

Bayport-Blue Point High School
Student Handbook

INTRODUCTION

The information in this handbook is provided to students in Bayport-Blue Point high School as a daily reference guide to school policies. Its purpose is to briefly outline the necessary information that will enable you to increase your opportunities for achievement in class and in all school activities. It is with this in mind that we present you with this handbook to ensure an environment for success.

We trust that you will review this information with a sense of commitment for a very productive and successful school year. Please refer to the district's "Policy on School Conduct and Discipline" and "The Attendance-Achievement procedure" for more information about student rights and responsibilities, as well as rules and regulations. Copies are available in the Library, Main Office, and in the Assistant Principal's Office.

BOARD OF EDUCATION POLICY: STUDENT RIGHTS

Also see the District Policy on "Student Rights and Responsibilities" and "Code of Conduct" in the Main Office, Library, and in the Assistant Principal's Office.

1. Students have the right to an education. Any disciplinary measure, which deprives them of this right, must be applied with discretion and according to constitutional guidelines. All students are entitled to "due process" as prescribed in Education Law 3214.
2. Permanent record files are intended to provide information, which can be used to develop the best possible educational program for each student. A parent, legal guardian, or student over 18 has the right to inspect educational records. The confidentiality of these materials will be maintained.
3. Students have the right to elect a student government by voting and holding office. This right is not restricted by race, ethnic background, religion, beliefs, disciplinary record, achievement, or ability. It is important for students to recognize that with the right to vote goes the responsibility to exercise that right and to do so wisely.
4. Students may exercise their right of free speech so long as they are not disrespectful or disruptive to the operation of the regular school program.
5. Students have the right to participate in extracurricular activities sponsored by the school and will not be excluded on the basis of race, sex, religion, national origin or handicapped conditions.
6. Students have the right so secure their persons, papers, and effects, including money, books, materials, and supplies. However, school authorities may conduct a search of a student or a student's locker when reasonable grounds for such a search exist.
7. Students have the right to publish a school newspaper in a manner that reflects the policy and judgment of the student editors and school authorities. Students have the responsibility to refrain from libel and obscenity and to observe the normal rules of responsible journalism.

RULES AND PROCEDURES

Schools are a training ground, a preparation for life in society. Students, their parents, community members, and school personnel are responsible in a joint effort to provide a sound foundation for this development. Your contribution in this joint effort is most significant. Observe the following GUIDELINES.

ACCEPTABLE BEHAVIOR:

1. Students need to come to school on time, be at class on time, and not fall into the trap of cutting class.
2. Students need to be prepared for class, complete all their assignments, and discipline themselves to learn to study.
3. Students will earn the respect of their peers and teachers by behaving in a mature and responsible fashion. Students can still have fun, but not at someone else's expense!
4. Students need to observe all school rules and procedures as defined. If a student has difficulty with some specific issue, they should appeal through the Student Government.
5. 12th grade Out-To-Lunch Program is a unique privilege! So if abuse it, you will lose it.

AFTER SCHOOL PROCEDURES

School ends at 2:26 p.m. Please quietly leave the school grounds, unless you have an appointment for extra help or you are involved in a school activity as a participant or as a spectator. The Library may be used for studying purposes until 3:00 p.m.

ATTENDANCE PROCEDURES

School attendance is basic to any program of education. Students cannot benefit from an educational experience if class attendance is irregular and absenteeism is frequent. Learning and good grades are dependent upon consistent effort, classroom attendance, and fulfillment of program requirements. Your daily attendance at school is a reflection of your attitude and commitment to obtaining the best possible education in planning for your future. All absences (excused or unexcused), lateness to school/class, suspensions, trancies and/or cutting are subject to the "Attendance Policy."

Absences

It is the responsibility of the parents to contact the high school the day of the absence to inform school personnel of student absences. If a student is absent, he/she must bring an absence note signed by a parent or guardian stating the reason for the absence. This note must be given to the attendance office the day the student returns to school or the absence will be considered unexcused. Teachers are not required to allow students to make up work if they have an unexcused absence.

STUDENTS MUST MAKE UP ALL WORK MISSED WHEN THEY HAVE AN EXCUSED ABSENCE!

Lateness to School

Tardiness, whether it is the fault of the child or the parent, will not be excused, except for the reasons permitted by state law. Students arriving late to school must bring a note from a parent or guardian to the Attendance office when the student arrives to school or no later than 24 hours from the day of the lateness. The note must indicate the excused reason for the lateness as well as a telephone number and time when a parent or guardian can be reached. Failure to comply with the above procedure will result in disciplinary action. Please refer to the Attendance Policy for additional information.

Lateness to Class

Sufficient passing time is provided so that students can arrive on time to class. Unexcused latenesses will also be subject to the "Attendance Policy."

Early Dismissal

All students must obtain official approval for an early dismissal. Doctor, dental, and personal appointments should be made after school hours. However, in an emergency, an early dismissal can be granted under the following conditions:

1. A note from the parent or guardian must be presented to the Attendance Office BEFORE FIRST PERIOD indicating the specific reason for the request and the time of the dismissal.
2. This note must have a telephone number of a parent or guardian. The Attendance Office will call to verify the request for an early dismissal. In the event that a student becomes ill during the day, the student must obtain a pass to the Nurse's Office. Only the nurse may clear a student to go home due to illness. You must also sign out through the Attendance Office.
3. In accordance with Board policy, ninth, tenth and eleventh grade students are not permitted to leave the school building during their assigned lunch period for any reason. Students who are in 12th grade are permitted to leave the school building during their assigned lunch period (Period 4, 5, 6, or 7) and/or during their assigned senior privilege period (1 or 9), if applicable.

GENERAL BUILDING PROCEDURES

Alcohol Consumption and Testing:

The Board of Education has determined that the use of alcohol by minors represents a serious threat to the welfare of its students. The possession, transportation, and distribution of alcoholic beverages during school hours, or during school-sponsored activities and events, and the presence on school campus of students who have consumed alcohol at any time, or during school-sponsored off-campus activities and events, is strictly prohibited. Therefore, to promote a safe, healthy and productive environment, the Bayport-Blue Point School District has implemented a testing policy with respect to students suspected of consumption of alcohol (for more information, please refer to the "Alcohol Consumption by Students-Alcohol Testing of Students." If the student is found to have been drinking or in the possession of alcohol, he or she will be suspended out of school for five days and may be subject to a superintendent's hearing.

Announcements

Materials for the morning announcements should be turned in to the Main Office by 2:30 p.m., the day prior to the announcement being read. The adult supervising that activity must approve each announcement.

Bicycles

All bicycles should be locked up at the bicycle racks at your own risk. The school is not responsible for stolen or damaged bicycles.

Bus Regulations

Riding the school bus is a privilege and a convenience. Behave responsibly and comply totally and immediately with the directions of the bus driver. Any acts of misbehavior such as fighting, smoking, vandalism, use of foul language, rudeness, etc., will result in having this privilege denied.

Driving and Parking Privileges

1. Senior students who hold a Class D operator's license and wish to drive to and from school must register their vehicle with school security personnel in the Assistant Principal's office, prior to parking on school grounds.
 - a. Students applying for a parking permit show their license, insurance cards, and vehicle registration to security personnel. The application must be completed and signed by the student and his/her parent or legal guardian.
 - b. The completed application is then given to building administration for final approval.
2. Students who endanger themselves or others by improper use of their vehicles will be denied parking privileges.
3. Detention will be assigned for students failing to park in the spaces designated for their parking.
4. The only time during the school day that students may use their vehicle once parked on school property is during their regularly scheduled lunch and/or senior privilege.
5. Parking privileges may be revoked at any time for disciplinary reasons.
6. NO STUDENT IS ALLOWED TO PARK IN THE AREAS THAT ARE DESIGNATED FOR FACULTY AND STAFF OR VISITOR PARKING.
7. The standard rules for and proper use of an automobile will apply at all times.
8. Security personnel will be monitoring the student parking lot during school hours.
9. ANY STUDENT WHO HOLDS A CLASS DJ (JUNIOR) DRIVER'S LICENSE IS NOT ALLOWED TO DRIVE TO SCHOOL, PARK AND/OR OPERATE A MOTOR VEHICLE ON SCHOOL PROPERTY.

Equipment

Equipment (non-instructional) must not be brought to school or used on school grounds; i.e., CELLULAR TELEPHONES WITH PICTURE AND/OR DIGITAL OR VIDEO RECORDERS OR TEXT MESSAGING, PALM PILOTS, BLACKBERRIES, SKATEBOARDS, BOX RADIOS, BEEPERS, LASER POINTERS, MP3 PLAYERS, CD PLAYERS, WALKMANS, ANY TOY THAT CAN BE MISTAKEN FOR A WEAPON and any other items deemed to be a distraction to the school environment.

Equipment of this nature does not contribute to an atmosphere for learning and often presents a distraction, which is detrimental to the school's purpose. If a student is found to have any of the above-mentioned items on his/her person, a faculty or staff member will confiscate it.

First offense – The student may pick the item up from the Assistant Principal's office after school.

Second offense – The parent must pick the item up from the Assistant Principal's office.

The use of CELLULAR TELEPHONE is not permitted during regular school hours, which are from 7:40 am to 2:40 pm. If parents need to contact their children during the school day, please call 472-7800.

Fire Drills

Fire drills, bus drills, and civil defense and crisis drills are a serious matter and provide us with experience in the event of a real emergency. During these drills students MUST remain with their class and follow the teacher's directions. Failure to remain with the class or to follow directions can be dangerous and will result in disciplinary action for insubordination. If a false alarm is set, serious consequences will be imposed. The students responsible for the false alarm will be suspended from the school for a minimum of five (5) school days and the appropriate legal authorities will be notified.

Grade Advancement

Grade status will be determined by the credits a student has earned.

<u>Grade</u>	<u>Credits Earned</u>
10	5.5
11	11
12	16.5

Grade Weighting

A student's rank in class is used by colleges and universities to help assess a student's academic achievement in relation to the academic achievement of his/her entire class. The Board of Education, in recognition of this fact and additionally to encourage students to enroll and succeed in courses of study that challenge their abilities, endorses a system of weighted grades. This system of weighted grades should be so constructed that it recognizes the difficulty of each course offering. A weighted grade average shall only be used for the purpose of determining rank in class.

Beginning in September 2010, the weighting of grades for all Bayport-Blue Point High School students will reflect the following:

Regents: 1.0

Honors/Accelerated/Enriched/College level: 1.05
Advanced Placement: 1.10

Homework Policy

A. Philosophy

As current educational research indicates, homework or home study can have a significant effect on student achievement. Therefore it is the philosophy of the Bayport-Blue Point School District that meaningful homework should be assigned in order to aid all students to achieve mastery of the learning objectives stated in the course curriculum.

B. Purpose

Although there are numerous purposes of homework, the basic aim of our homework assignments should be learning how to learn. This is achieved through the establishment of study habits and learning skills that can be used to become familiar with any new information. Thus, meaningful homework assignments should ultimately promote the development of the higher-level thinking skills such as analysis, synthesis, and evaluation, as described in Bloom's Taxonomy.

Other purposes of homework might include:

1. To reinforce and complete work introduced in class
2. To develop the habit of working independently
3. To develop a sense of responsibility and self-discipline
4. To develop organization and sound study skills
5. To provide a sharing of learning experiences between parent and child
6. To develop good cooperation between parent and school
7. To provide opportunities for researching and reporting
8. To creatively explore many areas of interest and need
9. To help expand and enrich the student's vocabulary
10. To provide practice in the recall of essential basic facts
11. To study for tests
12. To read for background information in different subject areas
13. To prepare for future study
14. To practice learned skills
15. To extend and apply skills learned in the form of exercises and individual projects
16. To aid in the assessment of learning along with tests and other measures of student progress

Lockers

All students are provided with lockers to store personal belongings and school-related materials. However, all assigned lockers remain the property of the school district and the school reserves the right to inspect any locker at any time without notification or warning. It is the student's responsibility to be sure that he/she keeps his or her locker combination confidential (**DO NOT SHARE YOUR COMBINATION WITH ANYONE**) and that the lock is closed at all times. Do not leave your combination pre-set to open...spin the lock several times and check it to be sure it is locked. **VALUABLES SHOULD NOT BE BROUGHT TO SCHOOL! Bayport-Blue Point High School, as well as the School District, are not responsible for stolen items.**

Lost and Found

All lost and found items should be turned in and claimed in the Nurse's Office. However, missing or stolen items should be reported to the Assistant Principal's Office. Bayport-Blue Point High School, as well as the School District, are not responsible for stolen items.

Lunch Privileges

Open Lunch

Eleventh and twelfth-grade students may leave the school campus during their assigned lunch period (Periods 4, 5, 6 or 7). All other students are required by Board Policy to remain on school grounds and in the school building at all times during the school day. Students violating this policy will receive a discipline referral that is the equivalent to a class cut. Consistent abusers of this policy will be assigned additional disciplinary consequences. In addition, a parent of an upper-class student may restrict his or her child to remain on campus by forwarding a letter to the Assistant Principal indicating such. **The open campus lunch period is a privilege, which will be revoked for any student who fails to exercise appropriate responsibility regarding behavior or does not return to school on time for his/her next period.**

The eleventh and twelfth grade Out-To-Lunch Policy is a privilege that is granted to students during their assigned lunch period and includes the following responsibilities:

1. Eleventh and twelfth-grade students must present his/her student identification card in order to enter and exit the cafeteria.
2. Be considerate of people's property and of other members of the community.
3. Behave responsibly, since you are representing Bayport-Blue Point High School, your family, and yourself.

