/s attend an extra help session, that session takes priority over any after-school activity.

FERPA (FAMILY RIGHTS AND PRIVACY ACT) RELEASE OF STUDENT DIRECTORY INFORMATION

For the purpose of this policy, the school district has used the following definitions of terms:

Student – Any person who attends or has attended a program of instruction sponsored by the school district.

Eligible Student – A student or former student who has reached age 18 or is attending a post-secondary school.

Parent – Either natural parent of a student unless his or her rights under the FERPA (Family Educational Rights and Privacy Act) has been removed by a court order, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights, a guardian, or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

Education Records – Any records (in handwriting, print, tape, film, microfilm, microfiche or other medium) maintained by the school district, an employee of the district or an agent of the district, which is related to a student except:

- Any personal records kept by a school staff member, which meet the following tests:
 - It was made as a personal memory aid;
 - It is in the personal possession of the individual who made it;
 - Information contained in it has never been revealed or made available to any other person except the maker's temporary substitute.
- Employment records which are used only in relation to a student's employment by the school district. (Employment for this purpose does not include activities for which a student receives a grade or credit in a course).
- Alumni records, which relate to the student after he or she no longer attends classes provided by the school district and the records do not relate to the person as a student.

Personally Identifiable Information – Any data or information that makes the subject of the records known. This includes the student's name, the student's parents or other family member's name, the student's address, the student's social security number, a list of personal characteristics or any other information which would make the student's identity known.

Annual Notification

Within the first three weeks of each school year, the school district will publish in the legal section of a newspaper having general circulation in the district, a notice to parents and eligible students of their rights under the FERPA and this policy. The district also will send home (via the student handbook) with each student notification listing these rights. The handbook will be included with a packet of material provided parents or an eligible student when the student enrolls during the school year.

The notice will include the following:

- (1) The right of a student's parents and an eligible student to inspect and review the student's education records.
- (2) The intent of the school district to limit the disclosure of information contained in a student's education records except: (a) by the prior written consent of the student's parent or an eligible student, (b) as directory information, or (c) under certain limited circumstances, as permitted by the FERPA.
- (3) The right of a student's parents or an eligible student to seek to correct parts of the student's education records which he or she believes to be inaccurate, misleading or in violation of the student's rights. These rights include the right to a hearing to present evidence that the records should be changed if the district decides not to alter such records according to the parent or an eligible student's request.
- (4) The right of any person to file a complaint with the Department of Education if the school district violates the FERPA.

- (5) The procedure that a student’s parents or an eligible student should follow to obtain copies of this policy and the location where copies may be obtained.

The district will arrange to provide translation of this notice to non-English speaking parents in their native language.

Statement of Rights

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act and this policy:

- (1) The right to inspect and review the student’s education records;
- (2) The right to exercise a limited control over other people’s access to the student’s education records;
- (3) The right to seek to correct the student’s education records in a hearing if necessary;
- (4) The right to report violations of the FERPA to the Department of Education; and
- (5) The right to be informed about FERPA rights.

All rights and protections given parents under the FERPA and this policy transfer to the student when the student reaches age 18 or enrolls in a post-secondary school. The student then becomes an eligible student.

Under the No Child Left Behind Act of 2001, schools receiving Title I money must release names, addresses and telephone listings to military recruiters upon request. Parents have the right to request that information not be released to military recruiters without prior written consent.

Location of Education Records

<u>Types</u>	<u>Location</u>	<u>Custodian</u>
Cumulative School Records	Office of School Principal	School Principal (Elementary, Middle and High Schools)
Cumulative School Records (Former Students)	District Office	Superintendent
Health Records	Office of School Principal	School Principal (Elementary, Middle and High Schools)
Speech Therapy Records	Office of Education for the Handicapped	Director of PPS (Elementary, Middle and High Schools)
School Transportation	District Office	Assistant Superintendent for Business
Special Test Records	Office of School Principal	School Principal (Elementary, Middle and High Schools)
Occasional Records (Student Education Records not identified above such as those in the superintendent’s office, in the school attorney’s office or in the personal possession of a teacher)	Office of School Principal or District Office as may be applicable	School Principal (Elementary, Middle and High Schools) or Superintendent as may be applicable

Procedure to Inspect Education Records

Parents of students and eligible students may inspect and review the student's education records upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. See the schedule of fees for copies.

Since a student's records may be maintained in several locations, the school principals will offer to collect copies of records or the records themselves from locations other than a student's school, so that these records may be inspected at one site. However, if parents and eligible students wish to inspect records where they are maintained, school principals will accommodate their wishes.

Parents or eligible students should submit to the student's school principal a written request, which identifies as precisely as possible the record or records he or she wishes to inspect.

The principal (or other custodian) will contact the parent of the student or the eligible student to discuss how access will be best arranged (copies, at the exact location, or records brought to a single site).

The principal (or other custodian) will make the needed arrangements as promptly as possible and notify a parent or an eligible student of the time and place where the records may be inspected. This procedure must be completed in 45 days or less from the receipt of the request for access.

If, for any valid reason such as working hours, distance between records location sites or health, a parent or an eligible student cannot personally inspect and review a student's education records, the school district will arrange for a parent or an eligible student to obtain copies of the records. See below for information regarding fees for copies of records.

When the records contain information about students other than the child or the eligible student involved, a parent or an eligible student may not inspect and review the records of other students.

Fees for Copies of Records

The school district will not deny parents or eligible students any rights to copies of records because of the following published fees. Where the fee represents an unusual hardship, the record custodian may waive it in part or entirely. However, the district reserves the right to make a charge for copies such as transcripts it forwards to potential employers or to colleges and universities for employment or admissions purposes.

The FERPA requires a school district to provide copies of records:

- (1) When the refusal to provide copies effectively denies access to the records by a parent or an eligible student;
- (2) At the request of a parent or an eligible student when the school district has provided the records to third parties by the prior consent of the parent or an eligible student; or
- (3) At the request of a parent or an eligible student when the school district has forwarded the records to another school where the student seeks or intends to enroll.

The fee for copies provided under the FERPA may not include the costs for search and retrieval. This fee will be from no cost to 25 cents per page.

The fee for all other copies such as copies of records forwarded to third parties with prior consent or those provided to parents, as a convenience will be 25 cents per page plus postage if mailing is involved.

Directory Information

The school district proposes to designate the following personally identifiable information contained in a student's education records, as directory information, and it will disclose that information without prior written consent:

- The student's name;
- The student's address;
- The student's telephone listing;
- The student's date and place of birth;
- The student's class designation and major field of study (e.g., first grade, tenth grade, and the like);
- The student's participation in officially recognized activities and sports;
- The student's degrees, achievement awards or honors;
- The student's weight and height if a member of an athletic team;
- Dates of attendance;
- The student's photograph;
- The most recent educational institution attended before the student enrolled in the school district; and
- Electronic mail address.

Within the first three weeks of each school year, the school district will publish in the legal section of a newspaper having general circulation in the district the above list, or a revised list, of the items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment.

After the parents or the eligible students have been notified, they will have two weeks to advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about that student.

At the end of the two-week period, each student's records will be appropriately marked by the records custodians to indicate the items the district will designate as directory information about that student. This designation will remain in effect until it is modified by written direction of a student's parents or an eligible student.

The district may disclose directory information about former students without following the procedures specified in this paragraph.

Use of Student Education Records

To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The school district will use the following criteria to determine school officials. An official is:

- A person duly elected to the school Board;
- A person certified by the State and appointed by the school Board to an administrative or supervisory position;
- A person certified by the State and under appointment to the school Board as an instructor;
- A person employed by the school Board as a temporary substitute for administrative, supervisory or instructional personnel for the period of his or her performance as a substitute; or
- A person employed by or under appointment to the school Board to perform a special task such as a secretary, a clerk, the school Board attorney or auditor for the period of that person's performance as an employee or contractor.

School officials who meet the criteria listed above will have access to student's records if they have a legitimate educational interest in doing so. A legitimate educational interest is the person's need to know in order to:

- Perform an administrative task required in the school officials position description approved by the school Board;
- Perform a supervisory or instructional task directly related to the student's education; or
- Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement or student financial aid.

The school district only will release information from or permit access to student's education records with a parent or an eligible student's prior written consent except that the school superintendent or a person designated in writing by the superintendent may permit disclosure:

- When a student seeks or intends to enroll in another school district or in a post-secondary school. The district will not further notify parents or eligible students prior to such a transfer of records. Parents and students have a right to obtain copies of records transferred under this provision.
- When certain Federal and State officials need information in order to audit or enforce conditions related to federally supported education programs in the district.
- To parties who provide or may provide financial aid to a student to:
 - (1) Establish the student's eligibility for the aid;
 - (2) Determine the amount of financial aid;
 - (3) Establish the conditions for the receipt of the financial aid;
 - (4) Enforce the agreement between the provider and the receiver of financial aid.
- If a State law adopted before November 19, 1974 required certain specific items of information to be disclosed in personally identifiable form from student records to State or local officials.
- When the school district has entered into a written agreement or contract for an organization to conduct studies on the school district's behalf to develop tests, administer student aid or improve instruction. Such study may not permit personal identifiable information of parents or students by individuals other than representatives of the organization. Such information must be destroyed when no longer needed.
- To accrediting organizations to carry out the accrediting functions.
- To parents of eligible students if the parents claim the student as a dependent as defined by the Internal Revenue Code.
- To comply with a judicial order or lawfully issued subpoena. The district will make a reasonable effort to notify the student's parents or the eligible student before making a disclosure under this provision.
- In connection with a health or safety emergency under conditions described below.

- If the disclosure is an item of directory information and the student's parents or an eligible student has not refused to allow the district to designate that item as directory information for that student.
- Disclosure to a parent of a student who is not an eligible student or the student.

The school district will permit any of its officials to make the needed disclosure from student education records in a health or safety emergency if:

- The official deems it is warranted by the seriousness of the threat to the health or safety of the student or other persons;
- The information is necessary and needed to protect the health and safety of the student or other individuals;
- The persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency; and
- Time is an important and limiting factor in dealing with the emergency. (The health or safety exception shall be strictly construed)

School district officials may release information from student's education records if the student's parents or the eligible student gives his prior written consent for the disclosure. The written consent must include at least:

- A specification of the records to be released;
- The reasons for the disclosure;
- The person or the organization or the class of persons or organizations to whom the disclosure is to be made;
- A parent or an eligible student's signature; and
- The date of the consent and, if appropriate, a date when the consent is to be terminated.

The student's parents or the eligible student may obtain a copy of any records disclosed under this provision.

The school district will not release information contained in student's education records, except directory information, to any third parties except its own officials, unless those parties agree that the information will not be redisclosed without the parents or eligible student's prior written consent.

Records of Requests for Access and Disclosure Made From Education Records

The school district will maintain an accurate record of all requests for it to disclose information from or to permit access to a student's education records and of information it discloses and access it permits with some exceptions listed below. These records will be kept with, but will not be a part of, each student's Cumulative School Records. It will be available only to the record custodian, the eligible student, the parents of the student or to Federal, State or local officials for the purpose of auditing or enforcing federally supported educational programs.

The records will include at least:

- The name of the person or agency that made the request;
- The interest the person or agency had in the information;
- The date the person or agency made the request; and
- Whether the request was granted and, if it was, the date access was permitted or the disclosure was made.

The district will maintain these records as long as it maintains the student's education records. Such records may be inspected by the parent or eligible student or the school official or that person's assistant responsible for the custody of the records.

These records will not include requests for access or access granted to parents of the student or to an eligible student, requests for access or access granted to officials of the school district who have a legitimate educational interest in the student, requests for, or disclosure of, information contained in the student's education records if the request is accompanied by the prior written consent of a parent of the student or an eligible student or the disclosure is authorized by such prior consent, or for requests for, or disclosures of, directory information designated for that student.

Procedures to Seek to Correct Education Records

Parents of students and eligible students have a right to seek to change any part of the student's records they believe is inaccurate, misleading or in violation of the student's rights. (NOTE: Under the FERPA, the district may decline to consider a request to change the grade a teacher assigns for a course).

For the purpose of outlining the procedures to seek to correct education records, the term incorrect will be used to describe records that are inaccurate, misleading or in violation of the student's rights. The term correct will be used to describe records that are accurate, not misleading and not in violation of the student's rights. Also, in this section, the term requester will be used to describe a parent of a student or an eligible student who is asking the school district to correct the records.

To establish an orderly process to review and correct education records for a requester, the district may make a decision to comply with the request for change at several levels in the procedure.

First Level Decision - When a parent of a student or an eligible student finds an item in the student's education records which he or she believes is inaccurate, misleading or in violation of student rights, the parent immediately should ask the record custodian to correct it. If the records are incorrect because of an obvious error and it is a simple matter to make the record change at this level, the record custodian will make the correction. However, if the records are changed at this level, the method and result must satisfy the requester.

If the custodian cannot change the records to the requester's satisfaction or the records do not appear to be obviously incorrect, the custodian will:

- (1) Provide the requester a copy of the questioned records at no cost;
- (2) Ask the requester to initiate a written request for the change; and
- (3) Follow the procedure for a second level decision.

