

# Ardsley High School



# Student Handbook 2008-2009

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## **ARDSLEY HIGH SCHOOL CODE OF CONDUCT**

The Ardsley Union Free School District expects, promotes, and reinforces student behavior that is appropriate, positive, and constructive. The basis for any code of conduct is a commitment to the value of education, a respect for the individuals who are members of the educational community, and for the physical facilities in which education takes place. The rights of all the students, parents, teachers, and administrators and the responsibilities, which are inseparable from these rights, are included within.

The goal of Ardsley School District's Code of Conduct is to promote appropriate and constructive behavior. Such a goal encompasses considerably more than simply assigning punishments commensurate with various offenses. It entails counseling, reinforcement of positive behavior, and close and regular communication with parents. In those instances where negative reinforcement is in order, it will be meted out fairly, firmly, consistently and dispassionately, thus becoming a part of the learning process, rather than simply a punitive exercise.

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

### **STUDENT RIGHTS**

The district is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all district students have the right to:

1. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, disability, gender or sexual orientation.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.

### **STUDENT RESPONSIBILITIES**

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar and abide by all district policies, rules, and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of academic achievement possible.
5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Work to develop mechanisms to control their anger.
7. Ask questions they do not understand.
8. Seek help in solving problems that might lead to disciplinary actions.
9. Dress appropriately for school and school functions.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
12. Report violations of the Code of Conduct to appropriate school personnel.

## **STUDENT DRESS CODE**

All students are expected to dress appropriately for school and school functions. Students and their parents have the primary responsibility for determining acceptable dress and appearance. Teachers and other district personnel should exemplify and reinforce acceptable dress and help students to maintain appropriate appearance in school.

A student's dress, grooming and appearance must reflect the following principles:

1. Clothing must be safe, appropriate and not be disruptive or interfere with the educational process, e.g., items of clothing that can be easily removed or tossed about by others.
2. Safe footwear must be worn at all times.
3. Vulgar, obscene, libelous or denigrating items must not be worn.
4. Clothing that promotes and/or endorses the use of alcohol, tobacco or illegal drugs and/or encourages illegal or violent activities must not be worn.
5. Sunglasses, halter tops, tube tops, short shorts, visible undergarments and/or clothing that is considered excessively revealing is not allowed.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item.

## **PROHIBITED STUDENT CONDUCT**

All students should conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment. Students who violate these school rules will be required to accept the consequences for their conduct. Students may be subject to disciplinary action, up to and including suspension from school, when they engage in:

1. conduct that is disorderly.
2. conduct that is insubordinate.
3. conduct that is disruptive.
4. conduct that is violent.
5. conduct that endangers the safety, morals, health or welfare of others.
6. misconduct while on a school bus.
7. any form of academic misconduct.

## **REPORTING VIOLATIONS**

All students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, the building principal or his or her designee. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the building principal, the principal's designee or the superintendent.

Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible. The parent(s) of the student involved will be notified and appropriate disciplinary action will be taken. This may include permanent suspension and/or referral for prosecution.

## **DISCIPLINARY PENALTIES**

Disciplinary action will be firm, fair and consistent so as to be the most effective in changing student behavior. For non-violent behaviors, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

Students who are found to have violated the district's code of conduct may be subject to the penalties enumerated below, either alone or in combination. The school personnel authorized to impose penalties will be consistent with the student's right to due process and Education Law.

1. Oral warning
2. Written warning
3. Written notification to parent

4. Detention
5. Suspension from transportation
6. Suspension from athletic participation
7. Suspension from social or extracurricular activities
8. Suspension of other privileges
9. Removal from classroom by teacher
10. Short-term (five days or less) suspension from school
11. Long-term (more than five days) suspension from school
12. Permanent suspension from school.

Students that have multiple out-of-school suspensions are required to have a conference with the building principal before returning to school. A parent or guardian must be present at this meeting. Additional penalties may be imposed that include the following: a letter to The National Honor Society and/or Scholarship Committee; loss of attendance at extra-curricular activities; loss of open campus and senior privileges; and a superintendent's hearing.

### **ALCOHOL, NARCOTICS, DRUGS AND WEAPONS**

No drugs are allowed at any time. Programs will be offered with the intent of discouraging students from using these substances. Students found under the influence or in possession of alcohol or restricted substances will be subject to immediate suspension and/or arrest. If a student appears "under the influence" of alcohol or other drugs in class or on school grounds, he/she will be sent to the Health Office and subject to disciplinary action. The nurse will examine the student and notify the Principal or Assistant Principal who will notify the student's parents. The student and parents will be informed that the student must report to the School Social Worker for a minimum of three sessions for counseling. Students who are found guilty of bringing a weapon to school will be subject to suspension from school for up to one calendar year.

### **ACADEMIC INTEGRITY**

It is extremely important that academic work accurately represents the ability and effort of each student. Any act that unfairly represents the individual work of a student or that unfairly places the student at an academic advantage is considered a violation of academic integrity and will be handled through the disciplinary code. If work is found to be "shared", each individual that is involved in the infraction is subject to disciplinary consequences. Listed below are some, but not all, examples that will be considered violations of academic integrity.

1. Copying of homework
2. Failure to cite outside sources including texts and/or websites
3. Incorporating or paraphrasing information from commercial notes or abridged documents
4. Copying of lab notebooks
5. Using Internet translators for language assignments
6. Submitting the work of friends, tutors, or parents and claiming it as your own.
7. Using any kind of study aid during a quiz or test
8. Providing or receiving answers during a quiz or test

Classroom teachers, administrators, librarians, teaching assistants, and support personnel are responsible for policy enforcement. At the first instance of a violation, students will be referred to the Assistant Principal's office.

### **ACCEPTABLE USE OF ELECTRONIC FACILITIES AND TELECOMMUNICATION**

The Ardsley School District is committed to the goal of having electronic network facilities used in a responsible, efficient and legal manner. Students are expected to abide by these generally accepted rules of usage. They include (but are not limited) to the following:

1. All use of telecommunications must be in support of education and research and be consistent with the educational purposes of Ardsley High School.

