

Ardsley
High School
Student
Handbook

2018-2019

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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 with 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 when they do not understand.
8. Seek help in solving problems that might lead to disciplinary actions.
9. Dress appropriately for school and school functions and follow any specific dress codes if indicated for an event.
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/guardians 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.
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. Clothing that is considered excessively revealing is not allowed.
6. Sunglasses are not permitted unless otherwise prescribed.

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, at a school function, or on any school trips etc. 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 parents/guardian 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/guardian
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 any or all honor societies and/or Scholarship Committee; loss of attendance at extra-curricular activities; loss of open campus and senior privileges; and/or a superintendent's hearing.

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 unless teacher grants permission
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
9. Posting and sharing of teacher assigned materials without their approval
10. Use of an electronic device that promotes an unfair advantage

Classroom teachers, administrators, librarians, teaching assistants, and support personnel are responsible for policy enforcement. Students may be referred to the Assistant Principal's office.

ACCEPTABLE USE OF TECHNOLOGY

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 electronic devices 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 digital 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 sexting, 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 Ardsley High School and School District Network 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 and on the high school website. Please refer to the Guide for specific information. Students who do not meet eligibility requirements may appeal the decision. Students are required to take an AP exam if they are enrolled in an AP course.

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 or guardian. The student may also be subject to a search of their belongings. The student and parents/guardian will be informed that the student may be asked to report to the School Social Worker for counseling sessions. Students who are found guilty of bringing a weapon to school will be subject to suspension from school for up to one calendar year. Authorities will be notified as appropriate. Students are also prohibited from possessing and/or selling ammunition, cigarettes, electronic cigarettes, any vaping devices or associated paraphernalia, cigarette lighters, any flammable liquid, and drug paraphernalia while on school property and may be subject to disciplinary action.

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. 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.

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 forty-five varsity

and junior varsity teams. Whether a sport is offered depends on student interest, budgetary considerations and scheduling feasibility.

Season		
Fall	Football (V/JV) Soccer (V/JV) Cross Country (V)	Volleyball (V/JV) Swimming (V) Cross Country (V) Soccer (V/JV) Tennis (V/JV) Cheerleading (V/JV)
Winter	Basketball (V/JV) Wrestling (V) Winter Track (V) Swimming (V) Fencing (V) Skiing (V) Bowling (V)	Basketball (V/JV) Winter Track (V) Cheerleading (V/JV) Fencing (V) Skiing (V) Bowling (V)
Spring	Baseball (V/JV) Spring Track Tennis (V/JV) Golf Lacrosse (V/JV)	Softball (V/JV) Spring Track Lacrosse (V/JV) Golf

ATTENDANCE POLICY

The District believes that classroom participation is related to and affects a student's performance and grasp of the subject matter and, as such, is properly reflected in a student's final grade. For purposes of this policy, classroom participation means that a student is in class and prepared to work.

Consequently, for each marking period a certain percentage of a student's final grade may be based on classroom participation as well as the student's performance on homework, tests, papers, projects, etc. as determined by the building administrator and/or classroom teacher.

Students are expected to attend all scheduled classes. Consistent with the importance of classroom participation, unexcused student absences, tardiness, and early departures will affect a student's grade, including credit for classroom participation, for the marking period.

At the middle school/senior high school level, any student with more than 24 absences in a course may not receive credit for the course. However, it is District policy that students with properly excused absences, tardiness and early departures for which the student has performed any assigned make-up work, assignments and/or tests shall not be counted as an absence for the purpose of determining the student's eligibility for course credit. District procedures will specify how student tardiness and early departures will be calculated and factored into the District's minimum attendance standard.

However, where a student earns a passing grade, credit will not be denied for the course(s).

For summer school and courses meeting ½ year or ¼ year, the same policy will apply, and a calculation of the absences will be prorated accordingly.

Transfer students and students re-enrolling after having dropped out will be expected to attend a prorated minimum number of the scheduled class meetings during the time of enrollment.

Students will be considered in attendance if the student is:

- a.) Physically present in the classroom or working under the direction of the classroom teacher during the class scheduled meeting time; or

- b.) Working pursuant to an approved independent study program; or
- c.) Receiving approved alternative instruction.

Students who are absent from class due to their participation in a school-sponsored activity are to arrange with their teachers to make up any work missed in a timely manner as determined by the student's teacher. Attendance at school-sponsored events where instruction is substantially equivalent to the instruction which was missed shall be counted as the equivalent of regular attendance in class.

Upon returning to school following a properly excused absence, tardiness or early departure, it shall be the responsibility of the student to consult with his/her teacher(s) regarding arrangements to make up missed work, assignments and/or tests in accordance with the time schedule specified by the teacher.