4. Upon returning to school grounds, please quietly report to the cafeteria and wait until the bell signals for the change of periods.
5. In the event that you become ill while out to lunch, you must have a parent or guardian call at that time to confirm your illness or it will be considered a cut.
6. **DO NOT ABUSE THIS PRIVILEGE** or you will forfeit the right to exercise it!
7. Students are to exit the school property through the student parking lot located on the north side of the building. **NO STUDENT IS TO EXIT SCHOOL PROPERTY THROUGH THE MAIN ENTRANCE OF THE BUILDING ONTO SNEDECOR AVENUE.**
8. Students are to return to the high school prior to their next class and remain in the building during class time except for their scheduled lunch period.
9. Eleventh and twelfth-grade students who are permitted to leave campus during their assigned lunch and/or senior privilege periods are not permitted in the halls during this time.

In-School Lunch

In-School Lunch requires that students arrive to lunch on time and behave in a courteous manner. Included in this are the following responsibilities:

1. All ninth and tenth-grade students are required to sign in with the teachers in charge of the cafeteria. Any student failing to sign in will be considered absent.
2. All students eating lunch in the cafeteria must leave the area in a clean fashion, replacing trays, utensils, and trash in the proper receptacles.
3. All students must comply totally and immediately with the directions of the Lunchtime Supervisors.
Students are not permitted to take food out of the cafeteria unless they are assigned a chorus/lunch period of have received prior administrative approval based on need.

Nurse's Office

Every accident or injury in the school building, on school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and the school Nurse's Office. All immunization requirements must be complete to attend school. This includes written documented evidence that all shots have been given in accordance with state law.

Passes

Whenever a student leaves the classroom or a study hall, a pass must be issued. Passes will be included in student planners. A student must obtain a pass from his/her teacher prior to going to the nurse, the guidance office, school psychologist, etc., including during an assigned lunch period. Passes given out in homeroom must be shown to the subject teacher **PRIOR** to reporting to the location indicated on the pass. Hall monitors will be requesting hall passes from students. If a student refuses to follow the directions of the hall monitor and/or any high school personnel, he/she will be brought directly to the Assistant Principal's office for immediate discipline.

Student Dress Code:

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

Student Identification

Students must carry their school issued identification card with them at all times. Juniors and Seniors will need to present their school issued identification card in order to exit and enter the building for lunch. Missing cards should be reported to the Assistant Principal's office.

Student Planners

Each student will receive a school issued planner at the beginning of each school year. Student planners are to serve as the student's pass when they are out of class. Students must have the teacher sign the appropriate spot indicating where they are going.

School Functions

School social events are held for the benefit of our high school students. Behave responsibly and continue to enjoy our many school functions.

***Use or possession of alcohol or any controlled substance at or prior to a school event will result in:

1. A breathalyzer test if the situation warrants it;
2. The student(s) being sent home immediately;
3. A five (5) day Out-of-School Suspension;
4. Exclusion from future school activities;

5. Contact with legal authorities when appropriate.

Once admitted to a school event, students who leave will NOT be permitted to reenter. Students should inform their parents as to when an activity is over in order to obtain a ride home in a timely manner.

Smoking and Tobacco Possession

WARNING! Smoking may be hazardous to your health! In accordance with New York State and Suffolk County Public health Laws, Bayport-Blue Point High School is a Tobacco-Free Campus. Smoking and the possession of tobacco on all district owned and operated campuses is prohibited. Smoking or the possession of tobacco products on school buses, or buses chartered for school activities is prohibited. These prohibitions include employees, visitors, guests and students. (A copy of the High School Smoke-Free Campus Policy is available in the Assistant Principal's office.)

Study Hall

All students must report to study hall on time! A pattern of continued latenesses will result in disciplinary action.

Textbooks

Textbooks are to be covered at all times. Payment for lost, stolen, or defaced books is the responsibility of each student.

Vandalism

Take pride in your school and actively discourage any form of damaging or defacing school property. Acts of vandalism will be disciplined with five (5) days Out-of-School Suspension, a possible Superintendent's Hearing, and the appropriate legal authorities will be notified.

Visitors

The Board encourages parents and other district citizens to visit the district's schools and classrooms to observe the work of students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The Building principal or his or her designee is responsible for all persons in the building and on the grounds. For those reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must report to the front desk upon arrival at the school. There they will be required to sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the front desk before leaving the building.
3. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings are not required to register.
4. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum.
5. Teachers are expected not to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
7. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.

STUDENT OPPORTUNITIES

After-School Help

You or your teacher may initiate an appointment for extra help. The appointment will usually be scheduled immediately after school.

Assemblies

Periodically throughout the year, assemblies will be held for 9th, 10th, 11th, and 12th graders. These programs are varied for the interest of the student body and may serve as a vehicle for communication within the school. Inasmuch as these assemblies are an important part of our total educational offering, students are expected to behave appropriately during the presentations.

Academic Eligibility Policy

Each student must develop self-discipline, respect for authority and rules, and the spirit of hard work and sacrifice. This goal is pursued in many ways, one of which is the student's participation in extracurricular activities. The School Improvement Team, which is representative of the entire school community, believes that academic achievement should be the responsibility of each student; while participating in extracurricular activities should be an opportunity afforded to each student. Students involved in extracurricular activities are expected to maintain satisfactory effort and achieve satisfactory results in every course of instruction in which they are involved. As students represent not only themselves, but also their coach/advisor, team/club and the Bayport-Blue Point High School student body, each student is expected to act in a responsible manner at all times.

Academic Integrity Policy

It is our goal at Bayport-Blue Point High School to create an environment that encourages students to become lifelong learners and to achieve at their highest level. It is equally as important for students, faculty, staff and community to understand that the values of integrity and honesty are an important element for students to reach these goals. Therefore, it is expected that students will present their own work while properly acknowledging the works, ideas, and thoughts of others. Additionally, it is expected that students will not offer their answers or work to other students as a substitute for these original students' work. Violation of this policy may result in discipline and/or exclusion from various organizations such as NHS.

Advanced Placement (AP) Courses

Bayport-Blue Point High School offers the following Advanced Placement courses:

- American History
- Biology
- Calculus AB
- Chemistry
- English Language and Composition
- English Literature and Composition
- European History
- Government & Politics
- Music Theory
- Physics B
- Psychology
- Statistics

Please note that Advanced Placement courses are the most rigorous courses offered at the high school level. Many allow students to earn college credit. For this reason, these classes are designed only for the students who wish to be challenged at the highest level possible. Selection criteria are therefore highly competitive and include a review of the student's prior marking quarters and midterm grades, as well as teacher evaluation and recommendation. Teachers will be asked to evaluate students in the following areas:

- Contributes positively to the learning environment
- Completes and hands in assignments in a timely fashion
- Expressed him-herself well orally and/or in writing
- Shows creativity in problem-solving
- Exhibits insight into cause-and-effect relationships
- Makes valid generalizations from concepts and ideas learned
- Transfers learning from one area to another
- Works independently
- Demonstration of the ability to organize ideas, task, etc.
- Is eager to learn

Please note that it is also the understanding of the teacher, administration, student and parent that if enrolled in an Advanced Placement class, a student will take the corresponding AP exam in May of that school year.

Attendance and Discipline

1. If a student is absent from school, excused or unexcused, he/she may not participate in any extracurricular event on that day. A student must attend at least five (5) periods in the school day to be considered attending school that day.
2. Any student who is dismissed from a team sport for disciplinary reasons may not participate in any other sport during that season.
3. A student's eligibility status is subject to review whenever he/she commits an infraction resulting in out-of-school suspension. In the event a student receives a total of three (3) out-of-school suspensions, there will be a review of that student's eligibility status in all sports and activities.
4. Any students found to be under the influence, or in possession of illegal drugs/alcohol or drug paraphernalia, may be declared ineligible to participate in extracurricular activities for a minimum of five (5) weeks and be referred to the school psychologist or social worker for counseling. On the second offense, the student may be declared ineligible to participate in extracurricular activities for the remainder of the school year and will be mandated to counseling.
5. Any student receiving a discipline referral for the use or possession of a tobacco product will be subject to the Tobacco-Free School Campus Policy found on page 42.
6. All coaches and advisors will be notified with a copy of the referral of all infractions. (A copy of the High School Academic Eligibility Policy is available in the Assistant Principal's office.)

Early Graduation

In order for a student to graduate a full year before his/her class, one of the following conditions must be in place:

- Financial Need – Documentation from the family, along with a work plan for the student, must be submitted for the student's cumulative file.
- Medical Necessity – A note from a doctor, psychologist or counselor must be submitted indicating that it would be in the best mental or physical health interest of the child to graduate early.
- Change in Family circumstance – If there is a drastic change in the family circumstances (i.e., family moving) and the student wishes to complete his/her graduation requirements at Bayport-Blue Point High School, a three-year plan can be made. Please remember that, according to New York State Education Department Policy, final decisions concerning graduation are at the discretion of the building principal.

Extracurricular Activities – Athletics and Clubs

A program of student activities shall promote the growth of the individual. To that end, the school's program of co curricular activities strives towards the following goals: human interaction, athletic skills, vocational skills, self-confidence, civic responsibilities, leadership, pursuit of further creative fulfillment, physical and emotional fitness, work experience, respect for others, stress management and decision-making.

Field Trips

Field trips are planned to enrich classroom experience and have a direct relationship to areas being studied. The same rules governing student conduct at school apply to all field trips outside the school. Each student's parent/guardian and all their subject teachers must sign field trip permission slips. Once all the signatures have been collected, the student must turn in the permission slip to the teacher or advisor supervising the trip. ALL WORK FOR MISSED CLASSES MUST BE MADE UP!

Guidance Conferences

Requests for Guidance Conference Slips are available in the Guidance Office. The Guidance Office is open during the school year from 7:30 am to 3:30 p.m. Guidance services offered throughout the year include:

1. Individual counseling for educational, social, family and personal issues
2. Orientation meetings
3. Student programming
4. Standardized tests – administration and interpreting
5. College and vocational planning
6. Individual and group meetings with parents

Information on course offerings, graduation requirements, etc. can be obtained in the yearly course offerings book and in the guidance office.

Library

It's a great place to gather information and facts for reports and papers and it even has terrific books to read for enjoyment. If a student has a study hall and wishes to go to the Library, he or she is to report directly to the Library and sign the appropriate study hall sheet. If a student has an assigned lunch period, he or she must obtain a pass from the Library prior to going to lunch, and then after eating lunch the student may go to the Library.

National Honor Society

Requirements:

Scholarship:

A candidate's unweighted average, from freshman year to and including the second quarter of the junior year, must be 89.5% or above. Any candidate selected for the National Honor Society must continue to maintain the 89.5% or above average or be subject to removal.

Service:

A candidate must have completed a service consistently over a relatively long period of time or several shorter termed good deeds for no remuneration or credit. More specifically, these helpful actions may be taken in the school community – tutoring on a regular basis, assisting a teacher or coach, or being part of the service projects of peer leadership. Other ways in which candidates have recorded service time in the past has been through the community at large, doing things such as helping in church projects, volunteering at a hospital, being a member of a scouting organization, helping to coach teams of younger children, or volunteering in the neighborhood.

Selection:

A selection committee consisting of high school faculty will evaluate the candidate's application. It will be the responsibility of this faculty council to evaluate a candidate's character, leadership and citizenship, as well as the appropriateness of their service time.

Leadership

Leadership is not only having a leader's title; it may also be seen as the person who can effectively become a leader within a situation, such as leading within a class, a team, or a group of friends.

Character

A candidate should be that person who is capable of making the tough decisions, who understands his own intrinsic values, morals, and principles and is capable of leading his life based on these. He/she should be the person, who when he/she slips from these reasons for acting, he/she is honest enough to acknowledge this and move forward.

Photocopies

There is a copy machine available in the library and copies are 15 cents each.

Photo Identification Cards

All students will be issued a photo identification card, which will be used to identify students and for students to take out library books.

Senior Privilege

You are eligible for a senior privilege during first or ninth period providing you meet the following criteria:

1. You have six credit-bearing classes plus physical education.
2. You have no disciplinary referrals for the fourth marking period of your junior year.
3. You passed all of your courses for the junior year and the fourth marking period.

Telephones

There are telephones located in the Main Lobby and near the gym for student use. The phones are there for your convenience. They should be used during lunch periods, before and after school, in cases of emergency, and in some instances, during a student's scheduled lunch and/or study hall periods. Students are not allowed to make phone calls during their scheduled classes. Teachers will not issue hall passes to students for the purpose of using the phone. Continue to use them responsibly and they will continue to be in working order.

Working Papers

Working papers are available in room 111 (Assistant Principal's office) at the high school. Please request the information from the secretary.