2. Any use of the network for commercial or profit purposes, product advertisement or any unrelated school purpose is prohibited. The district shall not be responsible for any financial obligation arising from the unauthorized use of the network for purchasing any commercial products.
3. Users shall not tamper with, vandalize, read, modify, edit, delete or otherwise engage in unauthorized use of other user's computer files, including but not limited to electronic mail. Users shall not re-post personal communications without the original author's consent. Users shall not misrepresent themselves or other users on the network.
4. Users shall not send, download or copy communications, files, information or materials that contain defamatory, hate-promoting, anti-social, abusive, threatening, pornographic, violence-promoting, age-inappropriate, profane, obscene, or otherwise offensive language.
5. Use of the network to intentionally download files dangerous to the integrity of the LAN is prohibited.
6. Users shall not use the network for any activity or purpose that would violate any Board policy and/or rule or regulation, including, but not limited to, the District's code of conduct or violate any state or federal laws and/or regulations.

Student users who violate these rules and regulations may have their Internet use privileges suspended or revoked and may be subject to appropriate school disciplinary action consistent with the Code of Conduct and state and federal laws and regulations. Any user who is suspected to have engaged in an illegal activity while using the network may be referred to the appropriate legal authorities.

### **ADVANCED PLACEMENT COURSES**

AP course placement requires the completion of an AP course application by students. The form is available in Guidance. Once a student requests an AP class, the relevant academic department will review the request. Each academic department sets entrance and eligibility requirements for AP courses. These requirements are listed each year in the Program Planning Guide. Please refer to the Guide for specific information. Students who do not meet eligibility requirements may appeal the decision.

### **ASSEMBLIES AND OTHER CULTURAL ACTIVITIES**

Assembly programs will be scheduled throughout the school year to enhance our educational program and provide students with worthwhile and interesting experiences. Normally we will operate on a special bell schedule for assembly days. Seating charts will be provided. Teachers will take attendance in the classroom and will remain with their classes in the auditorium.

A variety of cultural arts activities, including Artist-in-Residence programs, will also be offered to students as an enrichment opportunity. These are scheduled either through specific departments or for particular grade levels. Students who miss classes because of their involvement in a cultural arts activity should see the appropriate teachers to make up work missed. Involvement in these activities is not counted in the student's accumulated absence record.

### **ATHLETIC ACTIVITIES**

Athletics are a vital part of our educational system. The goal of our athletic program is to develop the skills and abilities of our athletes combined with appropriate habits, attitudes and a spirit of both competition and enjoyment. The coaching staff works to bring out the best in our students and develop excellent programs. The goal is to have our program be successful and have our student athletes enjoy their competitive experience. Ardsley High School has thirty-one varsity and junior varsity teams. Whether a sport is offered depends on student interest, budgetary considerations and scheduling feasibility.

Season	Men	Women
Fall	Football Soccer (V/JV) Cross Country Cheerleading Tennis (V/JV)	Volleyball (V/JV) Swimming (V) Cross Country Soccer (V/JV)

Winter	Basketball (V/JV)	Basketball (V/JV)
	Wrestling	Winter Track
	Winter Track	Cheerleading
	Swimming	Fencing
	Fencing	Skiing
	Skiing	
Spring	Baseball (V/JV)	Softball (V/JV)
	Spring Track	Spring Track
	Tennis (V/JV)	LaCrosse (JV)
	Golf	
	LaCrosse (V/JV)	

### **ATTENDANCE POLICY**

The Board of Education of the Ardsley Union Free School District recognizes that regular school attendance is a major component of academic success. Parents, teachers and administrators are expected to collaborate to ensure that unexcused absence, tardiness and early departures from school are kept to a minimum. This policy is designed to:

- encourage full attendance be all students;
- maintain adequate attendance record keeping system;
- identify patterns and develop effective intervention strategies to improve school attendance;
- ensure that school officials and parents know the daily whereabouts of every student;
- verify that individual students are complying with education law relating to compulsory attendance;
- determine the District's average daily attendance for State aid purposes.

Therefore, it is the policy of the Board that:

1. A student will be denied course credit where he or she has been absent more than twenty-four times, for legal or illegal reasons, from a full one-credit course.
2. A student will be denied course credit where he or she has been absent more that twelve times, for legal or illegal reasons, from a half-credit course.
3. Students will be notified of cumulative absences that may put the student at risk. Each student will be notified when he or she has accrued 12 absences and again when 18 absences are accrued in a full one-credit course. The student will be notified when he or she has accrued 4 absences, and again when 8 absences are accrued in a half-credit course. Notification in each case will also be mailed to the home of the student's parents and the student's guidance counselor will review the matter with the student.
4. When a student accrues 24 absences in a full credit course or 12 absences in a half credit course, the student will be notified that any further absences will result in loss of credit. Notification will also be mailed to the home of the student's parents.
5. The only non-class attendance which will not count as an absence are classes missed due to attendance at other school ordered and approved instruction or functions such as home instruction, field trips, and sports and music programs.
6. There shall be an appeals committee consisting of two teachers, one counselor, a nurse and the principal. Upon written request by the student or his or her parent, within one week of receipt of written notification of loss of credit, the appeals committee will review the case of students who have lost credit due to application of this policy. The request for review should include the reasons for the appeal. Appeal from the decision of the appeals committee shall be to the Superintendent.

## **BIG BROTHER/BIG SISTER PROGRAM**

The Big Brother/Big Sister Program is intended to help smooth the transition to high school for ninth graders. Members of the entering freshman class are assigned to an upperclassman who will contact the freshman during the summer to answer questions and help with the orientation process. That contact will be sustained throughout the year on a formal and informal basis. The Big Brother/Big Sister Program is under the overall direction of the Guidance Department and plays a key role in promoting appropriate adjustment to the high school.

## **CLUBS AND ACTIVITIES**

Ardsley High School is proud of the wide range of co-curricular activities it offers to students. All activities, clubs and teams are conducted under teacher supervision and are designed to promote student responsibility for selecting, organizing and evaluating approved events and activities. The following clubs and activities are available to students at Ardsley High School:

*Academic Challenge Team:* Students compete against other high schools in highly challenging academic competitions throughout the year.