CLUBS AND ACTIVITIES

Ardasley 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. All clubs meet after ninth period. Students who are interested in starting new clubs should speak to the assistant principal about the process for proposing new clubs. 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.

Ardasley Innovate: This club is for students who are interested in learning about technology and computer programming. Students will teach each other different programming languages, discuss the latest advances in technology, and serve as a resource to the school community.

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.

Comic Book Club: The club provides a place for students to explore writing, editing, illustrating and publishing of comic books. Students can pursue their creativity in any of these areas. It is also a social place for students to share their passion, opinion, and expression of this art form.

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.

DECA: Students explore the fields of business and entrepreneurship. They will also have the opportunity to compete in local DECA competitions.

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.

Environmental Club: This club is dedicated to the promotion of environmental awareness and is active in green service projects across Westchester and in Ardsley High School.

Film Club: This club is comprised of students who meet monthly to discuss films of their choice. These film enthusiasts select both classic and contemporary films for each meeting. In a friendly, focused setting, students watch clips, talk about favorite directors, and share thoughts about the great films of the world.

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.

Glamour Girls: This is a community service club that provides makeovers and offers companionship to the residents within nursing homes.

Guitar Club: Students will have the opportunity to learn and practice their guitar skills. All ability levels are welcomed.

Habitat for Humanity: This community service organization volunteers at Habitat building sites throughout Westchester. Members of the club directly participate in different phases of the construction of new homes and renovation/restoration to pre-existing homes.

Italian Club/Italian Honor Society: This club explores and preserves the culture, history and traditions of Italy. It promotes the study of Italian language and participation in charitable events.

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.

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 throughout the year. There's a great deal of work to be done in "getting out the news."

Photography Club: Students will have the opportunity to explore their interest in photography by practicing their craft and getting feedback from their peers.

Poetry Slam: This club hosts several events each year that include an Open Mic session and a Performance Poetry Competition. Students share their original creative writing in front of a live audience. Slam poets compete for prizes.

S.A.D.D: 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.

Self-Defense Club: The Self-Defense club gives students an opportunity to learn techniques in self-defense while focusing on self-control, exercise, body mechanics, and personal safety.

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.

Silver Lining: The Silver Lining is an active community service club. Students participate in a variety of community service activities including Midnight Runs, walk-a-thons, toy drives, soup kitchen volunteering, etc.

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. Committee chairpersons are always looking for enthusiastic students to help with a variety of student activities.

Ultimate Frisbee Club: Students will participate in structured Ultimate Frisbee games.

Video Production Club: Students will work in the TV studio to develop our morning announcements and other productions.

Wellness Club: Students will organize different events throughout the year that promote physical and mental wellness.

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 may receive counseling and be subject to disciplinary actions to correct the problem.

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

<u>Cuts</u>	<u>Consequences</u>
1st	detention, parental/guardian notification
2nd	two detentions, parental/guardian notification
3rd	three detentions, parental/guardian notification
Subsequent	1-5 days suspension.

Since there is a positive relationship between class attendance and a student's performance, a portion of a student's grade may 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 or death in the family, impassable roads caused by inclement weather, religious observance, quarantine, required court appearance, etc. All tardiness is considered unexcused upon the 3rd lateness.

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

Three types of detention will be used as a disciplinary consequence at the discretion of the building administration. The three types of detention are:

1. Morning Detention
2. Lunch Detention
3. After-school Detention

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.

DROPPING / ADDING / 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). A student with a passing average dropping a course will have a WP (withdrawn pass) 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 end of the second marking period in a full-year course. Students who change levels before the end of the first marking period will receive a grade adjustment of one full grade (subject to department review). After the first marking period grades have been posted, the transfer of grades will occur with no adjustment made.

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

EXAMINATION PROCEDURES

Final or Regents examinations may be 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, once papers are distributed no one may enter a State examination later than the NYS Uniform Release Time. No students will be able to leave before the NYS Uniform Time. 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 Regents Competency Test (R.C.T.) exams. Students who fail to report for a scheduled exam will receive a grade of zero. Students with unexcused absences will receive a grade of zero. Students may sit for some Regents exams in August or January.

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/guardians 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/guardian 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 eight fire drills are held yearly. In addition, schools are required to have at least four lockdown drills each school year. In the case of an evacuation, 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; further instructions will be given to students and staff as to the orderly evacuation of the school.

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.

Anyone falsely reporting a fire and/or bomb threat will be punished to the fullest extent of the law.