Second Level Decision - The written request to correct a student's education records through the procedure at this level should specify the correction the requester wishes the district to make. It should at least identify the item the requester believes is incorrect and state whether the requester believes the item:

- (1) Is inaccurate and why;

- (2) Is misleading and why; or
- (3) Violates the student's rights and why.

The request will be dated and signed by the requester.

Within two weeks after the record custodian receives a written request, the custodian will:

- (1) Study the request;
- (2) Discuss it with other school officials (the person who made the records or those who may have a professional concern about the district's response to the request);
- (3) Make a decision to comply or decline to comply with the request; and
- (4) Complete the appropriate steps to notify the requester or move the request to the next level for a decision.

If, as a result of this review and discussion, the record custodian decides the records should be corrected, the custodian will effect the change and notify the requester in writing that the change has been made. Each such notice will include an invitation for the requester to inspect and review the student's education records to make certain the records are in order and the correction is satisfactory.

If the custodian decides the records are correct, the custodian will make a written summary of any discussions with other officials and of the custodian's findings in the matter. The custodian will transmit this summary and a copy of the written request to the school superintendent.

Third Level Decision - The school superintendent will review the material provided by the record custodian and, if necessary, discuss the matter with other officials such as the school attorney or the school Board (in executive session). The superintendent will then make a decision concerning the request and complete the steps at this decision level. Ordinarily, this level of the procedure should be completed within two weeks. If it will take longer, the superintendent will notify the requester in writing of the reasons for the delay and a date when the decision will be made.

If the superintendent decides the records are incorrect and should be changed, the superintendent will advise the record custodian to make the change. The record custodian will advise the requester of the change as the custodian would if the change had been made at the second level.

If the superintendent decides the records are correct, the superintendent will prepare a letter to the requester, which will include:

- (1) The school district's decision that the records are correct and the basis for the decision.
- (2) A notice to the requester that the requestor has a right to ask for a hearing to present evidence that the records are incorrect and that the district will grant such a hearing.
- (3) Instructions for the requester to contact the superintendent, or an official designated by the superintendent, to discuss acceptable hearing officers, convenient times and a satisfactory site for the hearing. (The district will not be bound by the requester's positions on these items but will, so far as possible, arrange the hearing as the requester wishes).
- (4) That the requester may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense.

Fourth Level Decision - After the requester has submitted (orally or in writing) that person's wishes concerning the hearing officer and the time and place for the hearing, the superintendent will, within a week, notify the requester when and where the district will hold the hearing and whom the superintendent has designated as the hearing officer.

At the hearing, the hearing officer will provide the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education records are incorrect as shown in the requester's written request for a change in the records (second level).

Within two weeks after the close of the hearing, the hearing officer will submit to the school superintendent a written summary of the evidence submitted at the hearing. Along with the summary, the hearing officer will submit recommendations, based solely on the evidence presented at the hearing, that the records should be changed or remain unchanged.

The school superintendent will prepare the district's decision within three weeks of the hearing. That decision will be based on the summary of the evidence presented at the hearing and the hearing officer's recommendation. The district's decision will be based solely on the evidence presented at the hearing. The superintendent may overrule the hearing officer if the superintendent believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the district's decision, the superintendent will take one of the following actions:

- (1) If the decision is that the district will change the records, the superintendent will instruct the record custodian to correct the records. The record custodian will correct the records and notify the requester as at the second level decision.
- (2) If the decision is that the district will not change the records, the superintendent will prepare a written notice to the requester which will include:
 - (a) The school district's decision that the records are correct and will not be changed.
 - (b) A copy of the summary of the evidence presented at the hearing and a written statement of the reasons for the district's decision.
 - (c) A statement advising the requester that the requestor may place an explanatory statement which states the reasons the requestor disagrees with the school district's decision or the reasons the requestor believes the records are incorrect in the student's education records.

Final Administrative Step in the Procedure - When the school district receives an explanatory statement from a requester after a hearing, it will maintain that statement as part of the student's education records as long as it maintains the questioned part of the records. The statement will be attached to the questioned part of the records and, whenever the questioned parts of the records are disclosed, the explanatory statement also will be disclosed.

Parents have a right to file a complaint with the Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue S.W., Washington, DC 20202-5901. (202-260-3887)

FIELD TRIPS

The educational process is enhanced through student participation in school-sponsored field trips. Student behavioral responsibilities are expected to be the same as they would be on school grounds. Student misbehavior while on a field trip will be dealt with by the administration upon the student's return to school.

No student may participate in a field trip without the appropriate **written parental approval**. Additionally, it is the student's responsibility to obtain the homework and/or class work for his assigned classes for the school day and make arrangements to complete the work. The following forms must be completed in order to attend off campus field trips:

- *School Trip Health Form*
- *Parent/Physician Authorization for Administration of Medication on School Trips Form (for both prescription and over the counter medications if applicable)*
- *Self-Medication Release Form A and/or B (for both prescription and over the counter medications if applicable)*

In addition, please note that students' participation on school-sponsored field trips (inclusive of the Senior Trip, Senior Picnic and Junior/Senior Proms) is governed by the Student Academic Eligibility Policy (see pages 55-56).

Please Note: In order to maintain instructional continuity to effectively prepare students for Advanced Placement and end of year exams, all field trips will be facilitated prior to a specified date in April as communicated by the principal.

FIRE DRILLS

The safe, rapid, orderly evacuation of the building is the main requirement when the fire alarm is sounded. Silence must be maintained when leaving the building so emergency announcements can be made. Exit routes are posted in all classrooms. No one can assume that a drill is in progress; an emergency must always be considered to be in effect unless advised otherwise. Upon leaving the building, students must remain with their class and follow their teacher's instructions.

GRADE PROCEDURES

School credit is earned by attaining a numerical average of at least 65% in any course.

GRADE POINT AVERAGE

Students' grade point averages are determined at the conclusion of each semester for half-year courses and at the conclusion of the four marking periods for full year courses.

Half-Year Courses

The final grade for half-year courses consists of a 40% weight for each of the two marking periods and a 20% weight for the final exam. If a particular course does not give a final exam, the final grade will be based on a 50% weight for each of the two marking periods.

Full Year Courses

The final grade for a full year course consists of a 20% weight for each of the four marking periods and a 20% weight for the final exam or applicable Regents Exam. If a particular course does not give a final exam or a Regents exam, the final grade will be based on a 25% weight for each of the four marking periods.

Transcripts

Academic averages reported to colleges/universities on students' transcripts will reflect weighted and unweighted grade point averages.

A grade of incomplete may be entered on the report card under certain circumstances. However, the incomplete work must be submitted and a grade entered no more than ten days after the end of the marking period, or one week after the student returns to school unless special arrangements have been made with the teacher and administration.

Under the mandates of the state's Regents Action Plan, graduation requirements reflect achievement at each grade level. Competency in basic skills is required for each grade level (e.g., competency tests/regents exams) by the Regents Action Plan in order to obtain a high school diploma. Specifics are outlined in Mount Sinai's Curriculum Offerings Guide.

GRADE WEIGHTING, CLASS RANK AND VALEDICTORIAN DETERMINATION

The Mount Sinai Board of Education recognizes that some academic programs are more rigorous and challenging than others. The Grade Weighting protocol recognizes that reality and rewards students for taking more challenging and rigorous courses of study.

Grade Weighting: Grades will be weighted on a scale as follows:

- AP courses will be multiplied by a factor of 1.15.
- Honors courses will be multiplied by a factor of 1.05
- Upon transferring to Mount Sinai High School all transcripts will be thoroughly reviewed. Only AP and Honors courses offered at Mount Sinai High School will be weighted.

The aforementioned weighting protocol establishes the relationship between all courses and those designated in the categories noted above.

Grade Point Average: Student Grade Point Averages will be determined at the end of each semester except as noted for Valedictorian and Salutatorian (see below), based upon the aforementioned Grade Weighting protocol. Academic averages reported to colleges on student transcripts shall remain un-weighted.

Valedictorian, Salutatorian: The Valedictorian and Salutatorian for graduating students will be calculated and rank ordered at the end of the third quarter of the year in which the class graduates. Such determination will be final and no adjustments thereafter shall take place.

GRADUATION

Commencement Exercises

All twelfth grade students who have successfully completed requirements for graduation prior to graduation will receive a diploma at graduation and will be permitted to participate in the graduation exercises. A written statement of warning will be sent early in February and April to all parents of twelfth graders who are in danger of not passing a course or courses required for graduation. In addition, warnings will be sent home whenever guidance is notified in writing by the classroom teacher. Only those who have succeeded in completing the requirements for graduation will be permitted to participate in the graduation exercises. **NOTE: Participation in graduation exercises is a privilege. Inappropriate student behavior may result in the revocation of exercise privileges.**

Early Graduation

Although the Board of Education, administration, and the faculty do not generally encourage early graduation, an individual student pursuing this course of action may begin the early graduation process by presenting the high school principal with a letter of intent from both the student and his/her parents. Additionally, a parental interview and three letters of recommendation from the student's high school teachers are required by June 1st of the student's sophomore year. Once the student has received administrative approval to pursue early graduation, he/she may choose to take English 12 in his/her last year at Mount Sinai High School. An early graduate would also be required to take American History, and Government and Economics in the third year of high school. All requirements established by the Mount Sinai Board of Education and the New York State Board of Regents are in effect, with the exception of the fourth year of physical education. Pursuant to Section 100.5 (a) (3) of the Regulations of the Commissioner of Education this requirement is waived for early graduates. The minimum number of credits needed for graduation, however, remains at 23.

GUIDANCE

Students are encouraged to contact their counselor whenever they have educational, personal or employment concerns and desire assistance. Students and parents are urged to avail themselves of the opportunity to meet with counselors regularly. Conferences scheduled during the school day must be by appointment. Appointments can be made by a student leaving his/her name with the guidance secretary in the counseling center before school, during lunch, or after school. A counselor will see a student within 24 hours after the student has left his/her name with the guidance secretary. Any questions that students might have about any school function including class rank, clubs, employment, honor roll, Honor Society, vocational or college placement, working papers, etc. can be answered in the guidance office.

The assignment of students to counselors is based on grade level or an alphabetical breakdown within a grade level and intended to extend for the duration of the student's high school career.

HOMEWORK

Homework assignments are given to students to assist them in preparing for a topic soon to be covered in class or as a reinforcement tool for a topic previously discussed. Students should develop good study habits by establishing a routine of study on a daily basis. Students should learn to budget study time when teachers provide long range project assignments. Parents are encouraged to be an integral part of the homework process by reinforcing good study habits. Students should get into the habit of showing their parents completed homework on a regular basis.

HONOR CODE MOUNT SINAI HIGH SCHOOL

Mission Statement

A school community's primary responsibility to its children is to help instill a love of learning, open doors of opportunity and strengthen personal integrity. In order to accomplish these ideals, a climate of academic integrity must exist. All Mount Sinai community members (students, staff, parents) are expected to uphold the principles of academic integrity that include honesty, responsibility, respect, trust and character.

Academic Dishonesty

The ability to create a climate of academic integrity and fulfill our responsibility to our students is hindered when individuals in our school community are academically dishonest. Academic dishonesty (commonly referred to as cheating) can occur in many different ways. Listed below are samplings of academic dishonesty:

- **Plagiarism:** When a writer uses someone else's language, ideas, or other original (not common knowledge) material without acknowledging its source. (Council of Writing Program Administrators; Defining and Avoiding Plagiarism: The WPA Statement on Best Practices)
- **Cheating:** An act of deception in order to create an unfair advantage.
- **Altering records and exams:** Altering records and/or exams.
- **Stealing:** Taking another person's property without that person's consent.
- **Unauthorized collaboration:** Working with others or receiving assistance on assignments from someone without the permission of the instructor.
- **Collusion:** To conspire; any form of joint effort to deceive.
- **Forgery:** The process of making, adapting or imitating documents with the intent to deceive.
- **Failure to report a violation:** The failure to report a student who violates the Honor Code.

The Pledge

Students, parents and faculty must all work together to uphold the Mount Sinai Honor Code. We share the responsibility of maintaining and enhancing a climate of academic integrity. It is important that students affirm their commitment to the Mount Sinai Honor Code. All students and their parent/guardian will sign a pledge that states the following:

*I have read and understand the Mount Sinai Honor Code. By signing the **Student / Parent Handbook Acknowledgement** form at the end of this book, I pledge that the academic work that I submit as a student of Mount Sinai High School will be done honestly. Any thoughts, ideas or expressions that I use from other sources will be clearly noted. I will not engage in behavior that constitutes academic dishonesty, nor will I accept the actions of those who do.*

Upon completion of major academic assignments, students will sign “I do hereby affirm” along with their signature. Students will be re-affirming that they have upheld the principles of the Honor Code when they complete a test or assignment.

Violation of the Honor Code: Consequences

1st Offense:

- Zero mark for the assignment.
- Mandatory conference with student, parent, teacher and administrator.
- 15 discipline points.
- Disciplinary probation. (If already on probation, student becomes academically ineligible.)

