

# Scarsdale High School

## 2023-2024

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Ms. Andrea O’Gorman, Assistant Principal  
Mr. Christopher Welsh, Assistant Principal

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Mr. Michael Giordano  
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Mr. Michael Hiller  
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Ms. Jennifer Morgan  
Ms. Carolyn Lanfredi, Psychologist  
Dr. Kristin Oliverio, Psychologist  
Ms. Lauren Pomerantz, Social Worker  
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Mr. Matthew Sweeney  
Ms. Nancy Thompson  
Dr. Jennifer Walker, Psychologist

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Mr. Jose Lamela  
Ms. Maria Moreira  
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Ms. Barbara Reef, ENL  
Ms. Emmanuelle Rivera  
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Ms. Diane Carroll  
Ms. Mae Cestaro  
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Ms. Sashalee Fabian  
Ms. Rose Fazzolari  
Ms. Mary Flynn  
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Mr. Andrew Robbins  
Ms. Nicole Roberts  
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Ms. Elizabeth DiPenice  
Mr. Faizal Lockram

### Classroom

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Ms. Nicole Lockram  
Mr. Myles McDowell  
Ms. Debbie Mintzer

### Computer

Mr. Alan Killian  
Mr. Ryan Yorke

### CSE/Special Education

Ms. Piyalee Dey  
Ms. Sheila Gerard  
Ms. Gloria Gomez  
Mr. Lesleigh Hogg

### English / Social Studies

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### Learning Resource Testing Center

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Ms. Anna Teyssonniere de Gramont

### Library

Ms. Marguerite Kivel  
Ms. Adele Maresco  
Ms. Joyce Tortorello

### New Learning Commons

Ms. Sonia Feliz  
Mr. Ray Fitzpatrick  
Ms. Vivian Vega

### Math

Ms. Eleanor Landau

### Parking

Mr. Nicholas Antonicelli

### Science

Ms. Angela Santomauro

### World Languages

Ms. Gabriela Balboa  
Ms. Dora Manzo

## **CUSTODIANS AND CLEANERS**

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Mr. Charlie Coliskey  
Mr. Balvin Dunn  
Mr. Joseph Gianelli  
Mr. Damion Johnson  
Mr. Epifanio Marino  
Mr. Luis Marino  
Mr. Witman Oliva  
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Mr. Darwin Roca  
Mr. Pedro Rodriguez  
Mr. John Savage  
Mr. Andrew Silvestre  
Mr. Dillon Wallace

# **ACADEMIC ASSISTANCE: PROTOCOLS AND RESOURCES**

The high school faculty and staff are committed to helping students succeed academically throughout their high school careers. In order to assist all students, certain protocols have been put in place and numerous resources are available.

## **ACADEMIC RESOURCES**

### **Tutorial System**

One of the unique features of Scarsdale High School is our tutorial system. All teachers are expected to provide academic assistance to students during unscheduled time during the regular school day. Teachers may meet with students in their offices, classrooms and/or department centers either under a sign-up system or a drop-in system or both. If students do not have free periods that coincide with their teachers' free periods, arrangements can be made to meet before or after school.

### **Deans**

The high school deans act as student advocates and provide guidance and support for their assigned students. They conduct freshman seminars and sophomore groups and provide individual counseling. If students need help in arranging meetings with their teachers or in obtaining academic assistance, they should meet with their dean to develop strategies and gain confidence in becoming self-advocates.

### **Department Resource Centers**

The Math and World Language departments maintain department centers that are staffed by aides who are able to provide additional academic assistance in those areas.

### **Signifer Tutors**

The high school honor society provides individual tutors for students who request them. Students should see either their deans or the individual department chairs to make these arrangements. Signifer also provides student assistants during periods two through five.

### **Academic Intervention Services**

The AIS Program provides remediation for students who have scored below the state performance level on one or more state tests, students with limited proficiency in English, and students who are at risk of not achieving required performance levels on upcoming state exams.

### **Therapeutic Intervention Program**

The TIP program is designed to assist students whose education has been inhibited or interrupted by significant health issues. The program teacher coordinates the academic work and the school psychologist serves as the liaison between the family, the school, and outside clinicians.