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.
3. 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 each school year and the first semester of the senior year. 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. The GPA is calculated by dividing the numeric equivalent (listed below) by the total number of credits earned.

A+ = 4.3	B+ = 3.3	C+ = 2.3	D+ = 1.3
A = 4.0	B = 3.0	C = 2.0	D = 1.0
A - = 3.7	B - = 2.7	C - = 1.7	F = 0

Grades earned from other public high schools will be included in the GPA if an equivalent course is offered at Ardsley High School. Grades from online courses will only be counted in the GPA if the course is taken through an Ardsley approved online program.

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 under the provisions of any one of the following options:

1. Student completes all diploma requirements in four years-graduating in June of the senior year.
2. Student completes all diploma requirements in three 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.
3. 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.
4. 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 students to realize their academic potential and develop their talents. It offers you the following services:

1. Individual counseling to help students understand their needs, aptitudes, and interests.
2. Orientation meetings to acquaint students with all aspects of life in the high school.
3. Individual and group counseling to help students select appropriate courses each year.
4. Scheduling courses, standardized testing, college and vocational information to guide students in satisfactory planning for their life and career goals.
5. Group guidance and counseling to give information and to help students 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.

For a guidance appointment, you should see the guidance secretary. Parents/guardians wishing to consult with the counselors should call 914-295-5858.

All students are invited to browse through the files of reference materials on occupations, colleges, and scholarships available in the college and career center. You will also find the Guidance Website and the Guidance Bulletin Board to be useful sources of information. Sophomores, juniors and seniors will be taught how to use the Naviance system in the college search and application process.

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. Students will receive a copy of their course selections to bring home for parent review.

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.

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 March of the 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 average, complete the required application 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 after grades are posted online 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/guardians, 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 Ardsley High School library promotes a life-long love of reading, teaches information literacy and fosters critical thinking. A school library media specialist is available to assist students and faculty in research, reading assignments, recreational reading as well as locating needed materials within our area. The library is open each day from 7:55 a.m. to 2:52 p.m. Students are welcome to use the library during free periods, lunch and during ninth period. A lunch pass is required to use the library during 5th and 6th periods. Lunch passes are available at the library circulation desk each day between 7:45 a.m. until the start of 5th period. The library has a collection of over 15,000 books and a subscription to over 20 online databases. Other materials include over 25 magazine subscriptions, a variety of daily newspapers, books on tape, DVD's and laptop computers for library use. The library computers have an automated library catalog and internet capability available for academic use. Both our library catalog and library databases are available for students to access from home as well. Students may check out up to three books for three and a half weeks. Books may be renewed for an additional three and a half weeks, if no one else has requested them. Reference books may not be checked out. Behavioral expectations in the library are an attempt to strike a balance between quiet individual study and appropriate group work so that the library can continue to be central to 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 at the beginning of each school year. If a student forgets his/her locker number he/she should report to the Assistant Principal's Office.

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.

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, 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/guardians 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 is the designated eating area 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.

MULTIPLE TEST POLICY

In order to avoid undue pressure on students, faculty is asked to adhere to a testing schedule that will, when possible, result in spreading the administration of tests equitably over the week.

Every attempt should be made to avoid having students taking more than two tests on any given day. Tests are defined as an assessment that covers multiple topics, requires extended (more than 30 minutes) study time, and will take an entire class period to administer. As a test date is announced, if students report that two tests have already been assigned in other disciplines, then it is up to the teacher to select a different date for the exam. It is up to the discretion of the teacher to decide the "critical mass" of students that require a test to be moved to a different date.

This policy does not include the scheduling of a quiz. A quiz is defined as covering a single topic, does not exceed the "30 minutes of homework" policy for study purposes, and takes less than half of the class period to administer. It is assumed that if a quiz is assigned, there is no additional homework for that discipline the night before.

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. 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 available on the high school website. 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. First aid is administered in case of accidents. All accidents are to be reported promptly to the Health Office. Parents/guardians 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/guardian must accompany the medication as well as a doctor's note containing directions how to dispense. At the beginning of the school year, a form must be signed by parents/guardians for the nurse to dispense over-the-counter medicine, i.e., Advil, Motrin, etc.

ON-LINE COURSES

Independent on-line courses cannot replace any courses that are currently offered at Ardsley High School. The independent on-line courses shall neither be included in the requirements for graduation nor the residency requirements.

The independent on-line courses will not be included in the Grade Point Average (GPA) or noted on the transcript.

Only Ardsley approved on-line courses will be noted on the transcript. They will be awarded credit and the grade will be included in the GPA. They will meet graduation requirements and will meet residency requirements.