2nd Offense:

- Zero mark for the assignment.
- Mandatory conference with student, parent, teacher and administrator.
- 30 discipline points.
- Disciplinary ineligibility for a marking period.
- Student must research honor codes in high schools and/or colleges.
(Specific details determined by administration and submission of a written report)
- ISS.

3rd Offense:

- Zero mark for the assignment.
- Mandatory conference with student, parent, teacher and administrator.
- 45 discipline points.
- Disciplinary ineligibility for remainder of school year.
- OSS.

***** Offenses are not subject specific**

Examples of Academic Dishonesty

1. Plagiarism:

- Using any electronic resources or printed material to obtain information without proper citation.
- Making minor changes to someone else’s work/creation and presenting it as your own.
- Claiming ownership of work that is not original in thought and language.

2. Cheating:

- Giving test information or receiving it from other students.
- Using unauthorized electronic devices during an exam or quiz.
- Using unauthorized written aids during a test or quiz.
- Copying homework or any other graded assignment.

3. Altering Records and Exams:

- Altering a scantron or returned test.
- Accessing and/or changing electronic data.
- Altering a teacher grade book.
- Changing answers after the work has been graded and/or returned.

4. Stealing:

- Taking and/or accepting an exam, quiz or graded assignment without the permission of the instructor or student.
- Unauthorized access to someone else’s electronic files.

5. Unauthorized Collaboration:

- When completing a lab, report or essay, the written document is copied entirely or partially by another student.
- A group of students work together on a homework assignment and have the same answers and/or responses.
- Students enrolled in a science laboratory course are required to complete in their own wording the portion of the science laboratory and/or essay that calls for answering discussion questions (including definitions) or writing conclusions.
- While students may have shared data, scientific instruments, and/or investigative procedures with other members of their laboratory group, and may discuss their results to draw their conclusions, they need to demonstrate their own understanding of the topic. This is accomplished through their own individual wording.

6. Collusion:

- Texting and/or sending images to someone else via electronic devices in an academic setting.
- Working together to verbally and/or non-verbally cheat on an exam.
- Willingly allowing a student access to your K drive or electronic files that would result in a violation of the Honor Code.

7. Forgery:

- Signing someone else's name to a document.

8. Failure to report a violation:

- Withholding information in regard to the above stated Honor Code.

HONOR ROLL STATUS

Students are recognized for their academic achievement by placement in the following Honor Roll categories:

Superintendent's List
Principal's List
Honor Roll

To earn Superintendent's List status, a student must obtain a 95.0% – 100% average in all his/her subjects. To earn Principal's List status, a student must obtain a 90% – 94.9% in all his/her subjects. Honor Roll status is granted to those students whose average is between 85% and 89.9%.

A student failing any subject area will not qualify for recognition on the Superintendent's List, Principal's List or Honor Roll.

IMMUNIZATIONS

New York State education law mandates a series of inoculations against communicable diseases. Students lacking the necessary immunizations and in the absence of specific exemptions to the State laws must, by law, be denied admission to the public schools of the state.

INTERNET PROTECTION POLICY

Internet access will be provided to students in accordance with the terms of this policy. Internet access from school computers is reserved solely for educational purposes. Use by outside groups is prohibited. Use by student clubs and organizations is limited to those times when the Internet access points are not in use for instruction, and shall be limited to educational purposes and governed by this policy. Access to the Internet will be under the direction and supervision of the staff assigned to the particular Internet access area or computer.

The school district reserves the right to monitor all Internet activity including transmission and receipt of e-mail. Use of e-mail is limited to school district purposes.

No computer in the district having Internet access shall be operated by a student unless Internet access from the computer is subject to filtering software. To the extent possible, such filtering software shall be designed and it shall operate so that images that are obscene, pornographic or harmful to minors shall not be displayed. Images or language that advocate or promote violence or hatred against particular individuals or groups of individuals or promotes the superiority of one racial, ethnic or religious group over another shall not be displayed. For purposes of this policy, the phrase *harmful to minors* means any picture, image, graphic image file, or other visual depiction that, taken as a whole, and with respect to minors, appeals to prurient interest in nudity, sex or excretion; depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals and, taken as a whole, lacks serious literary, artistic, political, religious or scientific value as to minors.

PROHIBITED CONDUCT

No student shall while using a computer or other device connected to the Internet:

1. Access, transmit or retransmit material that promotes violence or advocates destruction of property, including information concerning the manufacture of destructive devices, such as explosives, fireworks, smoke bombs, incendiary devices or the like.
2. Access, transmit or retransmit any information that is harmful to minors as that phrase is defined in this policy.
3. Access, transmit or retransmit material that advocates or promotes violence or hatred against particular individuals or groups of individuals or advocates or promotes the superiority of one racial, ethnic or religious group over another.
4. Use or possess bootleg software. Bootleg software means any software that has been downloaded or is otherwise in the user's possession without the appropriate registration of the software, including the payment of any fees owed to the owner of the software.

5. Use or possess gaming software. Gaming from the Internet is restricted by the Internet filter. Students shall not bypass this restriction by directly loading games on the network.
6. Use encryption software from any access point within the school district.
7. Transmit credit card or other personal identification information, including home addresses or telephone numbers from any school district computer.
8. Transmit e-mail through an anonymous remailer.
9. Access the Internet from a school district computer using a non-school district Internet account.
10. Use an instant messenger service or program. Internet Relay Chat or other forms of direct electronic communication, or enter a chat room without the express permission of the staff member supervising the computer resource.
11. Commit or attempt to commit any willful act involving the use of the network, which disrupts the operation of the network within the school district or any network connected to the Internet, including the use or attempted use or possession of computer viruses or so-called hacking or other unlawful activities on line.
12. Disable or attempt to disable filtering software. This includes using redirection, proxy, or other means to access sites that are directly blocked by the filtering software. However, such filtering software may be disabled for bona fide research or other lawful purposes, when the building principal of the building in which such research or other lawful activity will be conducted has given written permission to disable the filtering software.

In addition to those penalties set forth in the student discipline code, a violation of this Internet policy may also result in loss of Internet privileges.

Opinions, advice, services, and all other information expressed on line are those of the on-line authors and not of the school district. The Internet contains information pertaining to a variety of subjects. Not all of this information is accurate or reliable, particularly where the advice of medical, legal, accounting, or other professionals would be appropriate. Users are advised not to rely on advice found on the Internet. The school district is not responsible for such advice.

The school district does not guarantee or imply that access to the Internet will always be available when students want access or that the software provided by the district will always work as intended. The school district is not responsible for failures in the operation or technical functioning of the Internet or the computers or software used to access the Internet.

INTRAMURAL AND INTERSCHOLASTIC OFFERINGS

Intramurals

Weightlifting

Interscholastic Athletics

Fall

Junior Varsity Boys Soccer
Junior Varsity Cheerleading
Junior Varsity Football
Junior Varsity Girls Soccer
Junior Varsity Girls Volleyball

Varsity Boys Golf
Varsity Boys Soccer
Varsity Cheerleading
Varsity Cross Country (Boys and Girls)
Varsity Football
Varsity Girls Soccer
Varsity Girls Tennis
Varsity Girls Volleyball

Winter

Junior Varsity Boys Basketball
Junior Varsity Cheerleading
Junior Varsity Girls Basketball
Junior Varsity Wrestling

Varsity Boys Basketball
Varsity Cheerleading
Varsity Girls Basketball
Varsity Track (Boys and Girls)
Varsity Wrestling

Spring

Junior Varsity Baseball
Junior Varsity Boys Lacrosse
Junior Varsity Girls Lacrosse
Junior Varsity Softball

Varsity Baseball
Varsity Boys Lacrosse
Varsity Boys Tennis
Varsity Boys Track
Varsity Girls Golf
Varsity Girls Lacrosse
Varsity Girls Track
Varsity Softball

*Students may not participate in interscholastic athletics unless they have been examined and cleared by the school physician or their private physician. ***Students using a private physician must have the goldenrod school examination form fully completed, including blood pressure and urinalysis. Forms must be submitted to the school nurse 1 week prior to the start of the season.*

*****THE SCHOOL FORM WILL BE THE ONLY ONE ACCEPTED.*****
ALL PHYSICALS MUST BE TAKEN ON OR AFTER JUNE 15 TO BE VALID.

LIBRARY

Mount Sinai High School's library complex is one of the most beautiful media centers on Long Island. It is available to students both during the school day and after school. Students are encouraged to use the library for research, study, and general reading. Students wishing to use the library during a study hall or lunch period must secure a pass from the appropriate teacher. The library will be open until 3:30 p.m., Monday-Friday, for student use.

LOCKERS

Each student is assigned a hallway locker at the start of the school year for the storage of books and equipment. Students are expected to keep their lockers locked, orderly, and free from graffiti at all times. Difficulties with lockers should be referred to the custodial staff. Students are to keep their combinations private and not share their lockers with other students. Lockers should only be used before school, at lunchtime, and after school. Since lockers are school property, the use of padlocks on any locker and the storage of illegal materials in lockers is strictly prohibited.

LOST AND FOUND

Lost and found in the physical education area is maintained in the locker rooms. All other lost and found inquiries should be directed through the main office. The school is not responsible for lost items.

MUSIC LESSONS

All music students are required to participate in one small group lesson each week. These lessons are arranged through a rotating schedule in order to minimize a student's absence from any one class. These schedules are regularly posted for the faculty but music students must report to their classroom teacher before attending a music lesson. These students are responsible for any work missed, and will be excused from a music lesson in the event that a test is scheduled. Instrument storage is provided as a courtesy; the music department, building, and district are not liable in case of theft of student instruments. Students are required to make up any lessons missed. It is the student's responsibility to make these lessons up after school or during a study hall.

NATIONAL HONOR SOCIETY

Eligibility is open to students in grades eleven and twelve. A student must be enrolled in Mount Sinai High School for a period of one semester prior to being inducted.

Admission to the National Honor Society is based upon academic achievement (92% weighted average), service, leadership, and character. When computing the student's average, all courses including physical education will be considered equally.

Students with a 92% weighted average upon formal application will be considered for membership in the National Honor Society by a five person Faculty Honor Society Selection Committee. This committee represents the entire faculty and in addition to the academic standard, bases its selection equally on the criteria of leadership, service and character.

To gain more information about this process, please refer to the Mount Sinai High School National Honor Society Chapter Bylaws and speak with your guidance counselor and/or the advisor to the National Honor Society.

**NATIONAL HONOR SOCIETY
MOUNT SINAI HIGH SCHOOL CHAPTER BYLAWS**

**ARTICLE I
Name and Purpose**

- Section 1: The name of our chapter is the *Mount Sinai High School National Honor Society*.
- Section 2: The purpose of our organization is to continue our pursuit of excellence in scholarship, to encourage our pursuit of leadership, to continue our standards of character, and to continue our service to our school and community.

**ARTICLE II
The Authority**

- Section 1: Our chapter will follow the *Official National Honor Society Constitution*.

**ARTICLE III
The Principal**

- Section 1: The principal reserves the right to approve all activities and decisions of our chapter.
- Section 2: The principal annually appoints a member of the Mount Sinai High School faculty as chapter adviser, who may serve consecutive terms.
- Section 3: The principal annually appoints a Faculty Council composed of five members of the Mount Sinai High School's faculty who may serve consecutive terms.
- Section 4: The principal receives appeals in cases of non-selection of candidates and the disciplining or dismissal of members.

**ARTICLE IV
The Chapter Adviser**

- Section 1: The chapter adviser is responsible for the direct, day-to-day supervision of the chapter and act as a liaison among faculty members, administration, students, and community.
- Section 2: The chapter adviser maintains files on membership, chapter history, activities, and financial transactions. The chapter adviser sends the annual report to the national office.
- Section 3: The chapter adviser regularly reviews each member for compliance with Honor Society standards and obligations.
- Section 4: The chapter adviser helps the chapter officers understand and carry out their duties.
- Section 5: The chapter adviser is an ex officio, non-voting sixth member of the Faculty Council.
- Section 6: The chapter adviser is a member of the Mount Sinai High School faculty appointed annually by the principal, and may serve consecutive terms.