*African-American Club:* This club meets regularly to promote awareness of the cultures of the African Diaspora.

*Amnesty International:* This club consists of a group of students who work in support of political causes and movements around the world.

*Art Club:* This club promotes student artistic expression through a variety of activities.

*Art Honor Society:* Students are selected to join this prestigious society based on their artistic performance.

*The Ardsleyan:* The school's yearbook always has room on its staff for people interested in writing, photography, advertising, sales, layout, etc.

*Asian Society:* Its goal is to help Asian students become comfortable with their environment and language, educate the public about Asian lifestyles, values and promote the preservation of Asian traditions. Any student with an interest in Asia is welcome to join.

*Book Club:* This club meets regularly to discuss a selected literary work.

*Chess Club:* This weekly club competes within the High School and plans to participate this year in the Westchester High School County Tournament.

*The Criterion:* Our arts and literary magazine - student produced - publishes once a year. In addition to holding staff positions, all our students are encouraged to submit original work.

*Debate Team:* This group of students participates in interscholastic competition on nationally debated topics each year.

*Drama Club:* The dramatic outlet for many of our students, it generally does two major productions during the year. The club is always looking for people to perform and to assist back stage with its productions. Drama Club members are selected to join the International Thespian Society based on their achievements.

*French Club/French Honor Society:* This club provides cultural exposure to France and its customs. Special trips are planned to Broadway shows as well as an annual dinner and club performance. The society recognizes high academic achievement in French.

*Gay-Straight Alliance:* This organization meets weekly. Some activities have included co-sponsoring a Day of Silence with Amnesty International and a debate on gay marriage with the Political Awareness Club.

*Key Club:* This organization is sponsored by the Kiwanis Club of Ardsley and is open to all students. It gives students the opportunity to develop leadership and inter-personal skills while participating in school and community service projects.

*KISS'D:* Kids in Support of Substance-Free Decisions is an organization designed to support those students who have chosen to be substance-free. To participate in the club, students must be fully committed to being alcohol and drug-free. The club recognizes students for their healthy choices and discusses effective ways to provide positive peer pressure in their school. The purpose of KISS' D is to create an environment where students can share a common bond, have a sense of belonging and feel comfortable with their choice to remain substance-free.

*Latin Club/Latin Honor Society:* This club promotes exposure to Latin culture through dinners, movies and special projects like ancient coin restoration. The society recognizes high academic achievement in Latin.

*Math Team:* Our students compete against students from other schools in a Westchester-wide Math League.

*Mock Trial Club:* Budding lawyers will get practice as they prepare and present cases working with students from their own school and eventually as they try cases in competition against other schools.

*Model UN:* Prepares all students to take part in the annual Hastings "Westchester Model United Nations" where real world problems are tackled and solved by students from area high schools.

*Mountain Club:* Students organize a variety of climbs throughout the year to foster an appreciation of nature and our surrounding environment.

*National Honor Society:* This prestigious organization recognizes students who have demonstrated high standards in academics, character, service and leadership. Membership is selective and open to juniors and seniors.

*The Panther:* Our award-winning newspaper publishes about nine times per year. There's a great deal of work to be done in "getting out the news."

*S.A.D.D./Saferides:* A very active organization of Students Against Driving Drunk exists at Ardsley. Its major goal is to educate fellow students and the community about the dangers of mixing drinking and driving. The organization sponsors the "Saferides" program.

*Science Olympiad:* The Science Olympiad tournaments are rigorous academic inter-scholastic competitions that consist of a series of individual and team events, which students prepare for during the year. The competitions follow the format of popular board games, TV shows and athletic games. These challenging and motivational events are well balanced between the various science disciplines. There is also a balance between events requiring knowledge of science facts, concepts, processes, skills and science applications.

*Spanish Club/Spanish Honor Society:* This club provides cultural exposure to Spain and its customs. Special trips are planned to shows and restaurants. The society recognizes high academic achievement in Spanish.

*Student Council:* Open to all students through election or by appointment. Committee chairpersons are always looking for enthusiastic students to help with a variety of student activities.

*TATU:* Teens Against Tobacco Use is an organization that promotes smoking abstinence. Trained club members visit the Middle School to assist in an anti-smoking program.

New activities are organized when there is interest on the part of students and where there is a staff member available to serve as a sponsor for the organization. A new student activity is formed when students interested in such an activity apply for and receive a charter from Student Council.

## **COURSE CREDIT**

To receive Ardsley High School credit for a course, a minimum grade of D must be earned. Regents credit is earned by passing a Regents examination. Please note Regents examination credit and Ardsley High School credit are earned separately. Passing a Regents examination does not automatically earn a student a passing grade or Ardsley High School credit for a course. A student may earn up to six and a half credits without completing specific courses of study if, in the judgment of the school, the alternative will benefit the student. In order to receive such credit, the student must achieve a grade of eighty-five percent or better on state-developed exams and either pass an oral exam or complete a special project.

## **CUTTING CLASS / EXCUSED & UNEXCUSED ABSENCE**

A class cut is an unauthorized absence from a scheduled assignment. Any absence or excessive lateness is considered a cut if we do not receive parent notification within 24 hours. Cutting disrupts the learning process and interferes with achievement. Students who cut class or are truant from school will receive counseling and be subject to disciplinary actions to correct the problem. Students who continue to cut classes will face more progressively serious disciplinary action, including: teacher reprimands, parental notification, detentions, community service, loss of privileges, out-of-school suspension and a Superintendent's hearing.

The following disciplinary steps will be followed for cutting any class:

Cuts	Consequences
1st	detention, parental notification
2nd	two detentions, parental notification
3rd	three detentions, parent notification
Subsequent	1-5 days suspension.

Since there is a positive relationship between class attendance and student's performance, a portion of a student's grade should be based on class participation. Unexcused absence, tardiness or early departures may affect a student's grade for class participation for a specific marking period. Students who are unable to attend school or a class on a given day due to participation in a school-sponsored activity (field trip, music performance, etc.) or have an excused absence, tardiness or early departure must arrange to make up work missed.