Bayport-Blue Point High School
Code of Conduct

I. Introduction:

The Board of Education (“board”) is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and other visitors is essential to achieving this goal.

The district has a longstanding set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, identify the possible consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly. To this end, the Board adopts this code of conduct.

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

II. Definitions:

For purposes if this code, the following definitions apply.

“Disruptive student” means a student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher’s authority over the classroom.

“Parent” means the biological, adoptive or foster parent, legal guardian or person in parental relation to a student.

“School Property” means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus, as defined in Vehicle and Traffic Law 142.

“School Function” means any school or district sponsored extracurricular, student-related activity or event.

“Violent Student” means a student under the age of 21 who:

1. Commits an act of violence upon a school employee.
2. Commits an act of violence upon another student or any other person while on school property or at a school function.
3. Possesses a weapon while on school property or at a school function.
4. Displays what appears to be a weapon while on school property or at a school function.
5. Threatens to use a weapon while on school property or at a school function.
6. Knowingly and intentionally damages or destroys the personal property of any school employee or any person while on school property or at a school function.
7. Knowingly and intentionally damages or destroys school district property.

“Weapon” means a firearm as defined in 18 USC 921 for purposes of the Gun-Free Schools Act. It also means any other gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutters, cane sword, electric dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause serious physical injury or death when used as a weapon.

III. Student Rights and Responsibilities:

A. School Conduct and Discipline

It is the Board’s belief that each student should be treated as a person who can reasonably be expected to be responsible for his/her own behavior. The school administration will assist each student in this program of personal responsibility with a few sensible rules of conduct, focusing on safety and respect for the rights and property of others and consistently applied in the classrooms and throughout the school. Students who cannot accept this responsibility and violate school rules will be required to accept the penalties and more direct supervision.

Discipline is most effective when it deals directly with problems at the time and at the place they occur. Likewise, effective discipline must be viewed as fair and impartial. Disciplinary action, when necessary, will be firm, fair, and consistent in order to be most effective in modifying inappropriate behavior.

B. 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, gender or sexual orientation or disability.

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 to school rules and, when necessary, receive an explanation of those rules from school personnel.
4. A free public education within a safe environment free from threats to their persons or property.
5. The full privileges of citizenship as defined by the Constitution of the United States and its amendments.
6. Seek changes in school policies and regulations in an orderly manner by utilizing those legitimate channels provided for this purpose.
7. Express their ideas in a respectful manner as long as such expression causes no disruption of the educational process.
8. Participate in school programs and activities, within the limits established by state, county, and school eligibility requirements, without regard to sex, race, religion, ethnic origin, or economic status.
9. Private with regard to information on their permanent records, which shall be disclosed upon official request only to properly authorized school personnel, parents, or legal guardians, or by court order or subpoena.

C. Student Responsibilities:

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment and to be respectful 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 legally excused, and to be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits while striving toward the highest level of achievement possible.
5. React to directions given by teachers, administrators and other school personnel in a respectful manner.
6. Work to develop strategies to control anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to violation of the district/school code of conduct.
9. Dress and groom themselves in order to meet fair standards of safety and health and to cause no substantial disruption to the educational processes.
10. Accept responsibility for their actions, both positive and negative.
11. Conduct themselves as representatives of the district when participating in or attending district/school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
12. Be aware of all rules and regulations for student behavior and conduct themselves in accord with them.
13. Be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
14. Assume that until a rule is waived, altered, or repealed, it is in full effect.
15. Assist the school staff in operating a safe school for all students enrolled therein.
16. Be aware of and comply with state and local laws.
17. Exercise proper care when using public facilities and equipment.
18. Make all necessary arrangements for making up work when absent from school.
19. Avoid inaccuracies in student newspapers and publications and indecent or obscene language.
20. Share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

IV. Essential Partners:

Parents/Guardians:

All parents are expected to:

1. Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.
2. Send their children to school ready to participate and learn.
3. Ensure their children attend school regularly and on time.
4. Ensure absences are excused.
5. Insist their children be dressed and groomed in a manner consistent with the school dress code.
6. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
7. Know the school rules and help their children understand them.
8. Convey to their children a supportive attitude toward education and the district.
9. Build good relationships with teachers, other parents and their children's friends.
10. Help their children effectively deal with peer pressure.
11. Inform school officials of changes in the home situation that may affect student conduct or performance.
12. Provide a place for study and ensure homework assignments are complete.
13. Voice concerns or questions through proper channels in a civil, respectful, and responsible manner.

Teachers:

All district teachers are expected to:

1. Maintain a climate of mutual respect and dignity in their classroom, which will strengthen students' self-concept and promote confidence to learn.

2. Be prepared to teach.
3. Demonstrate interest in teaching and concern for student achievement.
4. Know school policies and rules, and enforce them in a fair and consistent manner.
5. Communicate to students and parents:
 - a. Course objectives and requirements
 - b. Marking/grading procedures and rules
 - c. Assignment deadlines
 - a. Expectations for students
 - b. Classroom discipline plan
6. Communicate regularly with students, parents and other teachers any important issues concerning a student's social/emotional growth and academic achievement.

Guidance Counselors, Psychologists, Social Workers:

1. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
2. Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary, as a way to resolve problems and address critical issues.
3. Regularly review with students their educational progress and career plans.
4. Provide information to assist students with career planning.
5. Encourage students to benefit and grow through full participation in the curriculum and extracurricular programs.

Principals:

1. Promote a safe, orderly and supportive school environment that stimulates active teaching and learning.
2. Ensure that students and staff have the opportunity and access to communicate regularly with the principal and other building administration and to provide vehicles and opportunities for students and staff to approach the principal for redress of grievances.
3. Evaluate on a regular basis all appropriate noninstructional and instructional programs.
4. Support the development of and encourage student participation in appropriate extracurricular activities.
5. Be responsible for enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.
6. Administer discipline in a fair and consistent manner.

Superintendent:

1. Promote a safe, orderly and supportive district environment, stimulating active teaching and learning.
2. Review with district administrators the policies of the Board of Education and state and federal laws relating to student discipline.
3. Inform the Board of Education about all pertinent legal, district, and building issues relating to student discipline.
4. Work to create instructional programs that are sensitive to student and teacher needs.
5. Work with district administrators in enforcing the code of conduct and ensuring that all cases are resolved promptly, fairly, and equitably.

Board of Education:

1. Collaborate with students, teachers, administrators, parent organizations, school safety personnel and other school personnel to develop a code of conduct that clearly defines expectations for the conduct of students, district personnel and visitors on school property and at school functions.
2. Adopt and review at least once a year the district's code of conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation.
3. Lead by example by conducting Board meetings in a professional, respectful, courteous manner.

V. Student Dress Code:

Student Dress Code:

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance, including hairstyle/Color, jewelry, make-up and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments are inappropriate and unacceptable. This includes but is not limited to the following: backless tops, single shoulder tops, tube tops, halter tops, spaghetti straps, see through, sheer or transparent shirts/pants, exposed midriffs, plunging necklines (front and/or back), skirts/shorts above mid-thigh length, shorts that are excessively revealing, and net/mesh garments. Tank tops should not have spaghetti straps, plunging necklines or expose the midriff or undergarments.
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include the wearing of hoods in the building except for a medical or religious purpose.

6. Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
8. Reserve the right of faculty and staff to limit the wearing of hats during their instructional time with students.

Each building principal or his or her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year. 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. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out-of-school suspension.

VI. Prohibited Student Conduct

The Board of Education expects all students to 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.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline. The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a district/school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

Students may be subject to disciplinary action, up to and including suspension from school, when they:

A. Engage in conduct that is disorderly. Examples of disorderly conduct include, but are not limited to:

1. Running in hallways.
2. Making unreasonable noise.
3. Using language or gestures that are profane, lewd, vulgar or abusive.
4. Obstructing vehicular or pedestrian traffic.
5. Engaging in any willful act, which disrupts the normal operation of the school community.
6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
7. Computer/electronic communications misuse, including any unauthorized use of computers, software, or Internet/intranet account; accessing inappropriate websites; or any other violation of the district's acceptable use policy.

B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include, but are not limited to:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students, or otherwise demonstrating disrespect.
2. Lateness for, missing, or leaving school without permission.
3. Skipping detention.

C. Engage in conduct that is disruptive. Examples of disruptive conduct include, but are not limited to:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.

D. Engage in conduct that is violent. Examples of violent conduct include, but are not limited to:

1. Threatening or committing an act of violence (such as hitting, kicking, punching, pushing and scratching) upon a teacher, administrator or other school employee, or attempting to do so.
2. Threatening or committing an act of violence (such as hitting, kicking, punching, pushing, and scratching) upon another student or any other person lawfully on school property, or attempting to do so.
3. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
4. Displaying what appears to be a weapon.
5. Threatening to use any weapon.
6. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
7. Intentionally damaging or destroying school district property.

E. Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of conduct include, but are not limited to:

1. Lying to school personnel.
2. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
4. Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation or disability as a basis for treating another in a negative manner.
5. Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group, which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.
6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
7. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school-sponsored activity, organization, club or team.
8. Selling, using or possessing obscene material.
9. Using vulgar or abusive language, cursing or swearing.
10. Smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco.
11. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, Ecstasy, Amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs."
12. Inappropriately using or sharing prescription and/or over-the-counter drugs.
13. Gambling.
14. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
15. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.

F. Engage in misconduct while on a school bus.

It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated. Also prohibited is behavior which might affect others outside the bus (obscene gestures, verbal abuse, etc.)

G. Engage in any form of academic misconduct. Examples of academic misconduct include, but are not limited to:

1. Plagiarism.
2. Cheating.
3. Copying.
4. Altering records.
5. Assisting another student in any of the above actions.

VII. 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/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 or other appropriate district administrator.

All district staff who are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair, equitable, and lawful manner. District staff that are not authorized to impose disciplinary sanctions are expected to promptly report violations of the code of conduct to their supervisor, who shall in turn impose an appropriate disciplinary sanction, if so authorized, or refer the matter to a staff member who is authorized to impose an appropriate sanction.

Any weapon, alcohol or illegal substance or inappropriate material found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction if warranted, which may include permanent suspension and referral for prosecution.

The building principal or his or her designee must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the principal or his or her designee learns of the violation. The notification may be made by telephone, followed by a letter mailed on the same day as the telephone call is made, or as soon thereafter as possible. The notification must identify the student and explain the conduct that violated the code of conduct and constituted a crime.

VIII. Disciplinary Penalties, Procedures and Referrals

Discipline is most effective when it deals directly with the problems at the time and place they occur. Likewise, effective discipline must be viewed as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to improve in self-discipline.

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in modifying student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances which led to the offense.
3. The student's school records.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate.
6. Any other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations. If the conduct of a student is related to a disability or suspected disability, the student shall be accorded the protections described in Part 200 of New York State Education Law. Discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability or presumed to have a disability.

A. Penalties

Students who are found to have violated the district's code of conduct may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

1. Oral warning – any member of district staff
2. Written warning – bus drivers, hall and lunch monitors, aides/assistants, coaches, guidance counselors, teachers, assistant principals, principal, superintendent
3. Written notification to parent – bus driver, hall and lunch monitors, aides/assistants, coaches, guidance counselors, teachers, assistant principals, principal, superintendent
4. Detention – teachers, assistant principals, principal, superintendent
5. Suspension from transportation – director of transportation, principal, superintendent
6. Suspension from athletic participation – coaches, principal, assistant superintendent of personnel and athletics, superintendent
7. Suspension from social or extracurricular activities – activity director, principal, superintendent
8. Suspension of other privileges – principal, superintendent
9. In-school suspension – principal, superintendent
10. Removal from classroom by teacher – teachers, principal
11. Short-term (five days or less) suspension from school – principal, superintendent, Board of Education
12. Long-term (more than five days) suspension from school – superintendent, Board of Education
13. Permanent suspension from school – superintendent, Board of Education

B. Procedures

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty and/or code of conduct violation. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition.

Students who are to be given penalties other than an oral warning, written warning or written notification to their parents are entitled to additional rights before the penalty is imposed. These additional rights are explained below.

1. Detention

Teachers, principals and the superintendent may use after-school detention as a penalty for student Misconduct in situations where removal from the classroom or suspension would be inappropriate. Parents have the right to discuss the reasons for the detention with the staff member providing this form of discipline.

2. Suspension from transportation

If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the building principal's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the building principal or the superintendent or their designees. In such cases, the student's parents will become responsible for seeing that his or her child gets to and from school safely.

3. Suspension from athletic participation, extracurricular activities and other privileges

A student subjected to a suspension from athletic participation, extracurricular activities or other privileges is not entitled to a full hearing pursuant to Education Law S3214. However, the student and the student's parent will be provided with a reasonable opportunity for a conference as described in each school's academic eligibility policy. These policies are described in full later in this document.

4. In-school suspension

The Board recognizes the school must balance the need of students to attend school and the need for order in the classroom to establish an environment conducive to learning. As such, the Board authorizes building principals and the superintendent to place students who would otherwise be suspended from school as the result of a code of conduct violation in "in-school suspension." "In-School Suspension" is defined as removal from the students regular program and placement in a supervised setting within the school building.