ARTICLE V
Membership, Meetings, and Member Obligations

- Section 1: Membership is an honor bestowed on a student as well as a responsibility. Selection of the membership is by a Faculty Council and is based on scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities of scholarship, character, leadership, and service both in school and in the community.
- Section 2: Membership is open to juniors and seniors who have met these standards of scholarship, character, leadership, and service.
- Section 3: Candidates become members when inducted during the Spring Induction Ceremony.
- Section 4: Meetings will be held monthly. The meetings will follow *Robert's Rules of Order* (revised edition).
- Section 5: A National Honor Society member who transfers from another school and brings a letter from the previous principal or chapter adviser to the new school's chapter adviser is automatically a member of the Mount Sinai High School chapter. In order to retain membership, the new member must comply within one semester to the Mount Sinai High School National Honor Society chapter's standards, including the weighted 91.5 GPA.
- Section 6: Members who resign or are dismissed are never again eligible for membership or its benefits.
- Section 7: Membership is active, honorary, or graduate. Active members become graduate members upon graduation. Honorary and graduate members do not have a vote.
- Section 8: All members are required to participate in our chapter's annual project or projects. In addition to the chapter's project or projects, members are to continue their individual service projects to the school and/or community.
- Section 9: Members who fall below the weighted GPA of 91.5 will receive a written warning from the chapter adviser that the member has one **quarter** to regain the weighted 91.5 GPA. If the member is not successful in accomplishing this during the requisite time period, the member is thus not in compliance with all the selection criteria, and further disciplinary action before the Faculty Council will be required. This may include consideration for dismissal from the chapter.
- Section 10: All members are expected to attend the meetings. If a meeting cannot be attended, it is the responsibility of the member to inform an officer or the chapter adviser. If a member does not attend two meetings in a row, the member will receive a warning letter and meet with the chapter adviser to discuss this situation unless there have been extenuating circumstances. If further action is needed, the member will receive a second letter stipulating that the member is jeopardizing his or her membership in the Mount Sinai Chapter of the National Honor Society. If the member continues not to attend meetings after the second letter, the chapter adviser can request a hearing before the Faculty Council.

Section 11: When National Honor Society members post photographs, pictures, comments, or statements on any web-based social network, including but not limited to *MySpace*, *Facebook*, and *Twitter*, they are held to the same standards and qualities of character and leadership under which they were selected.

ARTICLE VI

Selection of Members

Section 1: To be eligible for membership the candidate must be a member of the junior or senior class. Candidates must have attended Mount Sinai High School for the equivalent of one semester. The semester requirement may be waived by the Faculty Council under the following circumstances: a student from another school whose family has been forced to move. If this occurs, the Mount Sinai High School principal may contact the previous school's principal for a recommendation. Based upon the recommendation of the previous principal, the Faculty Council may waive the regulation of one semester.

Section 2: There will be two induction ceremonies: one in the Fall and one in the Spring. The Fall induction ceremony will be for seniors only, whereas the Spring induction ceremony will be for juniors and seniors.

Section 3: Candidates must have a cumulative scholastic weighted grade point average of 91.5 or above. To be eligible for consideration in the Fall, a senior will have 6 semesters of the weighted grade point average taken into account. For the Spring a senior will have 7 semesters of the weighted grade point average taken into account; for a junior 5 semesters of the weighted grade point average will be taken into account. The weighted grade point average of the candidates is finalized by the Mount Sinai High School Guidance Department. Candidates will then be evaluated on the basis of service, leadership, and character.

Section 4: Service as per the National Honor Society "is defined through the voluntary contributions made by a student to the school or community without compensation and with a positive, courteous, and enthusiastic spirit." The Mount Sinai Chapter of the National Honor Society considers **50 hours of service *within the community*** the standard for the fulfillment of this requirement for selection. Although the 50 hours of community service begins in ninth grade, service *within the community* is to continue in 10th, 11th, and 12th grade, if applicable, in order to be considered for selection. Service within the high school is also a requirement for selection to the National Honor Society. Service within the high school is active membership in clubs, athletic teams, music department after-school activities, science department after-school activities, and/or any other activities that are school-sponsored and are shown to contribute to the school.

Section 5: Leadership as per the National Honor Society: "Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activities while working with or for others." Some examples of leadership are an officer of a school or community organization; a position of responsibility in an organization; a section leader in music; a captain of an athletic team.

- Section 6: Character as per the National Honor Society: “The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern and respect for others, and generally maintains a good and clean lifestyle.” Furthermore, a candidate will have an “outstanding record of conduct and behavior with regard to school and community rules, guidelines, and policies or be able to demonstrate sufficient growth and improvement to compensate for previous inadequacies.” [2005 National Honor Society Handbook p. 31]
- Section 7: Candidates will also have an exemplary record of school attendance in which tardiness to school will not be an issue for a National Honor Society candidate. If there are extenuating circumstances regarding school attendance and school tardiness, the candidate is responsible to provide this information to the Faculty Council so that this information can be available during the selection process. The extenuating circumstances will not guarantee an acceptance into the Mount Sinai High School Chapter of the National Honor Society.
- Section 8: In the Fall and in February the chapter adviser will hold an informational assembly for the eligible candidates. During the assembly the candidates will receive their portfolio which includes the Timeline of Events for selection, the Student Activity Information Form, and the Teacher Evaluation Forms. The chapter adviser will explain the requirements of service, leadership, and character based upon the National Honor Society Constitution and Handbook. If a candidate does not fully understand the requirements of service, leadership, and character after this informational assembly, it is the candidate’s responsibility to meet with the chapter adviser to review this information again.
- Section 9: In the Fall and in March the candidates will submit their signed and completed Student Activity Information Form on the date specified in the Timeline of Events. The candidates will be interviewed by the Faculty Council during the days set forth in the Timeline of Events for selection; the chapter adviser will give each candidate a specific time and date.
- Section 10: The selection of each member to the chapter is by a majority vote of the Faculty Council. The Faculty Council consists of five faculty members appointed by the principal. The chapter adviser is the sixth, nonvoting, ex-officio member of the Faculty Council.
- Section 11: A description of the selection procedure is published in the following school publications: the high school web page and the Student Handbook. These publications are widely available to all students and parents of Mount Sinai High School.
- Section 12: The selection procedure is determined by the Faculty Council and is consistent with the rules and regulations of the National Honor Society.
- Section 13: The chapter adviser will meet in a timely fashion with candidates not selected for induction into National Honor Society. The candidate will be told that the decision was based upon service, leadership, and/or character. To the best of the chapter

adviser's ability, the candidate will be advised in ways to improve the service, leadership and/or character.

Section 14: The National Council and NASSP do not review the judgment of the Faculty Council regarding selection of individual members of the Mount Sinai High School National Honor Society chapter.

Section 15: The principal receives any and all appeals in the case of non-selection to the Mount Sinai High School National Honor Society chapter.

ARTICLE VII CHAPTER OFFICERS

Section 1: The Mount Sinai High School National Honor Society Chapter will have a president, a vice-president, a secretary, and a treasurer.

Section 2: The duty of the president is to oversee the day-to-day operations of the Mount Sinai High School National Honor Society Chapter. To complete this successfully the president will have frequent contact with the chapter adviser and the other officers. The president will delegate tasks to the other officers as the president deems necessary. The president will run the chapter meetings of the membership. The vice-president will assist the president with any duties and obligations that may be needed. The vice-president will stand in for the president if the president is unable to fulfill his or her duties. If the president cannot complete his or her term of office, the vice-president will automatically become the president.

Section 3: The secretary will take minutes during the chapter meetings, and will take charge of any correspondence the chapter may have. The secretary will keep an attendance tally of the chapter members at the meetings. If the secretary becomes aware of any member that is not attending the meetings, he or she will inform the chapter adviser. The secretary will keep a record of members' contributions to leadership and service.

Section 4: The treasurer will keep an accounting of the chapter's monies. The treasurer will sign any district forms necessitating a student signature.

Section 5: If an officer resigns or moves or cannot complete his or her office, a special election for that office will be held after a general meeting is held to announce that a special election will take place. Interested members can then put their names on the ballot. The exception to this is the vice-president who will automatically become the president if the president no longer can fulfill his or her duties. The office of vice-president will then have a special election.

Section 6: If an officer does not perform his or her duties as assigned, the officer will receive a written warning from the chapter adviser. This written warning will be dated, specifically referencing the neglected duties. The chapter adviser and the officer will then meet to discuss this letter. If the officer still continues not to perform his or her duties as assigned after the written letter and the meeting with the chapter adviser, the chapter adviser will convene the Faculty Council to meet with the officer to decide if the officer should be relieved of his or her office, but remain a member of the Mount Sinai Chapter of the National Honor Society. For the officer to be considered for dismissal from the Mount Sinai Chapter of the National Honor Society based upon his or her refusal to fulfill the requirements of his or her office, a

dismissal hearing would have to take place. If the officer is dismissed from office, the procedures for a special election will take place as stipulated in Article VII, Section 5 unless the officer is the president. If that is the case, as per Article VII, Section 5 the vice-president will take over the duties of the presidency, and the special election will be for vice-president.

ARTICLE VIII Election of Officers

- Section 1: Annual elections of officers will be held in May or early June.
- Section 2: Any member of the Mount Sinai High School National Honor Society Chapter who will be attending Mount Sinai High School the following academic year is eligible to run for office.
- Section 3: The members eligible to vote are the new members inducted in April of the year of the election.
- Section 4: The members who are inducted in April will have one school day to vote for the following year's officers from 7:15 A.M. until 3:00 P.M. For the voting to be valid, a majority of the new membership inducted in April must vote. The winner of the election of any office will be the candidate who receives the most votes. If there is a tie for an office, both winners will share the responsibilities of that office.
- Section 5: Once the officers are elected, there will be a public installation.
- Section 6: Campaigning is not required. If a student wishes to campaign, he or she must discuss this with the chapter adviser who will in turn discuss this with the principal. If there is a decision by the chapter adviser and the principal to allow campaigning, then all students running for election must campaign. Campaigning will be restricted to posters within the school building. Campaigning via e-mail, texting, *Facebook*, *MySpace*, *twitter*, or any other web-based outlet is not permitted. When a campaign is approved by the chapter adviser and the principal, and it is discovered that a member running for office has campaigned using any web-based outlet, listed above or not, that member will automatically be disqualified. If it is discovered that one inducted officer campaigned while running for office by using a poster(s) or a web-based outlet without the knowledge of the chapter adviser or the other members running for office, that officer will be brought to a dismissal hearing before the Faculty Council.

ARTICLE XIX Discipline and Dismissal

- Section 1: As per the Constitution of the National Honor Society, Article X, Section 1, "The Faculty Council, in compliance with the rules and regulations of National Honor Society, shall determine the procedure for dismissal. A written description of the dismissal procedure shall be available to interested parties."
- Section 2: Any member who falls below the standards of scholarship, leadership, service, or character that "were the basis for their selection shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the

deficiency.” This is per Article X, Section 2 of the National Honor Society Constitution.

Section 3: National Honor Society members are accountable to know and to abide by the Mount Sinai High School National Honor Society Chapter’s Bylaws. If a National Honor Society member is disciplined for any infraction of school rules and/or regulations or civil or criminal law, the National Honor Society member will also be disciplined according to the Mount Sinai High School National Honor Society Chapter’s Bylaws. As a member of the Mount Sinai High School National Honor Society Chapter, the member is held accountable for his or her actions based upon the Mount Sinai High School National Honor Society Chapter’s Bylaws and the Constitution of the National Honor Society.

Section 4: Violation of civil or criminal law or school regulations by a member will result in an immediate dismissal hearing without a warning in writing before the Faculty Council. These violations of the law and school regulations include, but are not limited to, Driving While Under the Influence; stealing; destruction of property; possession, selling, or being under the influence of drugs or alcohol; misdemeanors or felonies as defined by the local, state, and federal civil and criminal codes of the United States and any foreign country; cheating; plagiarism and/or any other types of academic dishonesty or unethical academic acts; bringing a weapon or weapons to school; truancy.

a. School regulations refer to classes, school field trips, and any after- school or before-school activities sponsored by Mount Sinai High School.

b. Classes, school field trips, and after-school or before-school activities can be on campus or off-campus participating in an event or events in another venue.

c. Science Laboratory Course: National Honor Society members who are in a science laboratory course are required to complete *in their own wording* the portion of the science laboratory and/or essay that calls for answering discussion questions (including definitions) or writing conclusions, even though they have shared data, scientific instruments, and/or investigative procedures with other members of their laboratory group, their class, or any other science class. While students may discuss their results to draw their conclusions, they need to demonstrate their own understanding of the topic, and this is accomplished through their unique, individual wording. Thus, collaboration in the writing of laboratory conclusions, essays and/or discussion questions (including definitions) with any other student is prohibited. A National Honor Society member is accountable for understanding the different and varying requirements on each section of a laboratory and/or essay in a science laboratory course. These rules are the standard for academic honesty and ethical integrity in a science laboratory environment. If a National Honor Society member does not abide by these rules, an immediate dismissal hearing before the Faculty Council without a warning in writing will be begun.

d. Article XIX, Section 4 of the bylaws for the Mount Sinai High School Chapter of National Honor Society defines the National Honor Society Constitution Article X, Section 2 “In the case of flagrant violation of school rules or the law, a member does not necessarily have to be warned.”