Students will receive a grade of zero for class work or tests missed while cutting class. If a student is 20 minutes late to a class, it is considered a cut.

Absences, tardiness and early departures from class are excused if they are due to: personal illness, illness of death in the family, impassable roads caused by inclement weather, religious observance, quarantine, required court appearance, etc. All other absences are considered unexcused absences.

All absences, tardiness and early departures from school must be accounted for. It is the parent/guardian's responsibility to notify the school office within twenty-four hours of the absence and/or to provide a written excuse upon the student's return to school.

### **DETENTION**

1. Morning Detention: Lateness to school
2. Lunch Detention: Lateness to 6th period, 7th period. Infractions occurring during lunch
3. After-school Detention: All other violations of the school discipline code

Students assigned to detention are expected to report to the Assistant Principal's office at the required time. Twenty-four hours notice will be given to students assigned to detention. It is the student's responsibility to adjust his/her personal schedule in order to fulfill this commitment. Detention will take priority over any school activity. Additional detentions or suspensions will be assigned for missing detention without receiving prior permission.

### **ADDING/DROPPING/TRANSFERRING COURSES**

Students may drop a course within the first eleven weeks of the year or a semester course that meets daily within the first six weeks of the semester without penalty.

A student with a failing average dropping a full-year course after the first eleven weeks or a semester course after six weeks will have a WF (withdrawn failure) recorded on the permanent record (transcript).

Students may not drop a full-year course after the eighteenth week of school or a semester course after the ninth week of school without administrative approval.

Students who transfer from one level course to another (i.e. honors to Regents) must do so before the eighteenth week of a full-year course. All grades earned in the course will be transferred to the new course with no adjustment made.

Students may not add a course after the first ten days of the course.

### **EARLY DISMISSAL - WORK/STUDY**

A senior seeking to change a program to leave school early for work, should bring a note signed by a parent and a note signed by the employer stating the hours of the student's employment/study to the Guidance Department.

Scheduling a senior's last class to end no later than the end of the seventh period will be considered a satisfactory accommodation for early dismissal for work/study.

Students may not drop one course and add another course to facilitate an early dismissal. Class enrollment will not be imbalanced to accommodate requests for early dismissal.

### **EVENING AND WEEKEND ACTIVITIES**

Ardsley High School provides its students with a variety of evening and weekend activities designed to promote social interaction and healthy participation. Among these activities are class competitions in athletic events, open gym nights, tournaments of various kinds, dances, concerts and dramatic productions.

## **EXAMINATION PROCEDURES**

Final or Regents examinations are given in all academic courses. Students should note that they will not be admitted to a Regents examination in a laboratory science course if they have failed to complete a minimum of thirty laboratory exercises or their equivalent.

Students are responsible for being in their seats for all school-wide and Regents examinations 15 minutes prior to the start of the test. Students will be told the times of exams and assigned to exam rooms by their subject teachers at least a week before the test itself. Any student who becomes aware of a conflict (two exams scheduled during the same period of time) must report this conflict to both of his subject teachers immediately. The teachers involved will then resolve the conflict with the assistance of the administration.

According to state law, no one may enter a state examination more than forty-five minutes after its start or leave before ninety minutes have elapsed once papers are distributed. If a student is ill and cannot take a school exam, the nurse must be notified. Make-up school exams will be provided in only the most exceptional of circumstances and then only by permission of the Principal. There are no make-up exams for Regents or R.C.T. exams. Students who fail to report for a scheduled exam will receive a grade of zero.

Cheating during an examination is a form of fraud. Anyone who is identified as giving or receiving assistance during a test will be removed from the examination and escorted to the Principal's office where parents will be notified immediately. The academic penalty for cheating is a grade of zero for the examination.

## **FIELD TRIPS**

Ardsley High School conducts a variety of field trips as part of the curriculum. Advanced preparation for field trips is provided as part of the normal instructional process. Students participating in field trips must have written parental consent on file prior to leaving on the trip. Permission slips as well as information about the field trip and its relationship to the curriculum will be distributed by teachers well in advance of any scheduled trip. Students are reminded that while on a field trip, they are subject to the same rules of conduct as apply while they are in school. Student participation on a field trip does not count in the student's absence record. Students who miss class because they are on a field trip are expected to see their other teachers to find out what work they missed and complete it in a timely manner.

## **FIRE DRILLS AND OTHER EMERGENCY SITUATIONS**

At least twelve fire drills are held yearly, eight of which are planned before the end of November. Directions for exiting the building are posted near each classroom door and will be explained by the teacher of each class. It is crucial that students adhere to the following regulations during all drills:

1. There must be no talking after leaving the classroom.
2. Students must move through the halls and away from the building in an orderly fashion.
3. Students must remain with their class throughout the drill.
4. Students are not permitted to trespass on private property bordering the school.
5. Students may not re-enter the building until the all-clear signal sounds.

In the event of any situation that requires the evacuation of the building, the public address system will be used to advise students to go to their lockers, get their coats and report to their homerooms. Further instructions as to the orderly evacuation of the school will then be given to students and staff.

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

## **GRADE LEVEL REQUIREMENTS**

1. Grade 10 (sophomores)  
Those students who have satisfactorily completed a minimum of 4.5 credits.
2. Grade 11 (juniors)  
Those students who have satisfactorily completed a minimum of 9 credits.

- Grade 12 (seniors)  
Those students who have satisfactorily completed a minimum of 14.25 credits.

All students must maintain a course load of 5 credits plus Physical Education.

### **GRADE POINT AVERAGE**

For every student who has completed at least one full year at Ardsley High School, a Grade Point Average (GPA) is computed at the end of the junior year and the first semester of the senior year. The GPA is used to determine Valedictorian and Salutatorian speakers at graduation. The GPA is also used to determine the quintile distribution reported on the college transcript. Final class grades for all high school credit courses, excluding Physical Education, are used in GPA calculation. Middle school courses with HS credit are included in the calculation. Each final grade is assigned a numerical value of Quality Points. The GPA is calculated by dividing the total number of quality points by the total number of credits earned.