A student subjected to an in-school suspension is not entitled to a full hearing pursuant to Education Law S3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informed conference with the principal imposing the in-school suspension to discuss the conduct and the penalty involved.

5. Teacher disciplinary removal of disruptive students

A student's behavior can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. In most instances the classroom teacher can control a student's behavior and maintain or restore control over the classroom by using good classroom management techniques. These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student an opportunity to regain his or her composure and self-control in an alternative setting.

Such practices may include, but are not limited to: (1) short-term "timeout" in an elementary classroom or in an administrator's office; (2) sending a student to the principal's office for the remainder of the class time only; or (3) sending a student to a guidance counselor/psychologist or other district staff member for counseling. Time-honored classroom management techniques such as these do not constitute disciplinary removals for purposes of this code.

On occasion, a student's behavior may become disruptive. For purposes of this code of conduct, a disruptive student is a student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom. A substantial disruption of the educational process or substantial interference with a teacher's authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher's instructions, repeatedly violates the teacher's classroom behavior rules, or engages in behavior that is dangerous to himself and/or others. A classroom teacher may remove a disruptive student from class for up to two days. The removal from class applies to the class of the removing teacher only.

If the disruptive student does not pose a danger or ongoing threat of disruption to the academic process, the teacher must provide the student with an explanation for why he or she is being removed and an opportunity to explain his or her version of the relevant events before the student is removed. Only after the informal discussion may a teacher remove a student from class. If the student poses a danger or ongoing threat of disruption, the teacher may order the student to be removed immediately. The teacher must, however, explain to the student why he or she was removed from the classroom and give the student a chance to present his or her version of the relevant events within 24 hours.

The teacher must complete a district-established disciplinary removal form and meet with the principal or his or her designee as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal and to present the removal forms. If the principal or designee is not available by the end of the same school day, the teacher must leave the form with the secretary and meet with the principal or designee prior to the beginning of classes on the next school day.

Within 24 hours after the student's removal, the principal or other district administrator designated by the principal must notify the student's parents, in writing, that the student has been removed from class and why. The notice must also inform the parent that he or she has the right, upon request, to meet informally with the principal or the principal's designee to discuss the reasons for the removal.

The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the student's removal. Such notice will be delivered to the last known legal residence for the student. Where possible, notice should also be provided by telephone. The teacher who ordered the removal may be required to attend the informal conference.

At the informal conference the principal or the principal's designee must explain why the student was removed and give the student and the student's parents a chance to present the student's version of the relevant events. The informal meeting must be held within 48 hours of the student's removal. The timing of the informal meeting may be extended by mutual agreement of parent and principal.

The principal or the principal's designee may overturn the removal of the student from class if the principal determines that any one of the following has occurred:

1. The charges against the student are not supported by substantial evidence.
2. The student's removal is otherwise in violation of law, or not a violation of the district's code of conduct.
3. The conduct warrants suspension from school pursuant to Education Law S3214 and a suspension is to be imposed.

The principal, or his or her designee, may overturn a removal at any point between receiving the referral form issued by the teacher and the close of business on the day following the 48-hour period for the informal conference, if such a conference is requested. No student removed from the classroom by the classroom teacher shall be provided with a continued educational program. The principal and each teacher must keep a log (on a district-provided form) for all cases of removal of students from class.

Removal of a student with a disability, under certain circumstances, may constitute a change in the student's placement. Accordingly, no teacher may remove a student with a disability from his or her class until he or she has verified with the principal or the chairperson of the Committee on Special Education that the removal will not violate the student's rights under state or federal law or regulation.

6. Suspension from school

Suspension from school is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others. The Board retains its authority to suspend students, but places primary responsibility for the suspension of students with the superintendent and the building principals. Any staff member may recommend to the superintendent or the principal that a student be suspended. All staff members must immediately report and refer a violent student to the principal or the superintendent for a violation of the code of conduct. All recommendations and referrals shall be made in writing unless the conditions underlying the recommendation of referral warrant immediate attention. In such cases a written report is to be prepared as soon as possible.

The superintendent or principal, upon receiving a recommendation or referral for suspension or when processing a case for suspension, shall gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

a. Short-term (5 days or less) suspension from school

When the superintendent or principal (referred to as the "suspending authority") proposes to suspend a student charged with misconduct for five days or less pursuant to Education Law S3214(3), the suspending authority must immediately notify the student orally. If the student denies the misconduct, the suspending authority must provide an explanation of the basis for the proposed suspension. The suspending authority must also notify the student's parents in writing that the student may be suspended from school. The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the decision to propose suspension at the last known legal address for the parents. Where possible, notice should also be provided by telephone for the purpose of contacting the parents.

The notice shall provide a description of the charges against the student and the incident for which suspension is proposed and shall inform the parents of the right to request an immediate informal conference with the principal. Both the notice and informal conference shall be in the dominant language or mode of communication used by the parents. At the conference, the parents shall be permitted to ask questions of complaining witnesses under such procedures as the principal may establish.

The notice and opportunity for an informal conference shall take place before the student is suspended unless the student's presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process. If the student's presence does pose such a danger or threat of disruption, the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practicable.

After the conference, the principal shall promptly advise the parents of his or her decision. The principal shall advise the parents that if they are not satisfied with the decision and wish to pursue the matter, they must file a written appeal to the superintendent within five business days, unless they can show extraordinary circumstances precluding them from doing so.

The superintendent shall issue a written decision regarding the appeal within 10 business days of receiving the appeal. If the parents are not satisfied with the superintendent's decision, they must file a written appeal to the Board of Education with the district clerk within 10 business days of the date of the superintendent's decision, unless they can show extraordinary circumstances precluding them from doing so. Only final decisions of the Board may be appealed to the Commissioner within 30 days of the decision.

b. Long-term (more than 5 days) suspension from school

When the superintendent or building principal determines that a suspension for more than five days may be warranted, he or she shall give reasonable notice to the student and the student's parents of their right to a fair hearing. At the hearing the student shall have the right to be represented by counsel, the right to question witnesses against him or her and the right to present witnesses and other evidence on his or her behalf.

The superintendent shall personally hear and determine the proceeding or may, at his or her discretion, designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and to use subpoenas in conjunction with the proceeding before him or her. A record of the hearing shall be maintained, but no stenographic transcript shall be required. A tape recording shall be deemed a satisfactory record. The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline to the superintendent. The report of the hearing officer shall be advisory only, and the superintendent may accept all or any part thereof.

An appeal of the decision of the superintendent may be made to the Board, which will make its decision based solely upon the record before it. All appeals to the Board must be in writing and submitted to the district clerk within 10 business days of the date of the superintendent's decision, unless the parents can show that extraordinary circumstances precluded them from doing so. The board may adopt in whole or in part the decision of the superintendent. Final decisions of the Board may be appealed to the Commissioner within 30 days of the decision.

c. Permanent suspension

Permanent suspension is reserved for extraordinary circumstances such as when a student's conduct poses a life-threatening danger to the safety and well-being of other students, school personnel or any other person lawfully on school property or attending a school function.

d. Minimum Periods of Suspension

1. Students who bring a weapon to school

Any student, other than a student with a disability, found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law S3214. The superintendent has the authority to modify the one-year suspension on a case-by-case basis. In deciding whether or modify the penalty, the superintendent may consider the following:

- The student's age
- The student's grade in school
- The student's prior disciplinary and academic record
- The superintendent's belief that other forms of discipline may be more effective
- Input from parents, teachers and/or others
- Other extenuating circumstances
- A student with a disability may be suspended only in accordance with the requirements of state and federal law.

2. Students who commit violent acts other than bringing a weapon to school

Any student, other than a student with a disability, who is found to have committed a violent act, other than bringing a weapon onto school property, shall be subject to a suspension according to the building-level codes of conduct. If the proposed penalty is the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for an informal conference given to all student subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

3. Students who are repeatedly, substantially disruptive of the educational process or repeatedly, substantially interferes with the teacher's authority over the classroom

Any student, other than a student with a disability, who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom, will be suspended from school for at least five days. For purposes of this code of conduct, "repeatedly is substantially disruptive" means engaging in conduct that results in the student being removed from the classroom by teacher(s) pursuant to Education Law S3214(3-a) and this code on four or more occasions during a semester, or three or more occasions during a trimester. If the proposed penalty is the minimum five day suspension, the student and the student's parent will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

4. Referrals

- a. **Counseling** – The Guidance Office, Psychologist, and/or Social Worker shall handle all referrals of students to counseling.
- b. **PINS Petitions** – The district may file a PINS (person in need of supervision) petition in Family Court on any eligible student who demonstrates that he or she requires supervision and treatment by:

1. Being habitually truant and not attending school as required by part one of Article 65 of the Education Law.
2. Engaging in an ongoing or continual course of conduct which makes the student ungovernable or habitually disobedient, and beyond the lawful control of the school.
3. Knowingly and unlawfully possesses marijuana in violation of Penal Law S221.05. A single violation of S221.05 will be a sufficient basis for filing a PINS petition.

c. **Juvenile Delinquents and Juvenile Offenders** – The superintendent is required to refer the following students to the County Attorney for a juvenile delinquency proceeding before the Family Court:

1. Any student under the age of 16 is found to have brought a weapon to school, or
2. Any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law S1.20 (42).

The superintendent is required to refer students age 16 and older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities.

IX. Alternative Instruction

When a teacher removes a student of any age from class or a student of compulsory attendance age is suspended from school pursuant to Education Law S3214, the district will take immediate steps to provide alternative means of instruction for the student.

X. Discipline of Students with Disabilities

The Board recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The Board also recognizes that students with disabilities enjoy certain procedural protections whenever school authorities intend to impose discipline upon them. The Board is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations. This code of conduct affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable federal and state law and regulations.

A. Authorized Suspensions or Removals of Students with Disabilities

1. For purposes of this section of the code of conduct, the following definitions apply.
 - A “suspension” means a suspension pursuant to Education Law S3214.
 - A “removal” means a removal for disciplinary reasons from the student’s current educational placement other than a suspension and change in placement to an interim alternative educational setting (IAES) ordered by an impartial hearing officer because the student poses a risk of harm to himself or herself or others.
 - An “IAES” means a temporary educational placement for a period of up to 45 days, other than the student’s current placement at the time the behavior precipitating the IAES placement occurred. IAES shall be one that enables the student to continue to progress in the general curriculum. Although in another setting, the student is to receive those services and modifications, including those described on the student’s current individualized education program (IEP), that will enable the student to meet the goals set out in such IEP. It should also include services and modifications to address the behavior that precipitated the IAES placement that are designed to prevent the behavior from recurring.
2. School personnel may order the suspension or removal of a student with a disability from his or her current educational placement as follows:
 - a. The Board, the district superintendent of schools or a building principal may order the placement of a student with a disability into an IAES, another setting or suspension for a period not to exceed five consecutive school days and not to exceed the amount of time a nondisabled student would be subject to suspension for the same behavior.
 - b. The superintendent may order the placement of a student with a disability into an IAES, another setting or suspension for up to 10 consecutive school days, inclusive of any period in which the student has been suspended or removed under subparagraph (a) above for the same behavior, if the superintendent determines that the student has engaged in behavior that warrants a suspension and the suspension or removal does not exceed the amount of time nondisabled students would be subject to suspension for the same behavior.
 - c. The superintendent may order additional suspensions or not more than 10 consecutive school days in the same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement.
 - d. The superintendent may order the placement of a student with a disability in an IAES to be determined by committee on special education (CSE), for the same amount of time that a student without a disability would be subject to discipline, but not more than 45 days, if the student carries or possesses a weapon to school or to a school function, or the student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function.
 - “Weapon” means the same as “dangerous weapon” under 18 U.S.C. S930(g)(w) which includes “a weapon, device, bodily injury, except...[for] a pocket knife with a blade of less than 2 ½ inches in length.”
 - “Controlled substance” means a drug or other substance identified in certain provisions of the federal Controlled Substances Act specified in both federal and state law and regulations applicable to this policy.

- “Illegal drugs” means a controlled substance except for those legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or any other federal law.
- Subject to specified conditions required by both federal and state law and regulations, an impartial hearing officer may order the placement of a student with a disability in an IAES setting for up to 45 days at a time, if maintaining the student in his or her current educational placement poses a risk of harm to the student or others.

B. Change of Placement Rule

1. A disciplinary change in placement means a suspension or removal from a student’s current educational placement that is either:

- a. for more than 10 consecutive school days; or
 - b. for a period of 10 consecutive school days or less if the student is subjected to a series of suspensions or removals, which cumulate to more than 10 school days in a school year. The total amount of time the student is removed and the proximity of the suspensions or removals to one another should also be considered.
2. School personnel may not suspend or remove a student with disabilities if imposition of the suspension or removal would result in a disciplinary change in placement based on a pattern of suspension or removal.

However, the district may impose a suspension or removal, which would otherwise result in a disciplinary change in placement, based on a pattern of suspensions or removals if the CSE has determined that the behavior was not a manifestation of the student’s disability, or the student is placed in an IAES for behavior involving weapons, illegal drugs or controlled substances.