Section 5: Procedures for dismissal are the following:

a. Dismissal is never immediate. There must be a hearing before the Faculty Council. The chapter adviser will notify the National Honor Society member verbally that a dismissal hearing is going to be held.

b. The member and the member's parents or guardians will also receive written notification by the chapter adviser, indicating the reason for the dismissal hearing and the time and place of the dismissal hearing.

c. The purpose of the dismissal hearing is to give the member the opportunity to address the reason or reasons for the dismissal hearing. The Faculty Council will question the member pertaining to the reason or reasons for the dismissal hearing. A parent or guardian is permitted to accompany the member to the dismissal hearing, but the parent or guardian does not have the right to speak. Allowing the parent or guardian to speak at the dismissal hearing is at the discretion of the Faculty Council.

d. The place of the dismissal hearing will be at Mount Sinai High School. The time of the dismissal hearing is at the Faculty Council's discretion.

e. When the Faculty Council has arrived at a decision regarding the disposition of the dismissal hearing, the member and the member's parents or guardians will receive written notification from the chapter adviser as to the decision of the Faculty Council. The principal will also receive written notification of the disposition of the dismissal hearing.

f. A majority vote of the Faculty Council is required for dismissal, as per the National Honor Society Constitution, Article X, Section 5.

g. As per the National Honor Society Constitution, Article X, Section 6, "A member who has been dismissed may appeal the decision of the Faculty Council under the same rules for disciplinary appeals in the school district." In Mount Sinai High School the appeal process begins with the Mount Sinai High School principal.

h. If a member's weighted cumulative grade point average falls below 91.5, the standard in effect when he or she was selected, the member will be given a written warning and a quarter grading period for improvement. If the GPA remains below 91.5 at the end of this warning period, the member is subject to further disciplinary action by the Faculty Council, which may include consideration of dismissal from the chapter.

i. If a member fails to perform any of the obligations of membership as outlined here in the bylaws and in any other published obligations of National Honor Society membership, he or she will be given a written warning by the chapter adviser and a time period for improvement. If the obligation remains unmet at the end of the warning period, the member will be subject to further disciplinary action by the Faculty Council, which may include dismissal from the chapter. If the failure of membership obligation falls under Section 4 of Article XIX, a written warning and a period of improvement are not granted.

ARTICLE XX
Powers

- Section 1: The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.
- Section 2: The principal reserves the right to approve all activities and decisions of the chapter and Faculty Council.
- Section 3: These bylaws are designed to amplify provisions of the national constitution and cannot contradict any components thereof. The chapter is obligated to adhere to the provisions of the national constitution in all activities it undertakes.

ARTICLE XXI
Emblem

- Section 1: Each member of the Mount Sinai High School Chapter of the National Honor Society who is in good standing with regard to the membership standards and member obligations has the privilege of wearing the emblem adopted by the National Honor Society.
- Section 2: Any member who withdraws, resigns, or is dismissed from the chapter will return the emblem to the chapter.
- Section 3: Members who are seniors in good standing are granted the privilege to wear the National Honor Society insignia and medal at graduation.

ARTICLE XXII
Amendments

- Section 1: These bylaws may be amended by a two-thirds vote of the chapter, provided notice of the proposed amendment has been given to members at least one month prior to the vote. The exceptions are Articles VI and XIX, Selection and Discipline, which are developed by the Faculty Council with the approval of the principal.
- Section 2: Bylaws and amendments must be consistent with the Constitution of the National Honor Society.

MOUNT SINAI HIGH SCHOOL
NATIONAL HONOR SOCIETY CHAPTER

The Mount Sinai High School National Honor Society Chapter's Bylaws were thoroughly explained during a National Honor Society meeting of our chapter. I have also read the Mount Sinai High School National Honor Society Chapter's Bylaws with my parents. I understand the bylaws and I will abide by the bylaws. I have carefully read Article XIX, *Discipline and Dismissal*, of the bylaws and I fully understand Article XIX.

I further understand that it is my responsibility to ask the chapter adviser to explain any bylaw to me if I do not comprehend an Article or a section of an Article within the bylaws.

By signing below, I am stating that I have read the Mount Sinai High School National Honor Society Chapter's Bylaws; I understand these bylaws; and I will abide by these bylaws in school and outside of school. The parent's signature indicates that the parents understand the bylaws, and their child's responsibilities as stated in the bylaws.

STUDENT'S SIGNATURE

DATE

STUDENT'S PRINTED NAME

PARENT'S SIGNATURE

DATE

PARENT'S PRINTED NAME

NCAA – Academic Eligibility

Division I Academic Eligibility Requirements

If you enroll in a Division I college and want to participate in athletics or receive an athletic scholarship during your first year, you must:

- Graduate from high school;
- Successfully complete a core curriculum of at least 14 academic courses as follows:
 - English.....**4 years**
 - Mathematics (two years of mathematics courses at the level of Algebra I or above).....**2 years**
 - Natural or physical science (including at least one laboratory course, if offered by the high school).....**2 years**
 - Additional courses in English, mathematics, or natural or physical science.....**1 year**
 - Social Science.....**2 years**
 - Additional academic courses [in any of the above areas or foreign language, computer science*, philosophy or non-doctrinal religion (e.g. comparative religion) courses].....**3 years**
- Earn a minimum required grade-point average in your core courses; and
- Earn a combined SAT or ACT sum score that matches your core-course grade-point average and test score sliding scale (for example, a 2.400 core-course grade-point average needs an 860 SAT).

You will be a qualifier if you meet the academic requirements listed below. As a qualifier, you:

- Can practice or compete for your college or university during your first year of college;
- Can receive an athletic scholarship during your first year of college; and
- Can play four seasons in your sport as long as you maintain your eligibility from year to year.

You will be a non-qualifier if you do not meet the academic requirements listed below. As a non-qualifier, you:

- Cannot practice or compete for your college or university during your first year of college;
- Cannot receive an athletic scholarship during your first year of college, although you may receive need-based financial aid; and
- Can play only three seasons in your sport as long as you maintain your eligibility from year to year (to earn a fourth season you must complete at least 80 percent of your degree before beginning your fifth year of college).

Division II Academic Eligibility Requirements

If you enroll in a Division II college in 2005 or later and want to participate in athletics or receive an athletic scholarship during your first year, you must:

- Graduate from high school;
- Have a GPA of 2.0 (based on a maximum of 4.0) in a successfully completed core curriculum of at least 14 academic courses as follows:
 - English.....**3 years**
 - Mathematics.....**2 years**
 - Natural or physical science (including at least one laboratory course, if offered by the high school).....**2 years**
 - Additional courses in English, mathematics, or natural or physical science.....**2 years**
 - Social science.....**2 years**

- Additional academic courses [in any of the above areas or foreign language, philosophy or non-doctrinal religion (e.g., comparative religion) courses]

.....**3 years**

- Earn a combined SAT score of 820 or an ACT sum score of 68. There is no sliding scale in Division II.

You will be a qualifier if you meet the academic requirements listed above. As a qualifier, you:

- Can practice or compete for your college or university during your first year of college;
- Can receive an athletic scholarship during your first year of college; and
- Can play four seasons in your sport as long as you maintain your eligibility from year to year.

You will be a partial qualifier if you do not meet all of the academic requirements listed above but you have graduated from high school and meet one of the following:

- The combined SAT score of 820 or ACT sum score of 68; OR
- Completion of the 14 core courses with a 2.000 core-course grade-point average.

As a partial qualifier, you:

- Can practice with your team at its home facility during your first year of college;
- Can receive an athletic scholarship during your first year of college;
- Cannot compete during your first year of college; and
- Can play four seasons in your sport as long as you maintain your eligibility from year to year.

A **non-qualifier** is a student who has not graduated from high school or who has presented neither the core-curriculum grade point average and SAT/ACT score required for a qualifier.

A non-qualifier is not eligible for regular season competition and practice during the first academic year in residence and then has four seasons of competition. A non-qualifier may not receive athletics related aid as a freshman, but may receive regular need-based financial aid if the school certifies that aid was granted without regard to athletics ability. (Can play four seasons in your sport as long as you maintain your eligibility from year to year.)

Division III

These requirements currently do not apply to Division III colleges, where eligibility for financial aid, practice and competition is governed by institutional, conference and other NCAA regulations.

Definition of a Core Course

To meet the core-course requirement, a “core course” is defined as a recognized academic course (as opposed to a vocation or personal service course) that offers fundamental instruction in a specific area of study. Courses taught below your high school’s regular academic instructional level (e.g., remedial or compensatory) can’t be considered core courses regardless of the content of the courses. At least 75 percent of the course’s instructional content must be in one or more of the required areas (as listed below) and “statistics,” as referred to in the math section, must be advanced (algebra-based).

Courses for students with disabilities must be approved even if such courses are taught at a level below the high school’s regular academic institutional level (e.g. special education classes) if the high school principal verifies (on the core-course forms) that the courses are substantially comparable, quantitatively and qualitatively, to similar approved core course offerings in that academic discipline at the high school.

English

Core courses in English include instructional elements in grammar, vocabulary development composition, literature, analytical reading or oral communication.

Math

Core courses in mathematics include instructional elements in algebra, geometry, trigonometry, statistics or calculus.

Social Science

Core courses in social science contain instructional elements in history, social science, economics, geography, psychology, sociology, government, political science or anthropology.

Natural or Physical Science

Core courses in natural or physical science include instructional elements in biology, chemistry, physics, environmental science, physical science or earth science.

Additional Academic Courses

Core courses in the additional academic area must be from courses in foreign language, computer science, philosophy or non-doctrinal religion (e.g., comparative religion) courses.

NURSE'S OFFICE

The school nurse is available for any student who is ill or is injured during the school day. A student should report to class in order to be dismissed by his/her teacher with an official school pass. Chronic medical conditions should be made known to the health office at the beginning of the school year so that the school nurse may take the necessary precautions. Emergency contact cards must be filled out for each student and returned to the nurse's office during the first week of school for use in emergency situations. Any change of address, phone number (work or home) or other pertinent information should be reported as soon as possible.

The administering of any internal medicine by school personnel is strictly prohibited as outlined by State Education Law provisions as well as the statutory regulations in the Nurse Practices Act. However, there is a specific exception to these stringent regulations:

Doctor's Request

When it is necessary for the child to take internal medication during school hours, the nurse may cooperate with the family physician and the parents. The school nurse must have on file a written request from the family physician indicating the frequency and dosage of a prescribed medication and a permission note from the parent. The nurse must know the condition being treated, the treatment recommended and the frequency established by the physician for review of the case. A clear statement from a physician which includes the required information will be accepted. Medication should be delivered directly by the parent or guardian to the school nurse who will supervise the administration of the medicine.

The school nurse may receive a request from a physician to permit a student to carry and self-administer his/her own medication. Under certain circumstances, the school will approve this request. Decisions will be made on an individual basis.

Physical examinations are given at Mount Sinai High School for the purpose of participation in interscholastic athletics, meeting the requirement of tenth grade physicals, and any new students entering

the district who attend the high school. The nurse's office will schedule athletic physical exams prior to the start of the fall season (August), winter season (November), and spring season (February). These physicals will fulfill the sports requirement for the remainder of the school year. Family physicians may perform a school approved physical examination as long as the school's medical exam form is completed by the private doctor and then approved by the school nurse. No student may participate in tryouts or practices unless he/she has passed a school approved physical.

PASSES

Students will not be allowed in the hallways during class time without their agenda book signed by a staff member. Students are required to have their agenda book at all times if they need to leave class for a specified reason. Passes are also required to enter the Guidance Office, Library and Main Office when classes are in session.

PHYSICAL EDUCATION

All students must successfully complete four years (two credits) of physical education to qualify for a high school diploma. Students participating in physical education must wear a clean shirt, shorts or sweat pants, white socks and sneakers. All students with eyeglasses must wear plastic or protective lenses when participating in physical education.

An 85% participation requirement exists in physical education at Mount Sinai High School in order to achieve a passing grade for each marking period. Any student who falls below the minimum participation percentage for the marking period will receive a failing grade.

- Students who are medically excused must satisfy the participation rule by completing sportfolio assignments.
- Students can make up classes due to absences from school but not during another subject class period (arrangements must be made with PE teachers).
- Illegal absences from physical education cannot be made up.

PHYSICAL EDUCATION CLASSES CANNOT BE MADE UP WITH LESS THAN TWO WEEKS REMAINING IN THE MARKING PERIOD.

PHYSICAL EDUCATION CREDIT FOR INTERSCHOLASTIC ATHLETIC PARTICIPATION

Students in grades 9-12 who participate in two or more Mount Sinai Interscholastic Athletic teams may appeal to the Principal and Athletic Director to opt out of physical education class in the year they participate in those sports provided that one or more of the following situations exists:

- The student's request is based on the student's desire to take another course that cannot be accommodated through a change in the student's schedule.
- The student's schedule is full with no study halls in the schedule.
- The student wishes to attend a BOCES program and by taking a physical education class their enrollment would be prohibited.

If the student's request is granted, and subsequently the student does not participate in one or more of the Mount Sinai Interscholastic Athletic teams, the student will immediately be enrolled in a physical education class.

The principal will be authorized to rule on any procedural or conditional aspect relative to the above that has not been outlined in the policy.