### **GRADING POLICY**

Ardsley High School calculates and reports letter grades on report cards and transcripts to colleges. For a year-long course, each marking period grade is worth 22.5% and the final exam is worth 10% of the final average. For a semester course, each marking period grade is 45% of the final grade and the final exam is 10% of the final grade. The following conversion table is listed on the high school transcript:

A+ = 97-100	B+ = 87-89	C+ = 77-79	D = 65-69
A = 93-96	B = 83-86	C = 73-76	F = Below 65
A- = 90-92	B- = 80-82	C- = 70-72	

### **GRADUATION OPTIONS**

Students can receive an Ardsley High School diploma or State Regents High School diploma under the provisions of any one of the following options:

- Student completes all diploma requirements in four years-graduating in June of the senior year.
- Student completes all diploma requirements in 3½ years-graduating in January of the senior year. Students must carry at least four (4) courses including a senior English course, and a senior Social Studies course, plus Physical Education. The other required English and Social Studies courses must be taken in an approved High School or College program with advanced approval from the Guidance Department. Students must submit application for this option no later than May 1st of their junior year.
- A student who has successfully completed all requirements for graduation except for one unit of senior English and/or Social Studies, and is accepted by and attends an accredited college, will receive a high school diploma upon presentation of a transcript from the college certifying that the appropriate requirement was satisfactorily completed.
- Students who fail to complete all requirements for graduation or who drop out of school may receive a diploma upon completion of the appropriate courses at an accredited evening high school or summer school. Prior approval must be obtained from the Guidance Department.

### **GUIDANCE AND COUNSELING**

The goal of the Guidance Department is to assist you to realize your academic potential and develop your talents. It offers you the following services.

- Individual counseling to help you understand your needs, aptitudes, and interests.
- Orientation meetings to acquaint you with all aspects of life in the high school.
- Individual and group counseling to help you select appropriate courses each year.
- Scheduling courses, standardized testing, college and vocational information to guide you in satisfactory planning for your life and career goals.

5. Group guidance and counseling to give information and to help you to deal with or respond to problems that are common to adolescents.
6. Individual and group counseling meetings to increase understanding of self and of others, to expand awareness of post-secondary school options for continuing with education or training, or for preparing for employment, and to promote informed decision making.

Guidance counselors are available for consultation before and after school, and during your unassigned periods. An appointment is necessary before or after school. For an appointment, you should see the guidance secretary. Parents wishing to consult with the counselors should call 693-6300, ext. 2250.

All students are invited to browse through the files of reference materials on occupations, colleges, and scholarships available in the college and career center. Learn more about colleges by seeing a videotape from our expanding library. You will also find the Guidance Website and the Guidance Bulletin Board to be useful sources of information.

An educational plan will be developed by and for each student. This process will begin during your 8th grade registration and be reviewed annually until you graduate. Your counselor will meet with you each year to review and update this plan and to plan the following year's program. Parents will be sent a copy of your course selections for their consideration and approval.

In its continuing effort to serve both students and parents, the Guidance Department believes these contacts will ensure that you enter the senior year having scheduled all graduation requirements and, perhaps more importantly, each of you will have had the opportunity to continually review and update your own personal education plan. We encourage you and your parents to make use of the evening guidance hours. They are for your convenience to insure that a consistent contact between the school and home takes place.

### **HONOR ROLL**

An academic honor roll is published after each of the first three marking periods. In order to be placed on the Honor Roll, students must achieve a B+ average with no grade below B-. A certificate is issued to each student who achieves Honor Roll status.

### **HONOR SOCIETY**

Juniors who are eligible for membership in the National Honor Society will be notified of their acceptance by February of each school year. A faculty committee approves all new members for entrance into the Society. In compliance with the national constitution, a student must have attended Ardsley High School for a minimum of one year prior to his/her election to the National Honor Society.

To enter the Honor Society as a junior or as a three year graduate, a student must have earned a 3.35 unweighted average and be accorded satisfactory ratings in the areas of citizenship, leadership and service.

### **INCOMPLETE WORK**

If for a valid reason a student is unable to complete the required subject course work within a given marking period, he/she may be allowed to make up the work. A grade of "Incomplete" will be entered on the report card with an appropriate comment. The student will be given two weeks from the end of the marking period to complete the work and have the grade changed. If the work cannot be completed within this time frame, the grade will be computed with the incomplete work averaged in as a zero.

### **INDEPENDENT TIME**

Ardsley High School believes that students can and should manage unassigned time. This philosophy gives Ardsley High School students the opportunity to make intelligent choices. We are proud of our educational program and believe that students should make every effort to fill their schedules with appropriate classes. When this is impossible, students are urged to spend their unassigned time wisely. Unassigned time may be spent in the resource rooms, library, cafeteria, commons or outside on school grounds excluding the rear parking lot, away from classroom or office areas.

Seniors, upon submission of a permission slip from parents, may drive off-campus during unassigned time. Permission may be revoked for disciplinary reasons. Intelligent use of unassigned time means that classes in session are

not to be disturbed. Students should not be in the halls when classes are in session. Students who misuse unassigned time will be assigned to a specific area of the building for supervised study.

### **LIBRARY SERVICES**

The high school library is open each day from 7:30 a.m. to 3:45 p.m. A school library/media specialist, a civil service librarian, and two paraprofessionals are available to assist students and faculty in research, reading assignments, and recreational reading, as well as locating needed materials within our area. The library has a collection of over 17,000 books. Other collections include audio-visual kits, laser videos, VHS tapes, books on tape, and CD-ROM products. The library has an automated catalog and library system and computers with CD-ROM and Internet capability available for research. The library subscribes to more than 70 magazines and a variety of daily newspapers. Many of our magazine and newspaper resources are also available on microfiche. To promote research on contemporary issues, the library maintains vertical file materials. Vertical file materials, magazines, CD-ROM products, and newspapers do not circulate. Articles may be photocopied on the copy machine in the library. Books circulate for two weeks. They may be renewed unless there is a RESERVE request. Books on RESERVE must be used in the library during the school day. If borrowed overnight, they must be returned by 8:00 a.m. the following school day. Abuse of the reserved book policy will result in a suspension of reserve privileges. Behavioral expectations in the library are an attempt to strike a balance between quiet individual study and appropriate group work. Students need to respect "the life space" of others, so that the library can continue to be the centerpiece of the high school instructional program.