C. Special Rules Regarding the Suspension or Removal of Students with Disabilities

1. The district’s Committee on Special Education shall:

- a. Conduct functional behavioral assessments to determine why a student engages in a particular behavior, and develop or review behavioral intervention plans whenever the district is first suspending or removing a student with a disability for more than 10 school days in a school year or imposing a suspension or removal that constitutes a disciplinary change in placement, including a change in placement to an IAES for misconduct involving weapons, illegal drugs or controlled substances.

2. If subsequently, a student with a disability who has a behavioral intervention plan and who has been suspended or removed from his or her current educational placement for more than 10 school days in a school year is subjected to a suspension or removal that does not constitute a disciplinary change in placement, the members of the CSE shall review the behavioral intervention plan and its implementation to determine if modifications are necessary. If one or more members of the CSE believe that modifications are needed, the school district shall convene a meeting of the CSE to modify such plan and its implementation, to the extent the committee determines necessary.

- a. Conduct a manifestation determination review of the relationship between the student’s disability and the behavior subject to disciplinary action whenever a decision is made to place a student in an IAES either for misconduct involving weapons, illegal drugs or controlled substances. Additionally, a review would be conducted because maintaining the student in his current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension that constitutes a disciplinary change in placement.

3. The parents of a student who is facing disciplinary action, but who has not been determined to be eligible for services under IDEA and Article 89 at the time of misconduct, shall have the right to invoke applicable procedural safeguards set forth in federal and state law and regulations if, in accordance with federal and state statutory and regulatory criteria, the precipitating disciplinary action occurred. If the district is deemed to have had such knowledge, the student will be considered a student presumed to have a disability for discipline purposes.

- a. The superintendent, building principal or other school official imposing a suspension or removal shall be responsible for determining whether the student is a student presumed to have a disability.
- b. A student will not be considered a student presumed to have a disability for discipline purposes if, upon receipt of information supporting a claim that the district had knowledge the student was a student with disability, the district either:

1. conducted an individual evaluation and determined that the student is not a student with a disability, or,
2. determined that an evaluation was not necessary and provided notice to the parents of such determination, in the manner required by applicable law and regulations.

If there is no basis for knowledge that the student is a student with a disability prior to taking disciplinary measures against the student, the student may be subjected to the same disciplinary measures as any other nondisabled student who engaged in comparable behaviors.

However, if a request for an individual evaluation is made while such a nondisabled student is subjected to a disciplinary removal, an expedited evaluation shall be conducted and completed in the manner prescribed by applicable federal and state law and regulations. Until the expedited evaluation is completed, the

nondisabled student, who is not a student presumed to have a disability for discipline purposes, shall remain in the educational placement determined by the district, which can include suspension.

4. The district shall provide parents with notice of disciplinary removal no later than the date on which a decision is made to change the placement of a student with a disability to an IAES for either misconduct involving weapons, illegal drugs or controlled substances or because maintaining the student in his/her current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension or removal that constitutes a disciplinary change in placement.

The procedural safeguards notice prescribed by the Commissioner shall accompany the notice of disciplinary removal.

5. The parents of a student with disabilities subject to a suspension of five consecutive school days or less shall be provided with the same opportunity for an informal conference available to parents of non-disabled students under the Education Law.

6. Superintendent hearings on disciplinary charges against students with disabilities subject to a suspension of more than five school days shall be bifurcated into a guilt phase and a penalty phase in accordance with the procedures set forth in the Commissioner's regulations incorporated into this code.

7. The removal of a student with disabilities other than a suspension or placement in an IAES shall be conducted in accordance with the due process procedures applicable to such removals of nondisabled students, except that school personnel may not impose such removal for more than 10 consecutive days or for a period that would result in a disciplinary change in placement, unless the CSE has determined that the behavior is not a manifestation of the student's disability.

8. During any period of suspension or removal, including placement in an IAES shall be provided services as required by the Commissioner's regulations incorporated into this code.

D. Expedited Due Process Hearings

1. An expedited due process hearing shall be conducted in the manner specified by the Commissioner's regulations incorporated into this code, if:

a. The district requests such a hearing to obtain an order of an impartial hearing officer placing a student with a disability in an IAES when school personnel maintain that it is dangerous for the student to be in his or her current educational placement, or during the pendency of due process hearings where school personnel maintain that it is dangerous for the student to be in his or her current educational placement during such proceedings.

b. The parent requests such a hearing from a determination that the student's behavior was not a manifestation of the student's disability, or relating to any decision regarding placement, including but not limited to any decision to place the student in an IAES.

1) During the pendency of an expedited due process hearing or appeal regarding the placement of a student in an IAES for behavior involving weapons, illegal drugs or controlled substances, or on grounds of dangerousness, or regarding a determination that the behavior is not a manifestation of the student's disability for a student who has been placed in an IAES, the student shall remain in the IAES pending the decision of the impartial hearing officer or until expiration of the IAES placement, whichever occurs first, unless the parents and the district agree.

2) If school personnel propose to change the student's placement after expiration of an IAES placement, during the pendency of any proceeding to challenge the proposed change in placement, the student shall remain in the placement prior to removal to the IAES, except where the student is again placed in an IAES.

2. An expedited due process hearing shall be completed within 15 business days of receipt of the request for a hearing. Although the impartial hearing officer may grant specific extensions of such time period, he or she must mail a written decision to the district and the parents within five business days after the last hearing date, and in no event later than 45 calendar days after receipt of the request for a hearing, without exceptions or extensions.

E. Referral to law enforcement and judicial authorities

In accordance with the provisions of IDEA and its implementing regulations:

1. The district may report a crime committed by a child with a disability to appropriate authorities, and such action will not constitute a change of the student's placement.

2. The superintendent shall ensure that copies of the special education and disciplinary records of a student with disabilities are transmitted for consideration to the appropriate authorities to whom a crime is reported.

XI. Corporal Punishment

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden. However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

1. Protect oneself, another student, teacher or any person from physical injury.
2. Protect the property of the school or others.
3. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers and duties, if that student has refused to refrain from further disruptive acts. The district will file all complaints about the use of corporal punishment with the New York State Commissioner of Education in accordance with Commissioner's regulations.

XII. Student Searches and Interrogations

The Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the district code of conduct. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials, nor are school officials required to contact a student's parents before questioning the student. However, school officials will tell all students why they are being questioned.

In addition, the board authorizes the superintendent, superintendent's designee, building principals, the school nurse and district security officials to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district code of conduct. An authorized school official may conduct a search of a student's belongings that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

An authorized school official may search a student or the student's belongings based upon information received from a reliable informant. Individuals, other than district employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, or they make an admission against their own interest, or they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. District employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Before searching a student or the student's belongings, the authorized school official should attempt to get the student to admit that he or she possesses physical evidence that they violated the law or the district code, or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought.

Whenever practicable, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

A. Student Lockers, Desks and other School Storage Places

The rules in this code of conduct regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

B. Strip Searches

A strip search is a search that requires a student to remove any or all of his or her clothing, other than an outer coat or jacket. If an authorized school official believes it is necessary to conduct a strip search of a student, the school official may do so only if the search is authorized in advance by the superintendent or the school attorney. The only exception to this rule requiring advanced authorization is when the school official believes there is an emergency situation that could threaten the safety of the student or others.

Strip searches may only be conducted by an authorized school official of the same sex as the student being searched and in the presence of another district professional employee who is also of the same sex as the student.

In every case, the school official conducting a strip search must have probable cause – not simply reasonable cause – to believe the student is concealing evidence of a violation of law or the district code. In addition, before conducting a strip search, the school official must consider the nature of the alleged violation, the student's age, the student's record and the need for such a search. School officials will attempt to notify the student's parents by telephone before conducting a strip search, or in writing after the fact if the parents could not be reached by telephone.

C. Documentation of Searches

The authorized school official conducting the search shall be responsible for promptly recording the following information about each search:

1. Name, age and grade of student searched.
2. Reasons for the search.
3. Name of any informant(s).
4. Purpose of search (that is, what item(s) were being sought).
5. Type and scope of search.
6. Person conducting search and his or her title and position.
7. Witnesses to the search.
8. Time and location of search.
9. Results of search (that is, what item(s) were found).
10. Disposition of items found.
11. Time, manner and results of parental notification

The building principal or the principal's designee shall be responsible for the custody, control and disposition of any illegal or dangerous item taken from a student. The principal or his or her designee shall clearly label each item taken from the student and retain control of the item(s), until the items are turned over to the police. The principal or his or her designee shall be responsible for personally delivering dangerous or illegal items to police authorities.

D. Police Involvement in Searches and Interrogations of Students

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in schools or at school functions, or to use school facilities in connection with police work. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have:

1. A search or an arrest warrant; or
2. Probably cause to believe a crime has been committed on school property or at a school function; or
3. Been invited by school officials.

Before police officials are permitted to question or search any student, the building principal or his or her designee shall first try to notify the student's parents to give the parents the opportunity to be present during the police questioning or search. If the student's parents cannot be contacted prior to the police questioning or search, the questioning or search shall not be conducted. The principal or designee will also be present during any police questioning or search of a student on school property or at a school function.

Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school. This means:

1. They must be informed of their legal rights.
2. They may remain silent if they so desire.
3. They may request the presence of an attorney.

E. Child Protective Services Investigations

Consistent with the district's commitment to keep students safe from harm and the obligation of school officials to report to child protective services when they have reasonable cause to suspect that a student has been abused or maltreated, the district will cooperate with local child protective services workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse, and/or neglect, or custody investigations.

All requests by child protective services to interview a student on school property shall be made directly to the building principal or his or her designee. The principal or his or her designee shall set the time and place of the interview. The principal or designee shall decide if it is necessary and appropriate for a school official to be present during the interview, depending on the age of the student being interviewed and the nature of the allegations. If the nature of the allegations is such that it may be necessary for the student to remove any of his or her clothing in order for the child protective services worker to verify the allegations, the school nurse or other district medical personnel must be present during that portion of the interview. No student may be required to remove his or her clothing in front of a child protective services worker or school district official of the opposite sex. A child protective services worker may not remove a student from school property without a court order, unless the worker reasonably believes that the student would be subject to danger of abuse if he or she were not removed from school before a court order can be reasonably be obtained. If the worker believes the student would be subject to danger of abuse, the worker may remove the student without a court order and without the parent's consent.

XIII. Visitors to the Schools

The Board encourages parents and other district citizens to visit the district's schools and classrooms to observe the work of students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The building principal or his or her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools.

- Anyone who is not a regular staff member or student of the school will be considered a visitor.

- All visitors to the school must report to the front desk upon arrival at the school. There they will be required to sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the front desk before leaving the building. Unknown visitors will be asked to present photo identification upon entering the building.
- Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
- Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visit in advance with the classroom teacher(s), and must receive approval of the building administrator so that class disruption is kept to a minimum.
- Teachers are expected not to take class time to discuss individual matters with visitors.
- Any unauthorized person on school property will be reported to the principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
- All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.
- Only students who are enrolled in the Bayport-Blue Point School District shall be allowed to participate in classes or extracurricular activities.
- Classroom visits shall be limited in accordance with maintaining a proper and appropriate educational program.
- Visits to special education classrooms shall be arranged through the office of the Director of Pupil Personnel Services.

XIV. Public Conduct on School Property

The district is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the code, "public" shall mean all persons when on school property or attending a school/district function including students, teachers and district personnel.

The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The district recognizes that free inquiry and free expression are indispensable to the objectives of the district. The purpose of this code is to maintain public order and prevent abuse of the rights of others.

All persons on school property or attending a school/district function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

A. Prohibited Conduct

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy, including arson or graffiti, school district property or the personal property of a teacher, administrator, or other district employee or any person lawfully on school property.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
5. Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles.
9. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
10. Possess or use weapons in or on school property or at a school function except in the case of law enforcement officers or except as specifically authorized by the school district.
11. Loiter on or about school property.
12. Gamble on school property or at school functions.
13. Refuse to comply with any reasonable orders of identifiable school district officials performing their duties.
14. Willfully incite others to commit any of the acts prohibited by this code.
15. Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function. Smoking on school grounds is forbidden both by law and Board of Education policy.

B. Penalties

Persons who violate this code shall be subject to the following penalties:

1. Visitors: Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. The police may be called if the situation warrants.

2. Students: They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.
3. Tenured faculty members: They shall be subject to disciplinary action as the facts may warrant in accordance with Education Law S3020-a or any other pertinent regulation or law.
4. Staff members in the classified service of the civil service entitled to the protection of Civil Service Law S75: They shall be subject to immediate ejection and to disciplinary action as the facts may warrant in accordance with Civil Service Law S75 or any other pertinent regulation or law.
5. Staff members (including nontenured teachers) other than those described in subdivisions 3 and 4: They shall be subject to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any pertinent regulation or law.

C. Enforcement

The building principal or appropriate administrator/supervisor shall be responsible for enforcing the conduct required by this code. When the building principal or appropriate administrator/supervisor sees an individual engaged in prohibited conduct, which in his or her judgment does not pose any immediate threat of injury to persons or property, the principal or his or her designee shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The principal or appropriate administrator/supervisor shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the principal or his or her designee shall have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in ejecting the person.