PROTECTION OF PUPIL RIGHTS POLICY

The Board of Education recognizes that student surveys are a valuable tool in determining student's needs for educational services. Parents have the right to inspect all instructional materials that will be used for a survey analysis or evaluation as part of a US Department of Education – funded program. In addition, no minor student may, without parental consent, take part in a survey analysis or evaluation funded in whole or in part by the United States Department of Education that reveals information concerning:

1. Political affiliations or beliefs of the student or the student's parents;
2. Mental or psychological problems of the student or the student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
7. Religious practices, affiliations or belief of the student or the student's parents;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

For surveys that are not funded in whole or in part by the United States Department of Education, the following is a schedule of surveys and activities requiring parental notice and consent or opt-out for the upcoming school year. This list is not exhaustive and for surveys and activities scheduled after the school year starts, the Mount Sinai Union Free School District will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to review the surveys and opt their child out of the surveys. This notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under state law.

Elementary School:

There are no scheduled student surveys in Elementary School as of this writing

Middle School:

- Grade 6: The Career Game, Family and Consumer Sciences – Middle School – administered quarterly based on student section rotation
- Grade 7: Career Zone, Family and Consumer Sciences – Middle School – administered each semester, January/June
- 12th Birthday - Level I Transitional Planning Form administered to students – Middle School

High School:

- Naviance: This web-based academic, college and career planning resource has been embedded into our instructional program. The Naviance program has several surveys that are available for our students.

Parents have the right to inspect upon their request any instructional material, which is used as part of the educational curriculum. Instructional material is defined by the Board of Education as instructional content that is provided to a student regardless of format including printed or representational materials, audiovisual materials, materials in electronic or digital formats (such as materials accessible through the internet). It does not include tests or academic assessments.

A parent who wishes to inspect and review instructional material shall submit a request in writing to the building principal. Upon receipt of such request, arrangements will be made by the building principal to provide the parent access to instructional materials requested within 30 calendar days after the principal has received the request.

It is the policy of the Board of Education not to permit the collection, disclosure or use of personal information collected from students for the purpose of marketing or selling that information or providing it to others for that purpose. This does not apply to collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services.

Parents shall also have the option, upon provision of written notice to the district, to opt the student out of any non-emergency, invasive physical examination or screening of their student which is required as a condition of attendance administered by the school or school personnel. The term invasive physical examination means any medical examination that involves exposure of private body parts or any act during such examination that includes incision, insertion or injecting into the body but does not include a hearing, vision or scoliosis screening. Further, it does not include any examination necessary to protect the immediate health or safety of the student or other students.

Parent and eligible students shall be notified of the policy at least annually at the beginning of the school year and when enrolling students for the first time in school.

REPORT CARDS AND PROGRESS NOTES

The Mount Sinai School District has undertaken an effort to go “paperless.” As a result, traditional report cards and progress reports are no longer mailed home. All grades can be accessed through the parent portal function – PowerSchool. Parents are issued access codes through our Counseling Center. Grades are finalized every marking period and can be automatically accessed via PowerSchool. Parents are urged to contact their child’s teacher and counselor concerning questions regarding their progress and grades in class.

Report cards are issued four times during the school year or approximately every ten weeks. Exact dates indicating the end of each marking quarter are listed on the school district calendar. Each student will receive two achievement designations on their report card: a numerical grade for each subject and a comment(s). In addition, progress reports may be sent by teachers to parents indicating their child's failure, improvement, or achievement academically. It is strongly recommended that parents contact the teacher or counselor if a parent conference has been requested by the teacher.

ROOM DESIGNATIONS

Mount Sinai High School is comprised of a main level area and three wings of upper and lower levels.

- The main level consists of the student and faculty cafeterias (A wing), administrative offices (A wing), the auditorium and music rooms (B wing) and the physical education facilities (C wing).
- The three wings of upper and lower levels consists of the academic classroom areas and the library complex.
 - D wing - lower level (100's) - business, art, technology
upper level (200's) - home economics, science
 - E wing - lower level (300's) - English, computers
upper level (400's) - library complex, guidance offices
 - F wing - lower level (500's) - social studies, second language, special ed.
upper level (600's) – math

SCHEDULES

Student schedules are developed from course selection worksheets which students establish at individual appointments with their counselors following group orientations and distribution of Mount Sinai High School's Curriculum Offerings Guide.

Student schedules are mailed home during the month of August prior to the start of the school year. Schedule changes are rarely made unless an error has occurred in the process, or summer school progress has not been properly noted on the planned schedule.

SCHOOL STORE

The school store sells essential school supplies, miscellaneous variety store merchandise and Mount Sinai school items. The store is located outside the student cafeteria in the main level corridor. Hours are announced and posted on the door of the store.

SEXUAL HARASSMENT OF STUDENTS ADMINISTRATIVE REGULATION

It is policy of the district that all employees and students have a right to work or study in an environment free of discrimination, which encompasses freedom from sexual harassment. The district strongly disapproves of sexual harassment of its employees or students in any form, and states that all employees as well as students at all levels of the district must avoid offensive or inappropriate sexual or sexually harassing behavior at school, on school grounds, school functions, and on school transportation and will be held responsible for ensuring that such workplace is free from sexual harassment. Specifically, the district prohibits the following:

- Unwelcome sexual advances
- Requests for sexual favors, whether or not accompanied by promises or threats with regard to the student-teacher, student-student or employment relationship
- Other verbal or physical conduct of a sexual nature made to any employee or student that may threaten or insinuate either explicitly or implicitly that any person's submission to or rejection of

sexual advances will in any way influence any decision regarding that person's employment, evaluation, wages, advancement, assigned duties, shifts, academic performance, or any other condition of employment, academic or career development

- Any verbal or physical conduct that has the purpose or effect of substantially interfering with a person's ability to perform the individual's duties
- Any verbal or physical conduct that has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment

Such conduct may result in disciplinary action up to and including dismissal or suspension upon instruction.

Other sexually harassing conduct in the workplace, whether physical or verbal, committed by supervisors or non-supervisory personnel or students is also prohibited. This behavior includes but is not limited to, commentary about an individual's body, sexually degrading words to describe an individual, offensive comments, off-color language or jokes, innuendos, and sexually suggestive objects, books, magazines, photographs, cartoons or pictures.

Employees or students who have complaints of sexual harassment by anyone in the school environment, including any supervisors, co-employees, students, or visitors are urged to report such conduct to the compliance officer so that the district may investigate and resolve the problem. If the complaint involves the compliance officer, or if the person for any reason is uncomfortable in dealing with the compliance officer, the employee or student may go to the superintendent or a person appointed by the superintendent to handle the complaint.

The district will endeavor to investigate all complaints as expeditiously and as professionally as possible. Where investigations confirm the allegations, appropriate corrective action will be taken.

The district will endeavor to maintain the information provided to it in the complaint and investigation process as confidentially as possible, consistent with the laws of the state and, if applicable, the collective negotiations agreement.

There will be no retaliation against employees or students for reporting sexual harassment or assisting the district in the investigation of a complaint. However, if after investigating any complaint of harassment or unlawful discrimination, the district learns that the complaint is not in good faith or that an employee or student has provided false information regarding the complaint, disciplinary action may be taken against the individual who provided the false information.

The procedures to investigate any complaint shall be consistent with the Anti-Discrimination Policy and are as follows.

Anti-Discrimination

The school district does not discriminate in employment or in the education programs and activities which it operates on the basis of sex, race or handicap in violation of Title IX of the Education Amendments of 1972, Title VU of the Civil Rights Act of 1964 or § 504 - of the Rehabilitation Act of 1973.

Grievance Procedure

Section 1

If any person believes that the school district or any of the district's staff has failed to apply or has inadequately applied the principles or regulations of (1) Title VU of the Civil Rights Act of 1964, (2) Title

IX of the Education Amendment Act of 1972, or (3) § 504 of the Rehabilitation Act of 1973, that person may bring forward a complaint, which shall be referred to as a grievance, to the district's compliance officer.

Section 2

The complainant shall discuss the grievance informally with the compliance officer, who shall investigate the complaint and respond in writing to the complainant.

The complainant may, thereafter, initiate formal procedures according to the following steps:

Step (a) -

A written statement of the grievance signed by the complainant shall be submitted to the compliance officer within seven days of receipt of the response to the grievance. The compliance officer shall further investigate the matters contained in the grievance and shall reply in writing to the complainant within seven days.

Step (b) -

If the complainant wishes to appeal the decision of the compliance officer, the complainant may submit a signed statement of appeal to the superintendent within seven days after receipt of the compliance officer's response. The superintendent shall meet with the complainant and any representative and make such other inquiries, which the superintendent deems appropriate. Thereafter, the superintendent shall set forth a conclusion and respond in writing to the complainant within 14 days.

Step (c) -

If the complainant is not satisfied with the conclusion of the superintendent, the complainant may appeal through a signed, written statement to the Board of Education within seven days of receipt of the superintendent's response in Step (b). In an attempt to resolve the grievance, the Board of Education shall meet with the complainant and any representative within 30 days of receipt of such an appeal. The board's written disposition of the appeal shall be sent to the complainant within ten days of this meeting.

Step (d) -

If the grievance has not been satisfactorily settled at Step (c), further appeal may be made to the Office of Civil Rights, Department of Education, Washington, D.C. 20201.

Section 3

The compliance officer, on request, will provide a copy of the district's grievance procedure to any employee or student of the district.

A copy of each of the Acts and Regulations upon which this notice is based will be made available upon written request directed to the district's compliance officer.

When used in this policy *days* shall mean calendar days. The words *person* and *complainant* shall include an employee as well as a student of the district.

Inquiries concerning the non-discriminatory policy may be made to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201.

Publication

The school district shall promulgate this policy and sexual harassment policy as follows:

- These policies shall be published as part of the district's student handbook.
- These policies shall be provided annually to the president of each bargaining unit.

Annual publications shall contain the name, business address and telephone number of the district's compliance officer.

Employment Application

Each employment application of the school district shall contain the following language:

- The school district does not discriminate in employment or in the education programs and activities that it operates on the basis of sex, race, or handicap.

SEXUAL HARASSMENT AND ANTI-DISCRIMINATION COMPLAINT FORM

Name: _____ Date _____

Job Title: _____

Student/Year or Grade: _____

Immediate Supervisor or Building Principal: _____

Who was Responsible for the Alleged Improper Action? _____

Describe the Alleged Improper Action: _____

Date, Time, and Place the Alleged Improper Action Occurred: _____

Were There Other Persons Involved with the Event(s)? _____

If so, Who was Responsible and Describe Their Involvement: _____

List Any Witnesses: _____

What Was Your Reaction to the Event(s)? _____

Describe Any Subsequent Incidents: _____

Signature of Complainant: _____ Date: _____

SMOKING

In accordance with Federal Law, New York State and Suffolk County Laws, the Board of Education has instituted a smoke-free policy, which prohibits smoking on school grounds and school buses. Students who do not comply with this policy will be referred to a building level administrator and will be suspended from school for a period of up to five (5) days.

If a student violates the law a second time, in addition to the school penalty his or her name will be submitted to the Suffolk County Department of Health for further action. Violation of Article 13E of the New York State Public Health Law is punishable by a fine not to exceed \$500 for each occurrence.

SPECTATOR CODE OF CONDUCT

Suffolk County (Section XI) has adopted the following code of conduct for spectators at all athletic events. Students who are unable to comply with these reasonable rules will be excluded from future contests.

1. Spectators are an important part of the game and shall at all times conform to accepted standards of good sportsmanship and behavior.
2. Spectators shall at all times respect officials, coaches and players and extend all courtesies to them.
3. Wholesome cheering is encouraged.
4. Stamping of feet, taunting, foul and abusive language, inflammatory remarks, and disrespectful signs and behavior are not acceptable.
5. Faculty supervised pep bands are permitted during "dead ball time." However, spectator noisemakers or sound devices are prohibited.
6. Spectators shall observe and obey the rules and regulations of the school concerning smoking, food and soft drink consumption, use of lavatory facilities and parking of cars.
7. New York State Law prohibits alcoholic beverages of any kind on school property; the law further prohibits any person under the influence of alcohol to be on school property.
8. Spectators shall respect and obey all school officials, supervisors, and police at all athletic contests.

STUDENT ACTIVITIES/ELIGIBILITY

Mount Sinai High School offers a wide range of co-curricular activities and athletic programs to its students. The High School is very proud of the high percentage of its students involved in clubs, activities, and athletics. All students are enthusiastically encouraged to take advantage of the variety of offerings at Mount Sinai. **Refer to the Student Activity Guide (online) for a complete list of clubs and student activities.**

STUDENT ACADEMIC ELIGIBILITY POLICY

The purpose of this academic eligibility policy is to insure that any student's involvement in any co-curricular activity does not detract from the main objective of academic achievement. It is also essential that any participant in these activities maintain a minimum academic level of performance.

The school year will be divided into eight five-week grade reporting periods (4 progress reports and 4 report cards). These eight progress report and report card grades will be used to identify students having academic difficulty.

Students receiving a progress report comment of: "student is presently failing" or a report card grade below 65 in two or more subjects for the first time will be placed on probation for five weeks. Students on a probationary status will be allowed to participate in practices, game, meetings, rehearsals, school sponsored field trips, Junior Prom, Senior Prom, Senior Picnic, etc., during this five-week period but will be encouraged to attend extra-help sessions on a regular basis.