### **Learning Resource Center**

The Center provides academic support services for students with special needs who have been classified by the Committee on Special Education.

### **Scarsdale Support Program**

The Support Program provides academic and emotional support for students with special needs.

### **Academic Support Center**

The ASC program is designed to provide support to students who need academic assistance but who may not meet the criteria for 504 accommodations or qualify for Special Education services.

### **Protocols for Resolving Academic Issues**

If students encounter academic problems or need assistance, their first contact should be with the classroom teacher. Most problems can be resolved in a meeting between the teacher and the student.

- If that does not resolve the issue, the student should seek the assistance of their dean.
- If that does not resolve the issue, the student and the dean should seek the assistance of the department chairperson.
- If the issue remains unresolved, the student and the dean should confer with an assistant principal or the principal.

In all such situations the high school encourages students to become self-advocates. If the student feels uncomfortable at any point in this process, the parents should become involved and follow the same protocol.

## **Test and Assessment Rescheduling Policy (TARP)**

This policy applies to students who have three or more single day in-class assessments which require preparation outside of the classroom and are scheduled for the same day. Assessments which constitute routine homework checks are not covered under the policy. Students should follow the process outlined above to reschedule one or more of the assignments. All efforts should be made to reschedule the test or assessment which was most recently assigned.

## **ACADEMIC INTEGRITY**

Your teachers are aware that they are working each day with young people who possess a multitude of talents, and they have every confidence that they can support you in your academic endeavors. In most instances, if you apply yourself and attend to your studies, you will likely succeed. Seek out your teachers for extra help and/or meet with your dean if you are experiencing difficulty. This approach works fine as long as you don't look for shortcuts that lead to acts of dishonesty, such as cheating. Although cheating harms the entire school community, violates the district's Code of Conduct, and compromises the integrity of the academic and extracurricular programs, the person most harmed is the cheater him/her/them self

### **CHEATING AND PLAGIARISM**

#### What is cheating?

This is easy, and all of you know the answer. You have seen it since you were small children. Cheating occurs when you tell the other tennis player that the ball was out when you know it was really in. Cheating happens when you look at your classmate's paper during a test or let a classmate copy your answers. Cheating is handing in your older sibling's science report. Cheating can also extend beyond what you have known from the day you understood right from wrong:

- copying your friend's homework and passing it off as your own
- handing in an essay that your parent or your tutor wrote
- sneaking a peek at that little piece of paper with all the formulas on it during a test
- not doing your part in a group project but accepting the group's grade
- copying material from the Internet and claiming it as your own work
- splitting up a homework assignment with your classmates and e-mailing the answers to each other (unless your teacher has given you permission to do so)
- copying your partner's lab report
- using a cell phone or similar device to transmit or receive exam information
- utilizing artificial intelligence software or applications in an unauthorized manner

#### What are the penalties for cheating?

The first question is really, "Why are there penalties for cheating?" This, too, is easy, and all of you know the answer: you should not receive credit for someone else's work. After a first-time determination that you cheated on an exam or an assignment, your teacher will consult with the department head to determine a consequence for your action and will notify your parents and your dean. You should be aware that all violations of the Academic Integrity Policy are reported to your dean. If a second incident of cheating should occur—even if it occurs with another teacher—your parents will be called for a meeting with you and the principal, you will not be considered for the honor society (or will be removed if you are already a member), and you will receive a failing grade on that task. If there are subsequent incidents, you will be asked to appear before the Academic Integrity Committee. This committee has the power to recommend consequences to the principal, and these recommendations might include the assignment of a failing grade for the particular assignment, the assignment of a failing grade for the course, and removal from extracurricular and/or inter-scholastic activities. Further acts of dishonesty—academic or otherwise—will result in disciplinary consequences that could include suspension and even disclosure to post-secondary institutions. (See Disclosure Statement.)