All current grading policies and procedures will be applied to these Ardsley affiliated courses.

REGENTS EXAMINATION GRADES

Students who fail a Regents examination are encouraged to take the examination again at a later date. In the event that the exam is a graduation requirement the student must retake the exam. 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 on-line through the parent portal in mid-November, early February, mid-April and at the end of June one week after the end of the marking period. 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 mid-year transcript to all colleges to which formal application has been made, and a copy of the final transcript to the school that student will attend.

Progress reports are made available on the portal to parents/guardians at approximately the middle of each marking period, usually in October, December, March and May. In addition, written progress reports are available when a teacher wants to call a parent's/guardian's attention to either unsatisfactory/failing work or performance which is improved or commendable. These reports may be mailed or e-mailed to parents. Parents/guardians are encouraged to respond to these grade reports by discussing them with their children. If they are still unclear parents should contact the teacher involved.

SCHEDULING

By December of each year, the Student Programming Guide is on-line to assist in schedule planning for the following school year. In January and February, counselors schedule individual meetings with each student to discuss the recommended course offerings and to 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 through the Ardsley School District website at www.ardsleyschools.org, the Ardsley Blast, and an automated phone call. 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, and parents will be notified by the Ardsley Blast.

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/guardian 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 with the exception of the Physics Regents Exam in the senior year. All senior exemptions are at the discretion of the individual teacher.

SKATEBOARDS, ROLLERBLADES, AND SCOOTERS

In the interest of student, pedestrian and motorist safety, skateboards, rollerblades, hoverboards, 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

State Law mandates that schools are smoke-free zones. Smoking is also 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. All other tobacco related products (ex: chewing tobacco) and smoking devices (ex: electronic cigarettes) are also prohibited.

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. In addition, students are not permitted to sell any item for profit while on school grounds. 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. Individual students or groups may not organize fundraisers without being affiliated with a school-sponsored club and having the permission of the building administration.

STUDENT AUTOMOBILES

Seniors 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. Duplicate permits are available for students driving a second car. This sticker should be displayed on the rear window on the passenger side. Student parking is restricted to designated student parking areas. Please note that seniors are not guaranteed a parking spot as spots are limited. Permits will be given out on a first-come, first-served basis. Parking for juniors is limited to the small lot on Farm Road adjacent to the baseball field. A lottery will be held each month until all of the Junior parking spots are assigned. 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.

Any incidents or accidents must be reported to the assistant principal's office and the police as appropriate.

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 members of the Board 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, and treasurer. 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 fails a course they may decide to repeat the course in summer school. Summer school courses cannot be taken for the purpose of acceleration. 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.

TECHNOLOGY

Cyber Bullying Policy

The definition of bullying is the "intimidation, harassment, menacing and bullying as threatening, stalking or seeking to coerce or compel a person to do something; intentionally placing or attempting to place another person in fear of imminent physical injury; or engaging in verbal or physical conduct that threatens another with harm, including intimidation through the use of epithets or slurs involving race, ethnicity, national origin, religion, religious practices, gender, sexual orientation, age or disability that substantially disrupts the educational process."

Cyber-bullying is the “repeated use of information technology, including e-mail, instant message, blogs, chat rooms, pagers, cell phones, and gaming systems, to deliberately harass, threaten or intimidate others.”

When cyber-bullying/internet harassment is brought to the attention of school personnel, the parents/guardians of all parties will be notified. The parents/guardians will be informed of their responsibilities in connection with these activities. This may include: notification of the police, the Internet provider; and/or the social website. In addition to contacting parents/guardians, pupil personnel/guidance staff will be notified for follow-up counseling or intervention with parents/guardians and/or students. Where appropriate, the student will be subject to the Student Code of Conduct policies and procedures.

Engaging in these activities may result in a student being disciplined for conduct that occurred either within the school, outside of the school or on transportation to and from school to the extent that it may endanger the health or safety of pupils within the educational system or adversely affect the educational process.

The use of cell phones, smart watches, texting in class, 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 during class time without teacher permission. 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 for sexting or to photograph or record other students or adults, without their consent, are prohibited.

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. All visitors must have a scheduled appointment. Visitors will be asked to show proper identification upon arrival. Students are discouraged from inviting any guests to accompany them to school. Permission to visit must be with administrative approval.

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 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 a maximum of one full credit.

For further information see your guidance counselor or Mrs. Tina (914-295-5859).

YOUTH EMPLOYMENT SERVICE (Y.E.S.)

The school frequently receives requests from potential employers for part-time help during the school year and full-time help during the summer. 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 (914-295-5859).

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.