The district shall initiate disciplinary action against any student or staff member, as appropriate, with the "Penalties" section above. In addition, the district reserves its right to pursue a civil or criminal legal action against any person violating the code.

XV. Dissemination and Review

A. Dissemination of Code of Conduct

The Board will work to ensure that the community is aware of this code of conduct by:

1. Providing copies of a summary of the code to all students at a general assembly held at the beginning of each school year.
2. Making copies of the code available to all parents at the beginning of the school year. Mailing a summary of the code of conduct written in plain language to all parents of district students before the beginning of the school year and making this summary available later upon request.
3. Providing all current teachers and other staff members with a copy of the code and a copy of any amendments to the code as soon as practicable after adoption.
4. Providing all new employees with a copy of the current code of conduct when they are hired.
5. Making copies of the code available for review by students, parents and other community members.

The Board will sponsor an in-service education program for all district staff members to ensure the effective implementation of the code of conduct. The superintendent may solicit the recommendations of the district staff, particularly teachers and administrators, regarding in-service programs pertaining to the management and discipline of students.

The Board of Education will review this code of conduct every year and update it as necessary. In conducting the review, the Board will consider how effective the code's provisions have been and whether the code has been applied fairly, equitably and consistently.

The Board may appoint an advisory committee to assist in reviewing the code and the district's response to code of conduct violations. The committee will be made up of representatives of student, teacher, administrator, and parent organizations, school safety personnel and other school personnel.

Before adopting any revisions to the code, the Board will hold at least one public hearing at which school personnel, parents, students and any other interested party may participate.

The code of conduct and any amendments to it will be filed with the Commissioner no later than 30 days after adoption.

XVI. Prohibited Student Conduct: High School

High School Discipline Guide:

The following chart lists some general guidelines used to administer discipline actions for students who violate the Board of Education's discipline policies for the high school. Please be advised that this chart only outlines disciplinary consequences and does not preclude the high school administration from taking additional disciplinary actions for students who flagrantly violate policy and/or commit violations which are not listed below:

Referral:

Fighting (acts of physical aggression)

Action:

Refer to Principal or Assistant principal (5 days Out-of-School)

or retaliation for such acts)	Suspension)
Smoking	Refer to district smoking policy
Failure to Serve Teacher Detention	1 Regular Detention (60 Minutes after school 2:40 to 3:40 p.m.)
Vandalism	Refer to Principal or Assistant Principal for disciplinary action
Disrespectful Behavior	1 Extended Detention (2 hours after school 2:40 to 4:40 p.m.)
Disruptive Behavior	1 Extended Detention (2 hours after school 2:40 to 4:40 p.m.)
Weapons Possession	Refer to Principal or Assistant Principal for disciplinary action
Foul Language	1 Extended Detention (2 hours after school 2:40 to 4:40 p.m.)
Truancy	Refer to Principal or Assistant Principal for disciplinary action
Continued Lateness to class	1 Regular Detention (60 Minutes after school 2:40 to 3:40 p.m.)
Homeroom Lateness	1 Regular Detention (60 Minutes after school 2:40 to 3:40 p.m.)
Unexcused Lateness to School	1 Regular Detention (60 Minutes after school 2:40 to 3:40 p.m.)
Class Cut	1 Extended Detention (2 hours after school 2:40 to 4:40 p.m.)
Study Hall Cut	1 Extended Detention (2 hours after school 2:40 to 4:40 p.m.)
Student Removal from Class	2 periods of lunch detention
Failure to Sign In or Out of School	1 Regular Detention (60 Minutes after school 2:40 to 3:40 p.m.)
Parking Violation	Refer to Principal or Assistant Principal for disciplinary action
Homeroom Cut	1 Extended Detention (2 hours after school 2:40 to 4:40 p.m.)
Substance Abuse	Refer to Principal or Assistant Principal (minimum of 5 days Out-of-School Suspension)
Failure Serve Regular Detention	1 Extended Detention (2 hours after school 2:40 to 4:40 p.m.)
Failure to Serve Extended Detention	1 Full Day of In-School Suspension and 2 weeks of lunch detention
Disruptive Behavior in the ISS Room	Refer to Principal or Assistant Principal for disciplinary action
Refusal to serve In-School Suspension	Refer to Principal or Assistant Principal for disciplinary action
Failure to Serve ISS Detention(s)	Refer to Principal, Assistant Principal or Dean for disciplinary action
Sexual Harassment	Refer to Principal or Assistant Principal for disciplinary action
Verbal Harassment	Refer to Principal or Assistant Principal for disciplinary action
Insubordination	Refer to Principal or Assistant Principal for disciplinary action

XVII. Student Absences and Excuses

State law permits excused absence from school for the following reasons only: sickness or death in family, impassable roads or weather that makes travel unsafe, religious observance, religious instruction (one hour per week, upon parent's written request), quarantine, approved cooperative work program, health clinic or doctor visitation, approved college visits, military obligation, school sanctioned activities, required appearance in court or government appointments. If a child is ill, parents are requested to inform the school.

- A parental note explaining the cause of any absence will be required on the day the child returns to school.
- Tardiness, whether it is the fault of the child or the parent, will not be excused except for the reasons permitted by state law. A note will be required.

Lateness to School

Students arriving late to school must bring a note from a parent or guardian to the Attendance Office when the student arrives to school or no later than 24 hours from the day of the lateness. The note must indicate a telephone number and the time when a parent can be reached and a legal reason for the lateness. Failure to comply with the above procedure will result in disciplinary action. Any unexcused lateness to school will result in the student receiving disciplinary referrals for cutting homeroom and referrals for cutting class for any classes which the student missed due to the unexcused lateness. A continued pattern of lateness will result in additional disciplinary actions. Three (3) or more unexcused latenesses to first period of less than fifteen (15) minutes will result in a 60-minute administrative detention. A continued pattern of lateness will result in an EXTENDED DETENTION and/or IN-SCHOOL SUSPENSION. Latenesses of fifteen (15) or more minutes will be subject to the Attendance Policy Procedure.

Lateness to Class

Sufficient passing time is provided so that students can arrive on time to class. Unexcused class latenesses will also be subject to the "Attendance Procedure" (see enclosure for details). Three (3) or more illegal latenesses to class of less than fifteen (15) minutes will result in the student being assigned one (1) extended detention.

XVIII. Detention/Suspension

Administrative Regular Detention (2:40-3:40 p.m. Monday through Thursday)

Students may be assigned detention for inappropriate behavior or for violating any of the school's regulations. Students assigned detention are to report to Room 111. Lateness to detention or failure to behave satisfactorily may result in additional disciplinary action. Students asked to leave as a result of disruptive behavior will receive an Out-of-School Suspension.

Administrative Extended Detention (2:40 – 4:40 p.m. Monday through Thursday)

Extended Detention will be assigned through the Assistant Principal's Office. Students are expected to inform their parent/guardian of this disciplinary action and should plan to utilize this time for studying and homework. Students may be required to complete learning packets that are relevant to the disciplinary infraction. **STUDENTS WILL NOT BE EXCUSED FOR SCHOOL ACTIVITIES, PRACTICES, REHEARSALS, WORK, ETC.!** Failure to attend will result in one (1) day of In-School Suspension and two (2) weeks of lunch detention. **Students asked to leave as a result of disruptive behavior will receive an Out-Of-School Suspension.**

Teacher Detention

A teacher has the right to keep a student after school for disciplinary reasons. Students, upon request, must be given one day's grace prior to serving the assigned detention. Failure to attend will be considered an act of insubordination and will result in disciplinary actions by the administration.

Full-Day In-School Suspension

This form of disciplinary action is serious in nature and will be utilized as an alternative to "Formal Suspension" and when other corrective measures have been unsuccessful. Students asked to leave as a result of disruptive behavior will receive an Out-Of-School Suspension.

Out-Of-School Suspension

Suspension from school is a serious matter. It means that the student has had significant difficulty in demonstrating acceptable behavior in school. Students will be suspended for possession and/or use of controlled substances and/or alcohol, vandalism, foul or abusive language directed at a faculty or staff member, fighting or other acts of violence, insubordination, excessive cutting, falsely reporting or setting off a false fire alarm, weapons possession, etc.

It should be clearly understood that students will be suspended "only after their rights pursuant to Education Law 3214 have been observed." (Please see the "Policy on Student Rights and Responsibilities" available in the library, the Main Office, and the Assistant Principal's Office.)

XIX. School-Related Alcohol/Substance Abuse

1st Occurrence

- 5 Days Out-Of-School Suspension
- Student/Parent Meeting with Administration
- Student Meeting with School Mental health Professional
- Social Probation – Student May Not Attend next School Dance or Evening Affair
- Exclusion – Student May Not Participate in Any Extracurricular or Athletic Activity for Five School Days

2nd Occurrence

- 5 Days Out-Of-School Suspension
- Student/Parent meeting with Administration and School Mental Health Professional (Appropriate Referral)
- Social Probation – Student May Not Attend Next Two Dances or Evening School-Sponsored Affairs
- Exclusion – Student May Not Participate in Any Extracurricular or Athletic Activity for Five School Days

3rd Occurrence

- 5 Days Out-Of-School Suspension
- Referral to Superintendent of Schools for Appropriate Action Determination
- Referral to Building E.S.T. for Study and Recommendation
- Exclusion – Student May Not Participate in Any Extracurricular or Athletic Activity for Five School Days

School Functions

School social events are held for the benefit of our high school students. Behave responsibly and continue to enjoy our many school functions.

*****Use or possession of alcohol or any controlled substance at or prior to a school event will result in:**

1. being sent home immediately;
2. a five (5) day Out-Of-School Suspension;
3. exclusion from school activities;
4. contact with legal authorities when appropriate.

Once admitted to a school event, students who leave will NOT be permitted to reenter. Students should inform their parents as to when an activity is over in order to obtain a ride home in a timely manner.

Bayport-Blue Point High School
Policies

TECHNOLOGY CODE OF CONDUCT FOR STUDENTS

The Internet is a global electronic information infrastructure. It is a network used by educators, business, the government, the military, and organizations. In schools and libraries the Internet can be used to educate, to inform, and to entertain. As a learning resource, the Internet is similar to books, magazines, video, CD-ROM, and other information sources.

Students use the Internet to participate in distance-learning activities, to ask questions of and consult with experts, to communicate with other students and individuals, and to locate material to meet their educational and information needs. School library-media specialists and teachers have a professional responsibility to work together to help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals.

Because the Internet is a fluid environment, the information, which will be available to students, is constantly changing; therefore, it is impossible to predict with certainty what information students might locate. Just as the purchase, availability, and use of media materials does not indicate endorsement of their contents by school districts, neither does making electronic information available to students imply endorsement of that content.

Rules of Online Behavior

The account holder is held responsible for his/her actions and activity within his/her account. Unacceptable uses of the network will result in the suspension or revoking of these privileges, as well as being subjected to the disciplinary procedures of the school.

1. All files and programs on the computer belong to someone. You may not erase, rename, or make unusable anyone else's files or programs.
2. You may not authorize anyone else to use your name or files for any reason (except a faculty or staff member). You are responsible for all uses of your account.
3. You may not use computers or accounts for any purposes other than legitimate learning purposes. You also may not use your computer or accounts for unlawful purposes, such as the illegal copying or installation of software.
4. You may not attempt to discover another user's password.
5. You may not copy, change, or transfer any software provided by the school, faculty, or another student without permission from the school.
6. You may not illegally copy copywriter software provided by the Bayport-Blue Point School District. It is generally illegal to copy any software that has a copyright. The use of illegally copied software is considered a criminal offense and is subject to criminal prosecution.
7. You may not intentionally write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or some similar name.
8. You may not deliberately use the computer to annoy others. For example, sending or making accessible any obscene, abusive, or threatening messages are not allowed.
9. You may not intentionally damage the system, intentionally damage information not belonging to you, intentionally misuse system sources, or allow others to misuse system sources.
10. You may not tamper with terminals, microcomputers, printers, or other associated equipment except as directed by the teacher.
11. You may not use the network for financial or commercial gain.

Privileges:

- Students have the privilege to access the Internet to facilitate educational growth in technology, information gathering skills, and communication skills. Students have the privilege to use the following methods for retrieving information: file transfer protocol (FTP), telnet and electronic mail (e-mail).
- Students have a conditional privilege to request news groups from the Internet in order to facilitate real-time learning with members on the network. Students have the conditional privilege to sign up for lists on the Internet.
- Students have the unconditional privilege to send e-mail to any member on the internal network. This privilege does not require prior approval. Each has the responsibility to exercise appropriate restraint.

Responsibilities:

- The student exercising his/her right to use the Internet as an educational resource shall also accept the responsibility for all material received under his/her user account. Only those students with prior experience or instruction shall be authorized to use the Internet.
- Students have the responsibility to monitor all material received via the Internet under their user accounts.
- Students will accept the responsibility of keeping all pornographic material, inappropriate text files, or files dangerous to the integrity of the network from entering the school via the Internet.