### **LOCKS AND LOCKERS**

Locker assignments are made by the Assistant Principal's Office and are given to students by their homeroom teacher.

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

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

Lockers must be emptied before the start of final examinations. Materials found in lockers after the announced date in June will be donated to various charitable organizations.

### **LUNCH SERVICE / EATING AREAS**

The high school has two lunch periods. Students may purchase sandwiches, milk, ice cream, a planned hot lunch and other items, or bring lunch from home. Ninth, tenth, and eleventh graders may not leave school grounds at any time. During lunch, twelfth graders may either walk or ride off-campus if their parents have given written permission for them to do so. These permission slips are handed out as part of the opening day procedures and must be returned to the Assistant Principal's office.

The cafeteria and commons are the designated eating areas in the high school. Students are only permitted to eat or drink in other areas of the building (the music suite, other classroom areas) under teacher supervision. Eating or drinking in the halls, on stairways, or in lavatories is not permitted. Beverages are to be consumed in the Commons/Cafeteria area only.

### **NINTH PERIOD**

The ninth period at Ardsley High School is used for a variety of purposes. Primary among them is the opportunity for students to see teachers for additional academic support or enrichment. Teachers are available in their classrooms until 2:52 p.m., Tuesdays, Wednesdays and Thursdays. Mondays are generally reserved for faculty and department meetings.

There is no ninth period on Friday. Students may be required to see a teacher for extra help ninth period. Failure to report to an assigned ninth period will be treated as a class cut. The requirement to see a teacher for extra help supersedes any other scheduled ninth period activity. At times, the Guidance Department schedules seminars for students during lunch and ninth period rather than using class time. Sufficient notice will be given so that students may participate in the seminars. These seminars take priority over any other obligations such as athletic or co-curricular activities. Athletic practices and events begin after the end of ninth period so those students may participate fully in the variety of opportunities presented to them during this portion of the school day.

### **NURSE'S OFFICE**

Our health services staff sustains policies, programs and procedures to meet the health needs of the student body and school personnel. State law requires a physical examination of all new students and all tenth grade students. Physical examination forms are mailed to the students' homes in May and are to be returned by October 31st. Students are urged to have examinations by their private physicians. The school physician is required to do a health appraisal on the students who have not been examined by their private physician. Hearing and vision screenings, height and weight measurements and scoliosis screening, which are mandated by the State, are conducted annually. First aid is administered in case of accidents. All accidents are to be reported promptly to the Health Office. Parents will be notified when necessary. Students who become ill in school must report to the Health Office. Students who are required to take medication during school hours, including all over-the-counter drugs, must bring the medication to the Health Office in the container. All prescription medication needs to be in the original container from the pharmacist. The label on the container must have student's name, the name of the drug and the doctor's name. A written request from a parent must accompany the medication as well as a doctor's note containing directions how to dispense.

### **PERSONAL LISTENING DEVICES, CELL PHONES, AND OTHER ELECTRONIC DEVICES**

The use of cell phones, beepers, pagers, personal listening devices, and any other electronic devices should not in any way disrupt the process of instruction. They should not be visible, audible, or used in classrooms or in hallways. Acceptable areas for use of such devices are restricted to the cafeteria and outside of school. They should only be used during independent study time and lunch. Students who use these devices in unauthorized locations are subject to the disciplinary code. Students who use cell phones or electronic devices to photograph or record other students or adults without their consent is prohibited. Posting of any photographs or recordings on the internet is also prohibited.

### **REGENTS EXAMINATION GRADES**

Students who fail a Regents examination are encouraged to take the examination again at a later date. If the second Regents exam grade is higher than the first, it will be entered on the student's transcript and the lower grade will be deleted. Please note that no adjustment will be made in the final course average as a result of an improved Regents score.

### **REPORT CARDS**

Report cards are issued in mid-November, early February, mid-April and at the end of June. In addition to course grades, teachers will comment on student effort, attendance, mid-year or final examination grades, and other related matters. The Guidance Office sends a copy of each senior's second quarter report card to all colleges to which formal application has been made, and a copy of the final report card to the school that student will attend.

Progress reports are also mailed to parents at approximately the middle of each marking period (usually in October, December, March and May) or at any other time when a teacher wants to call a parent's attention to either unsatisfactory/failing work or performance which is improved or commendable. Parents are encouraged to respond to these grade reports by contacting the teachers involved or the guidance counselor.

## **SAT I and SAT II TESTING**

Current information on SAT and Achievement Test dates is always available in the Guidance Office. Applications for both tests may be obtained in the Guidance Office and mailed out directly by students with the appropriate fee. See your counselor if you have any questions.

The AHS test center number is 33-128. The AHS school code number is 330-210.

Some schools require that a student take the American College Test (A.C.T.). Ardsley is not a test center for the A.C.T.

## **SCHEDULING**

By February of each year, the Student Programming Guide is distributed to all students to assist in schedule planning for the following school year. In February and March, counselors schedule individual meetings with each student to discuss the recommended course offerings and answer questions or provide advice. Eighth graders and their parents are scheduled for a similar planning meeting. In addition, teachers discuss their department's course offerings prior to the registration period. Registration is completed by mid-March. At that point, a master schedule is developed, reflecting student interest in various courses. In those cases where anticipated enrollment is low, courses may be dropped from the schedule. Students are computer scheduled for their required, elective, and alternative courses. Student course selections are considered to be a firm commitment. Changes in the courses scheduled will be made for the following reasons only:

1. School organization requirement or administrative necessity.
2. A scheduling error (course not requested or passed in Summer School).
3. Assignment of a student to a teacher whose class a student has previously failed.

## **SCHOOL DELAYS AND CLOSINGS**

In the event of severely inclement weather, mechanical breakdown or other hazards and emergencies, school may be closed or the starting time delayed. Announcements will be made on WFAS (AM 1230) (FM 103.9) and on the Ardsley School District website at [www.ardsleyschools.org](http://www.ardsleyschools.org).