Students who fail two or more subjects during the next five-week grade report period will be declared academically ineligible and will not be allowed to participate in any co-curricular activity (practices, games, meetings, rehearsals, school sponsored field trips, Junior Prom, Senior Prom, Senior Picnic, etc.) during that particular five-week period. *Very simply, two consecutive five-week failing report periods will result in the student being ineligible. The subjects failed do not have to be the same classes that were failed during the previous five-week probationary period. No student will be declared academically ineligible unless they have experienced a probationary status during the prior five-week period.

Any student who fails two or more subjects during the final five-week grade reporting period in June will fulfill his/her probationary or ineligible period during the first five weeks of the school year in September. This status can be overturned by successful completion and passing of these subjects in summer school.

*Ineligibility prevents students from receiving a letter award or credit for participation.

Please note: Any student who withdraws from a course with a failing grade (WF) will have that particular subject be documented as a failing grade for the five-week period in which the drop occurs.

Any student who exceeds the maximum number of absences in a particular subject on the Attendance Procedure will have credit denied (CD) in that subject. That subject will be documented as a failing grade for the five-week period in which the attendance limit is exceeded. However, if the student remains in the class and maintains a passing average, the CD status will not be documented as a failing grade within the Academic Eligibility Policy.

Any student declared academically ineligible (two consecutive five-week grade reporting periods of failing two or more subjects) will not be allowed to participate in any of the following activities for a period of five weeks:

- athletic teams
- class officer functions
- extracurricular clubs
- field trips
- proms
- school plays and musicals

*Grades effect first five weeks of school year in September.

Appeal Process

Students who wish to appeal their probationary or ineligible status due to extenuating or mitigating circumstances may do so by contacting the Academic Eligibility Appeals Committee. The Appeals Committee will be made up of the following members:

Assistant Principal
Guidance Director
Academic Teacher (3)

The committee will review the case and render its decision as quickly as possible.

Any student who has appealed their ineligible status may not participate in any activities while his/her appeal is being reviewed.

STUDENT ATHLETE'S CONTRACT

Participation in interscholastic athletics is a privilege. Students wishing to take advantage of the opportunities presented to them by the Mount Sinai School District must show a commitment to the athletic program by regular attendance at practices and contests, as well as conformity to the rules established by the District and coach. The privilege of competing in interscholastic athletics in the Mount Sinai UFSD requires that each athlete adhere to a number of conditions that enhance his/her commitment to his/her school and community, family, coaches, and himself/herself. **Failure to comply with the Student Code of Conduct (Handbook) and/or this Contract will result in disciplinary action and/or dismissal from the team.**

Eligibility

- An athletic candidate must be a bona fide student and adhere to the N.Y.S.P.H.S.A.A. rules and regulations.
- All athletic candidates must have completed a sports physical prior to participation. For those students utilizing their own physician, school forms (goldenrod) must be used. All physicals must be taken on or after June 15 to be valid for the ensuing school year, beginning in August/September.
- A student shall be eligible for interscholastic competition in grades 9, 10, 11 and 12 until his/her nineteenth birthday. If the age of nineteen years is reached on or after July 1, the student may continue to participate during that school year in all sports.
- A student in grade 7 or 8 who is selected to participate at the Varsity or Junior Varsity level must pass selection/classification before being able to compete.

Substance Abuse

Smoking, being in possession of or drinking alcohol, or becoming involved with narcotics or controlled substances of any kind, at any time or any place, will result in disciplinary action that may include the suspension from the team for a period of two weeks (14 days); the suspension from the team for the remainder of the season; or the suspension from all athletic teams for the remainder of the school year. (Suspensions will carry over to the next sports season in which the student participates.) In addition, the athlete may be subject to the disciplinary provisions of Education Law 3214.

Hazing – Initiation Ceremony (A Crime in New York State)

“A person is guilty of hazing... when, in the course of another student’s entry into or affiliation with any team or club, s/he intentionally or recklessly engages in conduct which creates a risk of physical injury,

emotional harm or a feeling of intimidation toward another student or students.” This includes, but is not limited to physical harm, threatened harm, harassment, ridicule, criticism and causing the victim to damage public or private property. Any type of “initiation or hazing” is prohibited. Athletes who violate the “hazing” rules will be subject to severe discipline and may be subjected to criminal action.

Academics

It is recognized that the primary function of the school is to provide each student with a basic education. Therefore, the principal reserves the right to remove a student from a team if that student is not performing academically as expected.

Grades 7 thru 12:

The school year will be divided into eight, five-week grade-reporting periods (4 progress reports and 4 report cards). The four progress reports and report card grades will be used to identify students having academic difficulty. The purpose of this academic eligibility policy is to ensure that any student’s involvement in any athletic activity does not detract from the main objective of academic achievement. It is also essential that any participant in athletic activities maintain a minimum academic level of performance.

Students receiving a progress report comment of “student is presently failing” or a report card grade below 65 in two or more subjects for the first time will be placed on probation for five weeks. Students on a probationary status will be allowed to participate in practices, games, meetings, rehearsals, etc., during this five-week period but is advised to attend extra-help sessions on a regular basis.

Students who fail two or more subjects during the next five-week grade report period will be declared academically ineligible and will not be allowed to participate in any athletic activity during that particular five-week period.

Any student who fails two or more subjects during the final five-week grade reporting period in June will fulfill his/her probationary or ineligible period during the first five weeks of the school year in September. This status can be overturned by successful completion and passing of those failed subjects in summer school.

Transportation

All players will ride to and from games on the team bus, under the supervision of a coaching staff member. Proper conduct is expected at all times while riding on school transportation. There may be times when it becomes necessary for a parent to pick up an athlete after a game. This must be cleared with the coach in writing in advance (prior to the day of the contest).

Attendance

- If any athlete is absent or suspended from school, s/he may not participate in any practice, scrimmage, or game on that day.
- If any athlete signs in after period 2 in the High School, they may not participate in any practice, scrimmage, or game on that day.
- Each athlete is expected to accept responsibility for his/her appearance and behavior at all times.

No student may quit one sport and then participate in another once the teams have been selected.

*******In addition, any student leaving school for reasons other than medical, legal, or educational/school related will not be allowed to participate in any after-school activities regardless of the time that he/she returns to school. Students leaving for medical, legal, or educational/school related reasons must bring documentation from their health care professional, attorney, or educational institution and submit it to the principal, upon return, in order to be permitted to participate in any after-school activity.**

Student Responsibilities

Students earn the privilege of participating in athletics and representing the Mount Sinai School District based on good citizenship, sound judgment, accepting responsibility and maintaining appropriate behavior in and out-of-school. The Board of Education, faculty, staff and administration of the Mount Sinai School District strongly believe that all students, including student athletes, should be accountable for their actions. Those students who exhibit a failure to abide by the District's Code of Conduct or exhibit a failure to observe moral and/or ethical conduct in or out of school will be subject to strictures up to and including dismissal from participation on athletic teams. Athletes are responsible to review the Student Handbook: Code of Conduct and Student Citizenship Sections (high school students), and be aware of its content. Any conduct or behavior deemed by the District to cause embarrassment to or to in any manner reflect negatively upon the District's interscholastic athletic program may be cause for disciplinary action up to and including dismissal from participation as a member of a Mount Sinai team. Specifically, student athletes will be expected to comport themselves in the athletic arena, in the classroom and outside the school setting (including within "social networks") in a manner that does not discredit their affiliation with the District's athletic program. As a student athlete it is to be expected that all activities undertaken will be considered to be reflective of the District's athletic program and on that basis such activities are to exhibit good citizenship, sound judgment, responsibility and behavior appropriate to the circumstance.

Equipment

The care of team equipment is each athlete's responsibility. Each piece of equipment issued to an athlete must be returned. Any athlete who "owes" the return of a piece of equipment or payment for a piece of equipment may not participate on any athletic team until the equipment is returned or restitution is made.

Injuries

All injuries should be reported to the coach as soon as possible so that treatment may begin immediately and necessary insurance regulations complied with.

Conduct of an Athlete

Student athlete conduct is a reflection on the educational institution. The conduct of an athlete is closely observed in many areas of life. It is important that behavior be above reproach in all the following areas:

On the Field –In the area of athletic competition, an athlete must not use profanity or illegal tactics, understand that losing is part of the game, and is gracious in defeat and modest in victory. The student/athlete is always courteous, makes no excuses, and congratulates the opponent on a well-played game.

In the Classroom – In the academic area, an athlete strives to become a good student. If you are not productive and responsible in class, you will likely be the same on the practice field or floor and never reach your full potential. As an athlete, you must plan your schedule so that you give sufficient time and energy to your studies to ensure acceptable grades. In addition to maintaining good scholarship, an athlete should give full attention to classroom activities and show respect for other students and faculty members at all times. An athlete should have a good attendance record, never cutting class or school.

Outside School -As a student athlete your actions outside of school will be viewed as those of a representative of the District's athletic program and, accordingly, it will be expected that your actions will be "modeled" to assure that there is no maligning or discrediting of the program, the team on which you participate and/or your teammates. You will be observed by others not only in your individual capacity but also as a Mount Sinai athlete and on that basis you must have a heightened awareness of your responsibility to act at all times in a manner that does not reflect negatively upon the program, your team and your teammates. It will be expected that this responsibility will be carried with the import required. It cannot be expected that you will be able to isolate yourself from your status as a student athlete whether you are "texting;" at a Saturday night get-together; downloading a "Facebook" picture; writing a "Facebook" submission or engaging socially in the "real world" or the "virtual worlds" of the numerous social networks

available. You should consider that all your actions are being, for all intents and purposes, recorded for review by your coaches, teammates, parents and others who are relying upon you to act responsibly as a member of the Mount Sinai athletic community.

Parental/Guardian Conduct

It is expected that the department of parents and guardians of student athletes at athletic contests will reflect a respect for all the participants involved including the athletes, coaches, officials and fellow-fans. Any conduct deemed abusive may lead to ejection from a contest or dependent upon prior misconduct or egregious conduct, a permanent suspension from a season's contests.

Assumption of Risk

Injury, including paralysis or death, is a risk that must be assumed when engaging in sports; accordingly, it is acknowledged that the athlete assumes the risk of such injury or death and in consideration of the District permitting participation in interscholastic athletics, the student athlete and his/her parents/guardian agree not to hold the District liable for any such injury, including death.

I have read, fully understand and agree to fully abide by the terms of the Athlete's Contract:

DATE

STUDENT'S SIGNATURE

DATE

PARENT'S (Guardian) SIGNATURE

DATE

PARENT'S (Guardian) SIGNATURE

5/10

STUDENT ATHLETE LEADER'S SCREENING PROCESS

The selection of students (grades 10 and 11) for admission into the Student/Athlete Leaders follows a two-step process:

1. Nomination by all head coaches in September (input from lower level coaches is recommended)

- Criteria:
1. Willingness to participate
 2. Good academic standing
 3. Good role models
 4. Appropriate citizenship
(good behavior on and off the field/court)
 5. Good communication skills

Screening of all nominees by committee: Assistant Principal/s, Faculty Member/s, Student/Athletic Faculty Advisor, Student/Athlete Officers.

STUDENT CITIZENSHIP

Students earn the privilege of participating in extracurricular activities based on good school citizenship, accepting responsibility and maintaining appropriate behavior in school and at school events. The students, faculty, and staff of the Mount Sinai High School strongly believe that all students should be accountable for their actions. Those students who exhibit a failure to abide by the code of conduct may be excluded from all extracurricular activities.

Please Note: While participating in any school sponsored activity, any misconduct, neglect or other act of significant misbehavior by a student/athlete, in the view of a coach of an athletic team or advisor to an extracurricular activity, may result in the dismissal/exclusion of said student/athlete from the team or activity; the determination of the coach or advisor being deemed conclusive. The principal retains the right to remove a student from participation in any sport, extracurricular activity or school event of any kind. Such a determination (by a coach, advisor or the principal) supersedes the particulars noted in the following paragraphs and point/scale descriptions. Students may appeal such decisions to the District Administration and, thereafter, to the Board of Education.

The school year will be divided into eight, five-week report periods. Students who accumulate 15 disciplinary points (see explanation chart, pages 61-62) within a five-week period will be placed on probation for the next five-week period. If a student accumulates 15 disciplinary points during the five-week probationary period, that student will then be declared ineligible for the subsequent five-week period. *Any time a student accumulates 15 disciplinary points in two consecutive five-week periods, they will be ineligible to participate in any extracurricular activity for the next five weeks. Underclassmen who accumulate 15 disciplinary points during the final five-week period of the school year will have their probationary or ineligibility status carried over to the first five-week period of the next school year.

*Ineligibility prevents students from receiving a letter award or credit for participation.

These citizenship requirements will apply to all extracurricular activities and student privileges – athletic teams, plays and musicals, co-curricular clubs, National Honor Society, class officer and student government roles, school dances, homecoming, sports nights, attendance at school sponsored events, and student-parking privileges.