- Students are responsible for obtaining approval from the facilitator for all subscriptions to news groups, list serves, and similar files.
- It is a student's responsibility to maintain the integrity of the private electronic mail system. The student has the responsibility to report all violations of privacy. Students are responsible for all mail received under their user accounts. Students have the responsibility to make only those contacts leading to some justifiable educational growth on the Internet. The student is responsible for making sure all e-mail received by him/her does not contain pornographic material, inappropriate information, or text-encoded files that are potentially dangerous to the integrity of the hardware on school premises.
- Students have the responsibility for not using the network for wasteful or frivolous purposes such as playing network games.

Students will be required to log all connections made while online with the network. All file transfers, mail, etc., both within the LAN and outside the LAN, will be logged. Students do not have to log the content of any mail received via the Internet.

HIGH SCHOOL ATTENDANCE POLICY

**ALL UNEXCUSED STUDENT ABSENCES, SUSPENSIONS, TRUANCIES AND/OR CUTTING ARE SUBJECT TO THE
“ATTENDANCE PROCEDURE.”**

SCHOOL PHILOSOPHY: STUDENT ATTENDANCE

Attendance in class is essential to learning in all areas of the Bayport-Blue Point High School curriculum. Many courses teach specific skills daily in a sequential manner. Thus, the absent student is often presented with new material before he/she has fully mastered the previous skills, which are the basis for the new work. Class discussion, an integral part of much coursework, fosters the development of critical-thinking skills. Students learn to express and support their opinions, to challenge the assumptions of others, and to reevaluate their own thinking in light of new ideas expressed by other students. This exchange of ideas is basic for learning on any level and for performing in future employment.

Class work teaches students to work together with their peers to achieve a common goal. This is a skill which students cannot develop in an individual tutorial session. Working effectively with others is a skill that may not be tested on a final exam, but it is one that every student will need for the rest of his/her life. Good attendance in school is also part of the self-discipline we are trying to instill in our students to enable them to act as responsible members of the adult community. For students, class attendance and homework are a full time responsibility. Meeting these responsibilities each day will benefit the students throughout their future education and/or employment.

We recognize that health and family circumstances beyond the control of students and parents may arise from time to time. We also recognize that legitimate coursework may at times require a student's absence from class. At these times, a student must be guided, with the help of parents and school personnel, to make responsible choices, which will enhance rather than detract from the student's learning.

BAYPORT-BLUE POINT HIGH SCHOOL ATTENDANCE PROCEDURE

INTRODUCTION

The Attendance procedure is an adaptation of work by the Attendance Committee at the high school, the high school administration, and dialogue with central administration. It is our strong feeling that this procedure is essential in helping meet the educational goals and needs of students. By establishing attendance requirements, the school district is affirming that students are to be held accountable for their individual actions and that tardiness, cutting, excessive absenteeism, and/or truancy will jeopardize their successful completion of a course and their successful mastery of state learning standards. The Attendance procedure acknowledges the role and responsibility of the school to provide a quality education for each individual and encourages a value system designed for success for the world of work and in all future endeavors.

Bayport-Blue Point High School is not alone in addressing this critical problem. By law all school districts on Long Island and in other areas of New York State have adopted attendance policies. The importance that a school places on student attendance directly affects school tone and the learning environment. The fact that there is a direct correlation between student attendance and achievement clearly demands a minimum standard for awarding academic credit. Class-cutting regulations are included as an indispensable part of our plan to improve overall class attendance and reduce the amount of class-cutting. It is with this in mind that we have developed these regulations in order to communicate the high value we place on class instruction and also serve as a deterrent to cutting classes. The class-cutting regulations are clearly integrated within the framework of the Attendance Procedure and are necessary in order to achieve the broader objectives.

The specific objectives of the Attendance Procedure are as follows:

1. To formally define and stress the educational process as being dependent upon classroom teacher-student interaction.
2. To increase student attendance (school wide) and maintain student's eligible status to earn course credit.
3. To further discourage lateness and cutting through prevention as well as intervention.
4. To make students more responsible and accountable for their behavior.
5. To create clear and specific consequences for inappropriate behavior that will be supported at all levels of the district.

Summary of the Procedure:

All unexcused absences will be considered in this requirement. Therefore, 17 unexcused absences from a particular class during the school year would constitute the maximum number of days a student might be absent unexcused from any class without academic review for loss of credit. For half-year courses and alternating-day full-year courses, 8 unexcused absences would constitute the maximum number of days a student might be absent unexcused from any class without academic review for loss of credit. Each student who exceeds the maximum number of absences for a given class may be denied credit for that course. All students will have the right of appeal upon notice that credit is being denied.

Preventive measures have been developed that require communication and correspondence regarding the number of absences among the teacher, the assistant principal and/or principal, a guidance counselor, student, and parent.

This Attendance Procedure and the preventive measures included are viewed as vital in continuing to maintain and upgrade the educational atmosphere of the Bayport-Blue Point high School. This procedure will increase the productivity of classroom instruction for all students.

CLASS ATTENDANCE AND COURSE CREDIT

A student will seriously jeopardize the opportunity for academic credit if he/she accumulates the total number of unexcused class absences as follows:

- A. Full-year courses (meeting every day): 18 days per year
- B. Full-year courses (alternate day): 9 days per year
- C. Half-year courses (meeting every day): 9 days per semester

A student is to be registered in a class at least 85 percent of the time that a class meets during the school year in order to meet academic requirements. In accordance with the high school's course withdrawal procedure, no student will be permitted to enroll in a course after five weeks have passed, with the exception of a new student or at the principal's discretion. The teacher will advise students of work that must be made up. In addition, it is the student's responsibility to make up all work missed within a reasonable amount of time as a result of absences from class.

ABSENCES

If a student is absent, he/she must bring a note signed by a parent or guardian stating the reason for the absence. This note must be given to the attendance office the day the student returns to school or the absence may be considered unexcused. There are both excused and unexcused absences from school. Such absences may occur for either a portion of the day or the entire school day. It is the responsibility of the parent to establish the legitimate nature of the absence to the satisfaction of the school principal or person designated by the principal to oversee school attendance. Teachers are not required to allow students to make up work if they are absent for unexcused reasons.

Additionally, it is the responsibility of the parents to contact the high school to inform school personnel of student absences. The following is a chart listing the reasons for absences and whether they are considered to be excused or unexcused:

Excused Absences

Approved College Visitation
Attendance at CSE or other school meeting
Cooperative Work Program
Death in Family
Doctor/Dentist Appointment
Field Trip/Interscholastic Competition
Group/Individual Counseling
Guidance Appointment
Illness/Family Illness
Impassable Roads/Weather
Military Obligation
Music Lesson
Physical/Nurse Appointment
Quarantine
Religious Observance/Holiday
Required Court Appearance
Standardized Testing

Unexcused Absences

Family Vacation
*Suspension-In and Out-of-School
Truancy/Class Cut

**According to New York State Department of Education, student suspensions, both in and out of school, cannot be counted towards the unexcused absence total in determining whether or not to deny a student credit. Therefore, the Bayport-Blue Point High School Attendance Policy will not include student suspensions, both in and out of school towards the total count of unexcused absences unless the student does not attend the alternative instruction provided.*

CUTTING CLASSES

Cutting is defined as any unexcused absence from class. As with lateness, class-cutting is disruptive to the student, the teacher, and classmates. Obviously, important aspects of a course are missed when a student cuts class. Cutting class also interferes with the teacher's task of maintaining continuity and flow in instructional planning. Additionally, a student who cuts class sets a bad example for other students, especially underclassmen.

Full-day in-school suspensions, out-of-school suspensions, and individually assigned periods of in-school suspension will be tabulated as an absence from each class missed. In addition, a student suspended from school or a given class may legitimately receive a zero

on tests, class work, and class participation, provided they fail to make up the work missed and do not meet the academic requirements of the course. All cuts and truancies will count as absences from class within the framework of the attendance policy.

CONSEQUENCES

- A. If a student exceeds the specific number of absences as set forth in this policy, the school authorities may take the following action:
*******Deny the student credit for the course*******
- B. Students who have been denied credit for a course for attendance reasons will remain in that course for the remainder of the school year.
- C. Students who have been denied credit for a course for attendance reasons will not be permitted to transfer to another course during the current semester.
- D. Students who have been denied credit for a course for attendance reasons will only be permitted to attend summer school for that course if they remain a student in good standing until its completion.
- E. A student who is denied credit for a class may be denied the following privileges for a period of ten (10) weeks or longer: school clubs, school teams, prom, senior banquet, and extracurricular activities.

DISCIPLINARY PROCEDURES

1. The teacher must confirm class cut with the student and forward the referral form to the assistant principal's office.
2. The student will receive disciplinary consequences consistent with the district code of conduct.
3. The parent(s)/guardian(s) will be informed by the assistant principal/principal's office.
4. The student advocate (teacher, counselor, or social worker) may schedule a conference with the student to discuss what can be done to remediate the problem and document his/her effort.

PARENTAL NOTIFICATION REGARDING STUDENT ATTENDANCE

Parents will be informed of the student's attendance status as follows:

A. Unexcused Absences 1 through 5 (Unexcused Absences 1 & 2 for full year alternating-day and half-year courses)

1. It is expected that teachers and students will discuss assignments and effort related to student absences.

B. Unexcused Absence 6 (Unexcused Absence 3 for full year alternating-day and half-year courses)

1. On the 6th unexcused absence, the teacher will confirm the absences, sign an Attendance Letter, and fill out the Attendance Policy Progress Report, which will be submitted to the corresponding grade-level assistant principal.
2. The assistant principal's office will send a letter by certified mail, return receipt requested, stating the number of unexcused absences, a copy of the High School Attendance Policy and a Progress Report by certified mail, return receipt requested, to the parents notifying them of the number of unexcused absences and the possibility of credit denial.

C. Unexcused Absences 7 through 11 (Unexcused Absences 4 & 5 for full year alternating-day and half-year courses)

1. It is expected that teachers and students will discuss assignments and effort related to student absences.

D. Unexcused Absence 12 (Unexcused Absence 6 for full year alternating-day and half-year courses)

1. On the 12th unexcused absence, the teacher will confirm the absences, sign an Attendance Letter, and fill out the Attendance Policy Progress Report, which will be submitted to the corresponding grade-level assistant principal.
2. The assistant principal's office will send a letter by certified mail, return receipt requested, stating the number of unexcused absences, a copy of the High School Attendance Policy and a Progress Report by certified mail, return receipt requested, to the parents notifying them of the number of unexcused absences and the possibility of credit denial.
3. At this time, the assistant principal's office will schedule an informal meeting at which the assistant principal, teacher, guidance counselor, parents and student will discuss the pending credit denial.
4. At the informal meeting, the parent will receive copies of the High School Attendance Policy and Progress Reports. The parent(s), student, and administrator will sign a contract in acknowledgment of the possible credit denial and understanding of the High School Attendance Policy.

E. Unexcused Absences 13 - 17 (Unexcused Absences 7 & 8 for full year alternating-day and half-year courses)

1. It is expected that teachers and students will discuss assignments and effort related to student absences.

F. Unexcused Absence 18 (Absence 9 for full year alternating-day and half-year courses)

2. On the 18th unexcused absence, the teacher will confirm the absences, sign an Attendance Letter, and fill out the Attendance Policy Progress Report, which will be submitted to the corresponding grade-level assistant principal.
3. The assistant principal's office will send a letter by certified mail, return receipt requested, to the parents, indicating the student's pending credit denial and their right of review in cases of dispute or mitigating circumstances.
4. The parent has five (5) business days to respond to this letter and confirm the appeal with the Educational Support Team, which will hear and rule on the appeal.

RIGHT OF APPEAL

- A. In the event that a student feels that the pending denial of credit is unwarranted, the student has the right of appeal before the Educational Support Team. Such a request must be made in writing within five (5) school days of the date of the written notice advising the student and person in parental authority of the possible credit denial. If such a hearing is not requested, the student will be denied credit and will be subject to all other consequences. Between the notice of possible credit denial and the actual appeal, the student is expected to attend all classes. The principal or assistant principal will schedule an Educational Support Team meeting to hear the appeal between 7:40 am and 2:40 pm. The parent(s) or person in parental authority will be required to

accompany the student to the hearing. The review panel will minimally consist of an administrator, the student's guidance counselor, one teacher, and two teacher alternates who will meet to review an appeal. In reviewing each case, the application of the policy will take into account whether or not assignments have been made up. After hearing the appeal, the panel will recommend a course of action to the principal. The principal will render a final decision to the parents within a timely manner. If the student is maintained, conditions will be set for continued attendance. They will be put in writing and sent to all parties. Any violation of these conditions will result in the student being denied credit for the course without further appeal.

- B. If no appeal request is received, the student will be denied credit for the course but will remain in that course until it's completion. Students who are denied credit for a course, based on attendance, do not have the opportunity to make up the course in summer school unless they remain a student in good standing during the completion of that class. Students wishing to repeat the course will have the opportunity the next time the course is offered and must take it in its entirety.
- C. As part of the appeal procedure, the student's guidance counselor will obtain and evaluation of the student's progress from each of the student's subject teachers. This information will be presented at the hearing.