Please do not phone the radio station, the police, or the school to inquire about delays or closing. Telephone lines must be kept open for emergencies.

In the case of early dismissal, students will be notified as to proper procedure over the public address system.

## **SENIOR EXEMPTIONS FROM FINAL EXAMS**

In order to be exempt a student must maintain a B+ average for the semester or year with at least a B average during the marking period for which the exemption is applied (i.e. second marking period of one semester course, fourth marking period of an all year course).

Students cannot have any cuts or truancies at any time in the course for which the exemption is being applied.

Appropriate student behavior is also a consideration. We have defined failure to gain exemption on the grounds of behavior as: lack of cooperation as demonstrated by a) referral to a high school administrator, b) a negative comment on a report card or progress report in the area of behavior, c) a parent contact by a staff member dealing with the general area of behavior.

Students may not be exempt in courses where a Regents exam is given.

## **SKATEBOARDS, ROLLERBLADES AND SCOOTERS**

In the interest of student, pedestrian and motorist safety, skateboards, rollerblades and scooters are not permitted on school grounds at any time. They may only be used as a means of transportation to and from school. Students who do not comply will have these items confiscated and returned at the end of the school day.

## **SMOKING**

Smoking is considered dangerous to a student's health. The school will continue to offer programs with the intent of discouraging smoking. No smoking will be allowed in the school or on school grounds. Students found smoking on school grounds in or out of the building will incur a series of penalties ranging from mandatory smoking cessation activities to suspension.

## **SOLICITATION**

The Assistant Principal must approve all solicitation in the building or on the grounds of the High School by students and/or staff for school-sponsored events, groups or activities. Solicitation of students and staff by non-school related groups or entities or students and/or school groups on behalf of such outside entities is prohibited. Students and staff should be aware of the fact that no activity or event is to be announced as having school sponsorship without approval by either the Assistant Principal or the Principal.

## **STUDENT AUTOMOBILES**

Seniors and juniors may drive cars to school. However, they must complete a registration form and obtain a parking sticker (which are available throughout the school year) from the Assistant Principal's office. This sticker should be displayed on the rear window on the passenger side. Student parking is restricted to designated student parking areas. Seniors may park in the back parking lot in the last three rows. The first row in the back lot is reserved for staff. Seniors may also park in the last row of the front parking lot. Juniors may park in the small lot on Farm Road adjacent to the baseball field. Students who violate the driving and parking regulations face disciplinary action including the loss of parking privileges. Cars not registered and displaying a parking sticker will not be permitted on school grounds, and may be towed if found parked on school grounds during the school day. Students are not permitted to be in their cars during independent study time.

## **STUDENT COUNCIL**

The Student Council is the formal voice of our student body and it is essential to the government of Ardsley High School. The aims of the Student Council are to:

1. provide student government for the entire student body;
2. develop attitudes and model the qualities of good citizenship;
3. promote harmonious relationships throughout the school;
4. provide a forum for student expression;
5. act as a link and agent of communication between the administration and student body;
6. promote a feeling of respect and loyalty to the school, its programs and its facilities.

In order to accomplish these goals, the Student Council has the power to sponsor programs in the interest of the student body and establish committees as the need arises. Student Council coordinates the student calendar. All clubs, classes and other organizations must submit any fund raising event or class activity to the Student Council for approval and scheduling. Student Council develops a formal budget at the end of each academic year to be used by the incoming officers of Student Council.

All members of the Student Council are elected directly by the student body for a term of one year. The Student Council is made up of a president, vice president, secretary, treasurer, business manager and publicity coordinator. The senior class officers are automatically members of the Student Council. Junior, sophomore and freshmen representatives are elected by their respective classes. Elections for Student Council and class office take place in late May and early June.

## **SUMMER SCHOOL GRADES**

If a student repeats a course in summer school, both the original grade and the summer school grade will be recorded on the student's transcript and both will be incorporated in the student's grade point average. A summer school grade does not replace the original course grade.

## **VISITORS**

To ensure the safety of all persons and to maintain an educational environment free from disruption, all visitors must register when entering the building. Students are discouraged from inviting any guests to accompany them to school.

## **WORKING PAPERS**

According to New York State law, any minor between the ages of 14 and 18 must have working papers in order to secure employment. To obtain working papers, a student must apply in person at the High School Health Office. The Health Office will assist students in obtaining papers appropriate to the job at which they are employed.

## **WORK STUDY/EXTERNSHIP PROGRAM**

Ardsley High School students now have the opportunity to earn high school credit for both supervised work/study experience and for volunteer externship experiences working with a mentor/advisor.

Students earn one credit for supervised work/study involving 300 hours of on-the-job experience plus related in-school seminars dealing with topics related to the world of work.

The volunteer externship also allows students to earn credit. This experience can take the form of a career-related or volunteer service placement. Credit will be awarded upon completion of 60 hours for a quarter credit.

For further information see your guidance counselor or Mrs. Tina (693-6300, ext. 2248).

## **YOUTH EMPLOYMENT SERVICE (Y.E.S.)**

The school frequently receives requests from potential employers for part-time and full-time help. This information is made available to students through the Youth Employment Service at Ardsley High School. The Student Bulletin regularly carries announcements of job opportunities. Job postings are also displayed in the Youth Employment Service office. Community members interested in listing jobs with the Youth Employment Service and parents and students interested in obtaining more information about the various functions of the office should call (914) 693-6300, ext. 2248.