## What is plagiarism?

Although most of you probably have a pretty good idea about this as well, plagiarism is a bit harder to comprehend, and you need some guidance to help you avoid it. Basically, plagiarism is a form of cheating that takes place when you present someone else's words or ideas as your own. In its most obvious form, plagiarism occurs when you copy a sentence from a book and fail to surround the words with quotation marks to acknowledge that someone else wrote the words. Plagiarism can take other forms as well:

- copying the answers to your homework from SparkNotes or similar sources
- submitting a term paper you copied from the Internet or purchased
- expressing someone else's idea in your words without properly citing the originator of the idea
- cutting and pasting someone else's words without appropriate citation

The challenge when you are doing research and writing a paper occurs when you are no longer quite sure if you are expressing your own opinion or the opinion of one of the sources you have read. Your teacher, therefore, will help you to understand appropriate guidelines to research and writing. Similarly, look to your teachers for guidelines regarding collaborative projects with committees, lab partners, etc.

## What are the penalties for plagiarism?

Essentially, the penalties are the same for plagiarism as they are for cheating. The major difference is that the school understands that not all students have completely grasped the concepts of proper research and writing techniques when they enter high school. Therefore, an underclassman's infractions for minor plagiarism will be dealt with more flexibly until training for underclassmen is complete. That is, your teachers will assume that there will be aspects of plagiarism which will not be totally clear to you when you enter the high school, and they will help you to develop an understanding of what is expected. After that, it will be up to you to apply appropriately the guidelines you have learned.

## Responsibilities of Students

- Be sure that you understand each assignment. If you do not, ask questions.
- Be prepared and manage your time well. Lack of time and the desire to maintain high grades can lead one to take shortcuts, and shortcuts rarely work.
- Seek out your teachers during free periods and before and after school. Their assistance will make it easier for you to approach your subject matter.
- Before beginning to write, take notes that contain the sources of your information.
- Be honest with yourself and about yourself. It is better to learn honestly than to achieve dishonestly.

## Responsibilities of Parents

- Be realistic about your child's abilities. It is no more reasonable to expect your child to excel in every subject than it is to expect him/her/them to excel in every sport.
- Help your child to learn, but do not do their work for them.
- Encourage your child to seek out their teachers for extra-help sessions if he/she/they is experiencing difficulty. Your child's classroom teachers are in the best position to provide support outside the classroom.
- Remember that your desire for your child to succeed is shared by their teachers and the entire school community.
- Be realistic about your child's time commitments.
- Remember that life is not a race but a process.

## **DISCLOSURE OF DISCIPLINARY RECORDS TO COLLEGES**

Scarsdale High School generally believes in maintaining confidentiality in matters of student discipline. Our goal is to help students learn from their mistakes, most of which are minor violations of school rules, and thus we consider most disciplinary infractions an internal matter among students, their parents, and the institution. We tell students to respond honestly on a college application to any question regarding their disciplinary history, and the deans answer such questions when asked directly by the college admission office. The deans provide opportunities to discuss student responses within the counseling relationship, and, when asked, place the violation in the context of a student's overall record.

While Scarsdale High School does not send disciplinary records to post-secondary institutions, we are committed to collaborating with our college counterparts to ensure a responsible environment for learning in their institutions. In exceptional circumstances that surround a particularly egregious infraction that raises serious questions about a student's academic integrity, citizenship, or ability to display appropriate conduct in a college community, we will consider disclosing information. At the principal's discretion, a subcommittee of deans, faculty, and other administrators will be convened to consider such situations. Prior to the disclosure of information, parents and students will be afforded the opportunity for an informal conference. The committee will make a recommendation to the principal, whose decision regarding disclosure shall be final.

## **ALTERNATIVE SCHOOL**

The Scarsdale Alternative School is an experimental laboratory school of eighty-two sophomores, juniors, and seniors that represent a cross-section of the Scarsdale High School population. SAS is NOT designed to meet the specific needs of a particular clientele. Its emphasis is on academics, but within a participatory, democratic structure. Students meet in both small groups (Core Group) and Community Meetings weekly throughout the school year in order to make decisions together regarding many areas of school life. SAS believes that this high level of student and teacher participation in the governance of their school helps create a strong sense of community toward which all participants feel increased responsibility and commitment.