SCHOOL INCENTIVE PROGRAM

An incentive program will be established that includes, but is not limited to an attendance honor roll. During the school year, further incentives will be developed by the School Improvement Team to encourage students to succeed in meeting the attendance requirements as stated in the High School Attendance Policy.

High School Academic Eligibility Policy

Philosophy

Each student must develop self-discipline, respect for authority and rules, and the spirit of hard work and sacrifice. This goal is pursued in many ways, one of which is the student's participation in extracurricular activities. The School Improvement Team, which is representative of the entire school community, believes that academic achievement should be the responsibility of each student, while participating in extracurricular activities should be an opportunity afforded to each student. Students involved in extracurricular activities are expected to maintain satisfactory effort and achieve satisfactory results in every course of instruction in which they are involved. As students represent not only themselves, but also their coach/advisor, team/club and the Bayport-Blue Point High School student body, each student is expected to act in a responsible manner at all times.

Attendance and Discipline

1. If a student is absent from school, excused or unexcused, he/she may not participate in any extracurricular event on that day. A student must attend at least five (5) periods in the school day to be considered school that day.
2. Any student who is dismissed from a team sport for disciplinary reasons may not participate in any other sport during that season.
3. A student's eligibility status is subject to review whenever he/she commits an infraction resulting in out-of-school suspension. In the event a student receives a total of three (3) out-of-school suspensions, there will be a review of that student's eligibility status in all sports and activities.
4. Any students found to be under the influence, or in possession of illegal drugs/alcohol or drug paraphernalia, may be declared ineligible to participate in extracurricular activities for a minimum of five (5) weeks and be referred to the school psychologist or social worker for counseling. On the second occurrence, the student may be declared ineligible to participate in extracurricular activities for the remainder of the school year and will be mandated to counseling.
5. Any student receiving a discipline referral for the use of a tobacco product will be subject to the following discipline season by season:
 - a. **First Occurrence** – Extended Detention resulting in a loss of practice time or participation in club or activity and the detention cannot be rescheduled.
 - b. **Second Occurrence** - Extended Detention resulting in a loss of practice time or participation in club or activity and a ONE game suspension.
 - c. **Third Occurrence** - Extended Detention and a five (5) week suspension from all extracurricular activities.
6. All coaches and advisors will be notified with a copy of the referral of all infractions.

A copy of the Bayport-Blue Point High School Academic Eligibility Policy is available in the Assistant Principal's office.

Academics

1. Students having difficulty in their coursework are expected to seek additional assistance and examine their level of extracurricular activities.
2. Students failing two (2) or more subjects may be declared ineligible to participate in any extracurricular activity for a minimum of five (5) weeks. If, at any time during the five (5) week ineligible period, a student can present evidence from his/her teachers that he/she is not failing in two or more subjects, then that student can be declared eligible to participate through the appeal process.
3. A student who is ruled ineligible will be required to get academic support services which may include, but not be limited to, extra help, instructional support, Honor Society tutoring, etc.
4. Student eligibility will be reviewed following every quarterly progress report card and every interim progress report. This will mean that students' eligibility is reviewed every five (5) weeks during the course of the school year.

Ineligibility Procedure

1. A list of all ineligible students will be sent to all coaches and advisors after progress reports and report cards have been issued each marking period.
2. Coaches/advisors will review the academic status of all student sin their activities at five-week intervals.
3. Students will be informed of their ineligibility by the coach/advisor.
4. Coaches/advisors will notify the principal of any students declared ineligible.
5. Parents will receive written notification from the building administration.
6. All fall coaches and advisors will be notified in writing of students in danger of not being eligible for fall sports and/or activities beginning with the third marking period and continuing through the fourth marking period interim reports final grades for the previous year. Coaches and/or advisors will monitor student progress.
7. If a student fails two (2) or more courses in the fourth marking period, they will be put on immediate academic probation but will be allowed to participate in the summer sport practices and/or extra-curricular activities. A letter will be sent to the student and their parent/guardian indicating when they have to appear before the academic eligibility committee to hear their appeal and set conditions for their reinstatement. This hearing will be held during the first week of school. If the student fails to attend the hearing, they will be ineligible to participate for the first five (5) weeks of the school year.
8. If the reinstated student continues to be failing two (2) or more courses during the first five (5) weeks of the first marking period, they will be ineligible to continue participating in sports or activities for the remainder of the marking period.

Reinstatement Procedure

1. The student, parents or activity advisor may make an appeal.
2. A reinstatement can occur if a student can secure evidence that he/she is not failing two or more subjects and provides this information to the activity supervisor via the Student Academic Status report.
3. Coaches/advisors will send notification to the principal whenever a student is reinstated.
4. Parents will receive written notification of reinstatement from the building administration.
5. The student's teachers, coaches, and/or advisors will be notified of the time and location of any appeal hearing, so they may have the opportunity to speak on behalf of the student.

Review Committee Members

The School Improvement Team will appoint the following review committee members:

- a. A building administrator
- b. The athletic director, coach or class/club advisor
- c. A guidance counselor
- d. A student
- e. In the event that a classified student is ineligible to participate in a sport or extracurricular activity, the student member of the review committee will be replaced with the student's IEP teacher.

Academic Integrity Policy

Goal:

It is Bayport-Blue Point High School's goal to create an environment that encourages students to become lifelong learners and to achieve at their highest levels. It is equally as important for students, faculty, staff and community to understand that the values of integrity and honesty are an important element for students to reach these goals. Therefore, it is expected that students will present their own work while properly acknowledging the works, ideas, and thoughts of others. Additionally it is expected that students will not offer their answers or work to others as a substitute for original work. The following guidelines are presented to reinforce and encourage a policy of academic integrity.

Definition of Plagiarism: "To copy somebody else's work or idea and pass it off as one's own" (American Heritage)

Examples of Plagiarism include, but are not limited to:

1. Copying information from a website, computer resource, or paper/book resource without proper citations of the information.
2. Purchasing a completed research paper or assignment.
3. Using online or electronic translators for Languages Other Than English (LOTE) assignments.
4. Paraphrasing or summarizing ideas, thoughts or words without giving proper credit, including a final bibliography or works cited list, and improper documentation such as in-text citations for direct quotes.
5. Having another person (parent, teacher, peer, sibling) complete an assignment and presenting it as one's own work.

Definition of Cheating: "To act dishonestly; practice fraud: to mislead for personal advantage" (American Heritage)

Examples of cheating include but are not limited to:

1. Sharing of information during any form of assessment/assignment, including but not limited to talking, signs, gestures, symbols or notes.
2. Copying student responses on any form of assessment/assignment or allowing information to be copied.
3. Passing any assessment/assignment information during class time or from one class period to another in the same subject area.
4. Using unauthorized study aids, notes, books, data, or other information.
5. Substituting prewritten writing assignments in place of assignments that are to be written in class or during a testing period.
6. Using a computer, calculator, cell phone, picture phone, PDA or any other electrical device to obtain an unfair advantage or to share information with other students.
7. Possessing any assignment, assessment or instructional material or device without permission of a faculty member or school administrator.

Possible steps to minimize student Plagiarism/Cheating:

1. Creating different tests for each period and/or each year.
2. Utilizing online verification programs of plagiarism (e.g.: turnitin.com).
3. Covering issues of plagiarism and cheating each year in the English curriculum, as well as by other subject area teachers as it pertains to their curriculum.
4. Cheating and plagiarism should be addressed each year during the review of the code of conduct and student handbook.

Consequences for a student who is found to have committed an act of Plagiarism and/or Cheating:

Consequences may include any or all of the following:

1. Assigning a grade of zero for any assignment/assessment to all participants.
2. Notifying the leadership of any cocurricular activity that the student(s) participates in that they have violated the plagiarism/cheating guidelines.
3. Referring student to Administration for possible discipline.
4. Notifying student's parent(s)/Guardian.
5. Placing student on Academic Probation.
6. Possible exclusion from various organizations (i.e. National Honor Society).

Students found to have committed an act of plagiarism or cheating shall have the right to appeal the punishment or explain the circumstances. The appeal shall be made to a committee consisting of the principal or his/her designee, a guidance counselor or advocate, a teacher, and a student. Their decision shall be final.

**Alcohol Consumption By Students –
Alcohol Testing of Students Policy**

The Board of Education has determined that the use of alcohol by minors represents a serious threat to the welfare of its students. The possession, transportation, and distribution of alcoholic beverages during school hours or during school-sponsored activities and events are strictly prohibited. The consumption of alcohol by students during school hours or during school-sponsored activities and events, and the presence of students, who have consumed alcohol on school campus, at any time, or during school-sponsored off-campus activities and events, is strictly prohibited. Therefore, to promote a safe, healthy and productive environment, the Bayport-Blue Point School District implements the following testing policy with respect to students suspected of consumption of alcohol.

- A. A school official who has a reasonable suspicion that a particular student has consumed alcohol during school hours or during a school-sponsored event may recommend to the Administrator in charge the use of a Breathalyzer test to determine such consumption. Reasonable suspicion shall be based on objective criteria including, but not limited to admissions, reliable statements of others, alcohol on the breath, impairment of motor control, and other outward signs of alcohol use and/or intoxication. The Bayport-Blue Point School District shall maintain an appropriately calibrated Breathalyzer testing device and shall provide training of employees in its use. The term "school official" shall be limited to nurses, teachers, and administrators.
- B. A student present during a school-sponsored event either on campus or off campus, who is believed to have consumed alcohol prior to or during the event, will be discreetly escorted by the school official and another adult to a secure location. A trained school official shall administer the Breathalyzer test. If this test is positive, the student will be granted the opportunity to be heard concerning justification for the positive test result. After due consideration of the student's rationale, the school shall make an immediate determination whether to exclude the student from the event. If alcohol use has been determined, the student's parents or person in parental relation shall be immediately notified. Students identified as having consumed alcohol shall be detained under observation until a parent, guardian, or emergency contact is available to transport the student home. The student's behavior shall be referred to the school principal and/or Superintendent of Schools for further action pursuant to Section 3214 of Education Law. Negative test results shall be considered in making a determination whether to proceed further.
- C. A student present during an extracurricular, cocurricular, or sports activity believed to have consumed alcohol will be discreetly escorted by the school official and another adult to a secure location. A trained school official shall administer the Breathalyzer test. If this test is positive, the student will be granted the opportunity to be heard concerning justification for the positive test result. After due consideration of the student's rationale, the school shall make an immediate determination whether to exclude the student from the event. If alcohol use has been determined, the student's parents or person in parental relation shall be immediately notified. Students identified as having consumed alcohol shall be detained under observation until a parent, guardian, or emergency contact is available to transport the student home. The student's behavior shall be referred to the school principal and/or Superintendent of Schools for further action pursuant to Section 3214 of Education Law. Negative test results shall be considered in making a determination whether to proceed further.
- D. During the regular school day, a student believed to have consumed alcohol will be discreetly escorted by the school official to a secure location. A trained school official shall administer the Breathalyzer test. If this test is positive, the student will be granted the opportunity to be heard concerning justification for the positive test result. After due consideration of the student's rationale, the school shall make an immediate determination whether to exclude the student from the event. If alcohol use has been determined, the student's parents or person in parental relation shall be immediately notified. Students identified as having consumed alcohol shall be detained under observation until a parent, guardian, or emergency contact is available to transport the student home. The student's behavior shall be referred to the school principal and/or Superintendent of Schools for further action pursuant to Section 3214 of Education Law. Negative test results shall be considered in making a determination whether to proceed further.
- E. In the event that a student refuses the administration of a Breathalyzer test in any of the circumstances described in paragraphs 2, 3, or 4, shall be presumed to have consumed alcohol. The matter shall be processed under paragraphs 2, 3, or 4 in the same manner as if a positive Breathalyzer test result had been obtained.
- F. The procedures and protocol for administration of this policy and Breathalyzer testing permitted there under together with the processing of students shall be established by administrative regulation issued by the Superintendent of Schools.

As noted above, the possession, transportation, and distribution of alcoholic beverages during school hours, on school property, or during school-sponsored activities and events is strictly prohibited. Any student determined to have possessed, transported, or distributed alcoholic beverages during school hours, or during school sponsored events shall be subject to immediate suspension and further discipline as provided in S3214 of the Education Law of the State of New York.

TOBACCO-FREE SCHOOL CAMPUS

Possession and Use of Tobacco and/or Tobacco Products on School Premises is Prohibited

Pursuant to State Legislation (Chapter 565 of the Laws of 1994), the use of tobacco shall be prohibited on school grounds, which shall include all school buildings, structures, surrounding outdoor grounds, and vehicles used to transport children or school personnel, during hours when school is in session or a student activity supervised by staff or an officially sanctioned school event is taking place.

The Board policy on smoking will be prominently posted in each school building. Under this policy, it is also prohibited for students to possess tobacco and/or tobacco products on school property. Any violation of this policy will be subject to disciplinary action as determined by building administration.

Guideline for High School Disciplinary Action

Infraction

Smoking on school property

Disposition

- Suspension (ISS to OSS)
 - Referral to Suffolk County Department of Health (\$50 to \$500 fine)
 - Attendance at smoking Clinic
- Possession of tobacco products
- Suspension (ISS to OSS)
 - Community Service