Point Scale

A cumulative tally of discipline points earned during a student's four years at the high school will be recorded. Any student who accumulates **100** disciplinary points at any time during his/her four years at the high school will be declared ineligible to participate in school activities including, but not limited to (see above) the following:

- Athletic Teams
- Co-curricular Clubs
- Junior Prom
- School Sponsored Trips
- Senior Prom
- Senior Trip
- Senior Picnic
- Senior Commencement Ceremony

Students will be given 60 discipline points if they are disciplined for any alcohol or drug violation. Students who have accumulated 40 or more points prior to the alcohol/drug incident or accumulate 40 or more points after the incident would lose all social privileges.

NOTE: If a student violates the policy during the last 6 weeks of the school year or while attending the senior trip, they would lose all social privileges for the remainder of the school year.

Any student who wishes to appeal their probationary or ineligibility status due to extenuating or mitigating circumstances may do so by contacting the Assistant Principal. Removal from a team, club or activity, as noted above: Student Citizenship, paragraph 2 (in bold above), cannot be addressed to the Appeals Committee, as noted below.

The Appeals Committee will be made up of the following members: teachers, a guidance counselor, and a building administrator. The Appeals Committee will hear the case and render a decision within three school days of the hearing. The student will remain ineligible while the appeal is being reviewed. The principal will not amend the decision of the Appeals Committee.

<u>Infraction</u>	<u>Points</u>
• Honor Code violation	See Honor Code
• Card playing/dice	3
• Class Cut	5
• Disrespectful behavior	2-10
• Disruptive behavior	1-10
• Fighting	10-30
• Gambling	10
• Harassment	3-10
• Insubordination	5-10
• Late to class (late 3 times per class)	1
• Late to school	1
• Leaving class without permission	5
• Leaving school building without permission	10
• Parking Violations (no sticker, not in marked space, etc.)	3
• Possession of a laser pointer	3
• Engage in any conduct that endangers the health, safety and welfare of others	15-30
• Possession, use, distribution, or being under the influence of drugs, alcohol, controlled substances, prescription/over the counter drugs (this includes being in possession of drug paraphernalia)	60
• Smoking	15

- Use of cell phone during school hours or other prohibited electronic equipment 5
- Unauthorized elevator use 5
- For offenses that list a range of points, the point value will be determined by the principal or assistant principal based on the severity of the offense.
- Other offenses not specifically listed will be assigned an appropriate point-value or be designated as a severe breach of discipline (see paragraph and bullets that follow) by the assistant principal or principal.

PLEASE NOTE: If a student is involved in any of the behaviors noted below he/she may be declared ineligible to participate in school activities including, but not limited to Junior Prom, Senior Prom, Senior Trip, Senior Picnic, Senior Commencement Ceremony:

- Bomb threat or activating a fire alarm
- Assault/Violent Behavior
- Sale of drugs, alcohol, or other controlled substances
- Possession, use or sale of weapons, fireworks, smoke/stink bombs or other dangerous contraband
- Vandalism
- Acts of “Gross Insubordination”
- Student removal from class (SAVE Legislation) – “Prohibited Conduct – u, v”
- Student behaviors cited under “Prohibited Conduct – m, r, w, x, and y”
- Any student acts judged to be a severe breach of discipline.

NOTE: In any event and relative to this section on “Student Citizenship” or any other section in the Student Handbook, the “*Mount Sinai School District Code of Conduct*” shall be considered defining and governing in addressing all student behavior/conduct issues and disciplinary actions taken by the Administration or the Board of Education.

Hazing – Initiation Ceremony (A Crime in New York State)

“A person is guilty of hazing... when, in the course of another student’s entry into or affiliation with any team or club, s/he intentionally or recklessly engages in conduct which creates a risk of physical injury, emotional harm or a feeling of intimidation toward another student or students.” This includes, but is not limited to physical harm, threatened harm, harassment, ridicule, criticism and causing the victim to damage public or private property. Any type of “initiation or hazing” is prohibited. Athletes who violate the “hazing” rules will be subject to severe discipline and may be subjected to criminal action.

STUDENT COUNCIL CONSTITUTION

Preamble

We, the students of Mount Sinai High School, in order to promote a superior educational system, to promote our goals as a harmonious student body, and to maintain open communication among students, faculty, and administration have established this Constitution for the Mount Sinai High School Student Council.

Article 1 Official Name

The official name of this organization shall be the Mount Sinai High School Student Council.

Article 2 Authority

The Student Council, with the consent of the building administration, shall have the necessary authority and power to fulfill its purpose as the governing body for student activities and affairs. The principal and assistant principal shall have the authority to review and overturn the decisions of the Student Council. In such cases, every effort will be made to consult with the Council members and the faculty advisors.

Article 3 Purpose of the Student Council

The purpose of this organization shall be to:

- Assist the faculty and administration in the governing of student activities and affairs.
- Promote a forum for student participation in the operation of Mount Sinai High School.
- Encourage and coordinate inter-class activities
- Serve as a builder of school spirit and promote participation in school activities.
- Promote student leadership
- Initiate service projects for the betterment of the school and community.
- Raise funds to maintain and carry out Student Council activities.

Article 4 Membership

The members of the Student Council shall be selected from the student body of Mount Sinai High School and will consist of a four-member Executive Board and a twelve-member Student Senate. The four-member executive board shall consist of the President, Vice-President, Treasurer, and Secretary. Executive Board members are elected to a one-year term. The Student Senate shall consist of three representatives from each grade. Student Senate members are selected through peer nominations and review by a faculty council. Student Senators serve until graduation unless they vacate their seat, are elected to an Executive Board office, or are removed by impeachment. The current members of the Student Advisory Council will be granted a position in the Student Senate.

Article 5 Duties of the Executive Board

The duties of the Executive Board Officers of the Mount Sinai High School Student Council are set forth as follows:

President

The duties of the President shall include, but not be limited to the following:

- To serve as the Chief Executive Officer of the Student Council.
- To preside over all Student Council Meetings.
- To cast the deciding vote on any matter upon which the Council is equally divided.
- To utilize correct parliamentary procedure.
- To represent the Student Council at official functions.
- To prepare the agenda for Student Council meetings.
- To serve as an *ex officio* member of all Student Council Committees.
- To cast a ballot on all issues voted upon by the Student Council.

Vice-President

The duties of the Vice-President shall include, but not be limited to the following:

- To take over and perform the duties of the President in his/her absence or in the event that the President is removed from office by impeachment.
- To assist the President in the performance of his/her duties.
- To serve as an *ex officio* member of all Student Council Committees.
- To oversee the activities of any Student Council Committees and to assist the committees in the completion of their assigned responsibilities.
- To cast a ballot on all issues voted upon by the Student Council.

Secretary

The duties of the Secretary shall include, but not be limited to the following:

- To keep and publish accurate minutes of all Student Council meetings.
- To maintain attendance records for all Student Council meetings and events.
- To publicize all Student Council activities.
- To assist the President in the preparation and distribution of the agenda for each meeting.
- To maintain all official files and records of the Student Council.
- To cast a ballot on all issues voted upon by the Student Council.

Treasurer

The duties of the Treasurer shall include, but not be limited to the following:

- To take care of all financial matters related to the Student Council.
- To collect and disburse all Student Council funds upon authorization of the Council.
- To maintain accurate accounting records of all financial matters and to prepare and present a year-end report to the Council.
- To oversee all Student Council fundraising activities.
- To cast a ballot on all issues voted upon by the Student Council.

Article 6***Duties of the Student Senate***

The duties of the Student Senate of the Mount Sinai High School Student Council are set forth as follows:

- To serve as the chief interpreter of this Constitution.
- To enforce parliamentary procedure.
- To serve as the presiding officers and jury at any impeachment proceedings.
- To solicit the opinions and ideas of their classmates and to faithfully represent the student body in all Council issues.
- To cast a ballot on all issues voted upon by the Student Council.

Article 7***Elections***

Elections shall be held in June of each year for officers who will serve their term the following year (July 1 - June 30). Candidates must submit a petition with twenty-five student signatures and the signature of each of his/her teachers in order to be placed on the ballot. Any student who is declared ineligible by the school's academic and/or disciplinary eligibility policy may not run for Student Council office. In addition, any student who does not submit a valid petition with the approval and signature of each of his/her teachers will be excluded from the ballot.

Any students running for President or Vice-President must be on schedule to be a Junior or a Senior in the year they serve their term in office. The positions of Secretary and Treasurer are open to students who will be in their Sophomore, Junior, or Senior year when they serve their term in office.

Prior to the elections, an assembly will be held and candidates for each office will be given three minutes to make a speech to the student body. Candidates may hang campaign posters in approved areas of the building and may pass out campaign literature. The faculty advisors to the Student Council must approve all speeches, campaign posters, and campaign literature. Making an unapproved speech or hanging/distributing unapproved materials will result in removal from the ballot.

The elections will be held in homeroom and the ballots will be tallied by members of the Student Senate under the supervision of the faculty advisors and/or a building administrator. The results of the elections will be made available after the faculty advisors and the principal have certified the results.

Article 8***Voting***

All members of the Student Council are eligible to vote on issues that come before the Council and are brought to a vote. All votes (Executive Board members and Senate members) count equally. In the event of a tie, the President will render the final decision. A simple majority will decide all votes, with the exception of impeachment and amendment votes.

The quorum necessary for all votes will be sixty percent of the total Council membership. No formal Student Council business shall take place in the absence of a quorum.

The Secretary shall be responsible for conducting and recording all votes of the Student Council.

Article 9***Meetings***

Student Council meetings shall be held on the first and third Wednesday of each month from September to June at a time approved by the faculty advisors and the administration. Summer meetings will be scheduled as needed. Attendance at all meetings is considered a basic responsibility of all Student Council members.

Article 10 ***Impeachment***

All members of the Student Council are subject to impeachment under the following conditions:

- Conduct unbecoming a Council member
- Failure to attend a minimum of 75% of all Student Council meetings
- Suspension from school

In the event that an impeachment hearing is necessary, the member will be notified in writing of the reason for impeachment. A hearing shall be held and the impeached Council member will be given an opportunity to state his/her case to the Council. A 2/3 majority vote of the Council will result in dismissal from office.

A member will be immediately dismissed by the school administration if he/she is declared ineligible under the school's academic and/or disciplinary eligibility policies.

Article 11 ***Amendments to the Constitution***

This Constitution may be amended in the following manner:

Any member of the Student Council may submit, in writing, a proposal for a Constitutional Amendment. The proposed amendment will be reviewed and voted upon at the next regularly scheduled meeting of the Council. The Constitution shall be amended if a 2/3 majority votes in favor of the proposed amendment. All amendment proposals are subject to review by the faculty advisors and school administration.

Article 12 ***Vacancies in the Student Council***

In the event of a vacancy within the Student Council, the following procedures shall be followed:

- If the Office of the President becomes vacant, the Vice-President shall assume the Presidency for the remainder of the school year.
- If the Office of the Vice-President, Secretary, or Treasurer becomes vacant, candidates will be solicited from the student body and will be required to submit petitions. Those candidates shall be given an opportunity to make a three-minute speech to the Student Senate. The members of the Student Senate will vote in a special election and the vacant seat will be filled by a simple majority vote. The winner of the special election will hold the office for the remainder of the school year.
- In the event that a seat in the Student Senate becomes vacant, that seat shall be filled by administrative appointment. The newly selected Senator will serve until graduation or until he/she vacates the seat, is elected to the Executive Board, or is removed by impeachment.

Article 13 ***Class Officers***

Each class at Mount Sinai High School will continue to elect class officers. Class officers will be encouraged to take an active role in the Student Council and will be considered non-voting members of the Council.

Amendments

Amendment 1 The Student Assembly

This is an amendment to Article 4.

The Student Assembly

- A. The purpose of the Student Assembly is
 - a. To give recommendations to the executive board.
 - b. To form committees to assist all Student Council events.
- B. The Student Assembly shall consist of volunteer members. Membership is open to any students enrolled at Mount Sinai High School.
- C. Student Council Officers will preside over Student Assembly meetings.
- D. Members of the Student Assembly must attend at least six meetings each year.
- E. A senator may be a member of the Student Assembly.

The provisions of this Constitution are superseded by the policies of the Mount Sinai Board of Education and the administrative policies of Mount Sinai High School. The actions of the Student Council and its individual members are subject to review by the faculty advisors and the high school administration.

This Constitution was officially adopted by a vote of the Student Advisory Council of Mount Sinai High School. In witness whereof, the parties have hereunto set their hand and seal on the 1st day of June, 2001.

TRI-M NATIONAL MUSIC HONOR SOCIETY

TRI-M National Music Honor Society Membership Requirements:

- 1) A junior or senior in high school
- 2) A member of Band, Chorus or Orchestra
- 3) A grade point average of at least 85% overall, with at least a 90% average for all music classes taken
- 4) A NYSSMA performance record of at least a V A- or VI B+
- 5) Have never been the subject of a disciplinary referral, in-school or out-of-school suspension as a result of actions in any performing organization