SAS is a college preparatory school; approximately ninety-nine percent of its students go on to four-year colleges or universities. It offers the courses typically taught in high school in English, social studies, mathematics, and science. SAS operates on the same time schedule as Scarsdale High School, although it runs its own internship program toward the end of the first semester.

A Career Internship Program is required for one month of each school year. Students may intern with teachers, lawyers, doctors, administrators, journalists, architects, lab researchers, publishers, politicians, accountants, business people, or a range of other mentors.

The major purpose of evaluations at SAS is to allow individuals and groups to analyze their strengths and weaknesses as they strive to realize common objectives. The transcript consists of teacher evaluations, a personal statement written by each student, and a summary statement written by the Core Group teacher. Core Group meetings usually take place in students' homes, but the school district is not able to provide transportation. A parent who objects to their youngster driving to these meetings should contact the Alternative School Director so that an in-school meeting location may be arranged.

Students who are interested in applying to the Alternative School should speak with their dean, who can provide them with complete admission policies and procedures.

## **ATHLETIC PROGRAM**

Athletics at Scarsdale High School is considered an integral part of the school's educational program. Interscholastic and intramural competition provide students with physical, mental, and emotional experiences which benefit not only the individual but also the school and the total community.

### **OBJECTIVES OF THE INTERSCHOLASTIC ATHLETIC PROGRAM**

Our goals are:

1. To develop and maintain the highest level of sportsmanship.
2. To develop proper attitudes toward winning and losing, success and failure.
3. To encourage and develop respect for fellow athletes whether they are teammates, members of other Scarsdale teams, or members of opposing teams.
4. To assure that the amount of time required for athletic participation does not interfere with academic success.
5. To develop proper attitudes toward individual health habits, appearance on and off the field, and citizenship in and out of school.
6. To encourage competition not only for the tangible rewards but also for the development of positive attitudes that make athletic competition valuable and worthwhile.
7. To orient all athletic staff members to abide by the rules, regulations, and officials' decisions that govern each sport.
8. To maintain the highest standard of ethics, recognize each participant as an individual who will conduct him/her/them self in a manner befitting their responsibilities, and develop the kind of rapport with the broader school community that will improve the total educational program.

## STUDENT/SPECTATOR CONDUCT AT ATHLETIC EVENTS

Student spectators represent their school just as the athletes do. The conduct of student spectators and others at athletic contests is important to the climate of sportsmanship, as is the quality of athletic play on the field. All spectators, therefore should:

- refrain from abusive remarks;
- recognize fine play and sportsmanship on the part of each team;
- be considerate of opposing teams, players and coaches;
- exercise self-control and personal responsibility in relation to others;
- show respect for the judgment of officials, referees and coaches;
- acknowledge fields, courts, and equipment are the players' and coaches' domain during contests.

## INTERSCHOLASTIC SPORTS REQUIREMENTS:

The "Interscholastic Sport Clearance Card" (a.k.a. Gold Card), is the document issued by the Health Office and required by the Athletic Department in order for a student to try out for/participate in any sport. A separate, validated "Interscholastic Sport Clearance Card" is needed for each sport. Athletes are not allowed to try out for two sports simultaneously during a season.

## HOW TO OBTAIN THE "INTERSCHOLASTIC SPORT CLEARANCE CARD":

### Gold Cards

A Gold Card is provided to a student after all necessary documents have been received and approved by the school nurse. The card signifies that the student can safely tryout and participate in a specific sport for a specific season.

### Online Registration Process

Student athletes must apply for a Gold Card by completing Health History and Parent Consent Forms through the online registration process. Forms that require parent and student signatures are available for electronic completion and submission prior to the start of each season. Forms that require a doctor's signature will need to be scanned and uploaded prior to submission.

Completed Gold Cards will be sent to the Athletic Department and distributed to coaches. There is a minimum requirement of 48 hours to process all forms. Online registration information can be found at [www.scarsdaleschools.org](http://www.scarsdaleschools.org) → Scarsdale High School → School Information → School Nurse → Gold Card Information and Consent Forms. Any questions about the process to obtain a Gold Card should be addressed to the School Nurse's office at (914) 721-2550. N.B. The school physician has the final authority to determine the physical capability of a student to participate in a sport.