*The Ardsley Union Free School District does not discriminate on the basis of age, color, religion, creed, marital status, veteran status, national origin, race or gender in its educational programs, activities and/or hiring. In addition, the District does not discriminate on the basis of disability and hereby acknowledges its obligation not to discriminate and encourages persons with disabilities to contact the District in regard to reasonable accommodations. Inquiries concerning this policy of equal opportunity should be referred to the Office of the Assistant Superintendent, Ardsley Union Free School District, 500 Farm Road, Ardsley, NY 10502.*

# DISCIPLINARY CODE OF BEHAVIOR

*Please note: Any other infractions not listed are subject to discipline deemed appropriate by administration.*

OFFENSE	FIRST	SECOND	THIRD	SUBSEQUENT
CUTTING CLASS (20 MINUTES LATE IS A CUT EACH INDIVIDUAL CLASS COUNTS AS 1 CUT)	1 detention Parent notification	2 detentions Parent notification	3 detentions Parent notification (phone)	1-5 days suspension
LATE TO CLASSES / UNEXCUSED LATE TO SCHOOL	(1-3 Lates) Teacher warning and/or teacher response	(4th Late) Administrative warning Parent notification (phone)	(5th Late) 1-2 detentions Parent notification	(Over 5 Lates) 2-3 detentions Parent conference
LEAVING SCHOOL WITHOUT PERMISSION	Detention Parent notification (phone)	2 detentions Parent conference	1-5 days suspension	
TRUANCY	Parent notification (by nurse) Detention	Parent conference 1-3 days suspension	Parent conference 3-5 days suspension Possible Superintendent's hearing	
ABUSE OF OPEN CAMPUS PRIVILEGE (i.e. RETURNING LATE AND/OR CUTTING CLASS)	Warning Parent notification	Detention Parent notification (phone)	Loss of driving privilege until the end of the subsequent marking period or up to 1 year Parent conference	Loss of driving privilege for the year Parent conference
DRIVING INFRACTIONS (MINOR)	Warning Parent notification	Detention Parent notification (phone)	Loss of driving privilege until the end of the subsequent marking period or up to 1 year Parent conference	Loss of driving privilege for the year Parent conference
(MAJOR - i.e. ILLEGAL OR SAFETY ISSUE)	Loss of driving privilege until the end of the subsequent marking period or up to 1 year Parent conference	Loss of driving privilege for the year Parent conference		
DISRUPTIVE BEHAVIOR	Teacher warning and/or administrative referral Parent notification Detention or suspension			
INSUBORDINATION	Teacher warning and/or administrative referral 1-3 detentions Parent notification	Administrative referral 1-3 detentions Parent notification (phone)	1-5 days suspension Parent conference	<i>continued...</i>

OFFENSE	FIRST	SECOND	THIRD	SUBSEQUENT
BEHAVIOR TOWARD STAFF (i.e. THREATS/HARASSMENT, USE OF OBSCENE/ INAPPROPRIATE LANGUAGE)	1-3 days suspension Parent Conference Possible Superintendent's hearing	3-5 days suspension Parent Conference Superintendent's hearing		
BEHAVIOR WHICH AFFECTS OTHERS (e.g. THREATS/ HARASSMENT)	Teacher warning and/or administrative referral Parent notification (phone)	Administrative referral Parent conference 1-5 days suspension		
USE OF OBSCENE/INAPPROPRIATE LANGUAGE	Teacher warning and/or administrative referral Detention Parent notification	Administrative referral 1-3 detentions Parent notification	1-5 days suspension Parent conference	1-5 days suspension Parent conference
FIGHTING	1-5 days suspension Parent conference	1-5 days suspension Parent conference	5 days suspension Parent conference Superintendent's hearing	
SMOKING ON CAMPUS	1 Detention Parent notification (phone)	2 days detention Parent notification (phone)	1-5 days suspension Parent conference	
USE OF ALCOHOL OR DRUGS (MANDATED BY STUDENT ASSISTANCE PROGRAM POLICY)	1 day suspension Parent notification (phone) Student released to parent/guardian * Mandated session with Substance Abuse Counselor	1-3 days suspension Parent notification (phone) Student released to parent/guardian * Mandated session with Substance Abuse Counselor	Parent notification (phone) Student released to parent/guardian * Mandated session with Substance Abuse Counselor 3-5 days suspension	
POSSESSION OF DRUGS OR ALCOHOL	* Mandated session with Substance Abuse Counselor 3-5 days suspension Parent conference Possible police referral	Parent conference 3-5 days suspension Possible outside agency referral Possible police referral		
SALE OR DISTRIBUTION OF ALCOHOL/DRUGS	5 days suspension Parent conference Police referral Superintendent's hearing			<i>continued...</i>

OFFENSE	FIRST	SECOND	THIRD	SUBSEQUENT
POSSESSION OF WEAPONS, EXPLOSIVES OR DANGEROUS INSTRUMENTS	Parent conference Police referral Superintendent's hearing Suspension up to 1 year	Restitution / School service Suspension Possible police referral Parent conference	1-5 days suspension Superintendent's hearing Police referral	1-3 days suspension
VANDALISM AND THEFT	Restitution / School service Detention or suspension Possible police referral Parent conference	Detention Parent notification (phone)	2 detentions Parent conference	1-3 days suspension
MISSING THE BOCES BUS	Warning Parent notification	Additional detention assigned Parent notification	1-3 days suspension Parent conference	Suspension Parent conference
MISSING DETENTION	Administrative warning Detention reassigned	Detention Parent notification	Suspension Parent notification (phone)	Suspension Parent conference
OFF CAMPUS WITHOUT PERMISSION	Warning Parent notification	Parent conference 1-5 days suspension Possible police referral	Parent conference 1-5 days suspension Police referral	Suspension Parent conference
GAMBLING	Parent notification (phone) Detention or suspension Possible police referral	Confiscation by staff - returned to parent	Loss of privilege in building for the year	Suspension Parent conference
INAPPROPRIATE USE OF ELECTRONIC DEVICES (i.e. BEEPERS, CELL PHONES, WALKMANS, etc.)	Confiscation by staff - returned to student at end of school day	No credit for assignment 1 day suspension Parent conference Letter to National Honor Society and Scholarship Committee	No credit for assignment 1-5 days suspension Parent conference Superintendent's hearing	Superintendent's hearing
VIOLATIONS OF ACADEMIC INTEGRITY	No credit for assignment Parent notification Detention	1-5 days suspension Parent conference	Loss of extra-curricular visiting privileges and/or loss of open campus and senior privileges	Superintendent's hearing
MULTIPLE SUSPENSIONS	1-5 days suspension Parent notification	1-5 days suspension Parent conference with Principal upon return	1-5 days suspension Loss of extra-curricular visiting privileges and/or loss of open campus and senior privileges	Superintendent's hearing