The coach may not allow any students to participate in a sport, even to practice, without a valid Gold Card.

## STUDENT ABSENCES

A student-athlete who has been absent from school all day may not practice or compete in their sport after school. In order to participate a student-athlete must attend 4 periods of the day. Extenuating circumstances will be given special consideration by the Athletic Director.

Participation in the athletic program is a privilege granted students in return for compliance with certain rules and conditions:

**Attendance at Practices and Contests** – Student-athletes are required to attend all practices and contests unless excused by a coach in conjunction with a parent. Athletes are expected to be present at practice unless excused by the coach or trainer.

**Freshman Teams** - Student-athletes are expected to make a five-day per week commitment to the team. Practices and contests will occur Monday through Friday.

**Junior Varsity Teams** - Student-athletes are expected to make a six-day per week commitment to the team. Practices and contests will occur Monday through Saturday. JV teams do not compete during vacation periods.

**Varsity Teams** - Student-athletes are expected to make a six-day per week commitment to the team. Practices and contests will occur Monday through Saturday. Varsity athletes are required to be at all games and practices during vacation periods. (Occasionally, varsity teams will have a Sunday contest.)

**Competing on Non-school Teams in Season** - Scarsdale student-athletes' first commitment is to the school program and the team. If conflicts arise, athletes are required to compete on the high school team.

**Travel** - Student-athletes are required to travel to and from athletic contests on the team bus under supervision of a coaching staff member. Extenuating circumstances will be given special consideration by the Athletic Director. Transportation waiver forms can be found on the athletics website. Go to [www.scarsdaleschools.org](http://www.scarsdaleschools.org), click on High School, then the Athletics link, then to forms for Interscholastic Athletics, then transportation waiver.

**Valuables** - Student-athletes should leave all valuables at home, not in the locker room. All lockers must be locked properly. Students are responsible for providing their own locks.

**Equipment** - Student-athletes are responsible for returning all equipment and uniforms issued during the season.

1. The student-athlete/family is responsible for lost or stolen athletic equipment/uniforms.

## **ATHLETIC TEAMS AND INTRAMURAL PROGRAMS**

### FALL INTERSCHOLASTIC SPORTS

<u>SPORT:</u>	<u>LEVELS:</u>
Cheerleading	V, JV
Boys' Cross Country	V only 9-12
Girls' Cross Country	V only 9-12
Field Hockey	V, JV
Football	V, JV
Boys' Soccer	V, VB, JV, JVB
Girls' Soccer	V, VB, JV,
Girls' Swimming	V only 9 - 12
Girls' Tennis	V, VB, JV
Boys' Volleyball	V, JV
Girls' Volleyball	V, VB, JV, JVB
Girls' Indoor Track	V only 9-12

### WINTER INTERSCHOLASTIC SPORTS

<u>SPORT:</u>	<u>LEVELS:</u>
Boys' Basketball	V, JV, Fr.
Girls' Basketball	V, JV, Fr.
Boys' Bowling	V only 9-12
Girls' Bowling	V only 9-12
Cheerleading	V, JV
Girls' Gymnastics	V only 9-12
Ice Hockey (Boys')	V, JV
Boys' Ski	V only 9-12
Girls' Ski	V only 9-12
Boys' Swimming	V only 9-12
Boys' Indoor Track	V only 9-12
Wrestling	V, JV

### SPRING INTERSCHOLASTIC SPORTS

<u>SPORT:</u>	<u>LEVELS:</u>
Baseball	Boys V, JV, Fr.
Boys' Golf	V only 9-12
Crew	Students 9-12
Girls' Flag Football	V only 9-12
Girls' Golf	V only 9-12
Boys' Lacrosse	V, JV
Girls' Lacrosse	V, JV
Softball	V, JV, Fr
Boys' Tennis	V, VB, JV
Boys' Track & Field	V only 9-12
Girls' Track & Field	V only 9-12

## **ROLES AND RESPONSIBILITIES**

### **A. Athletic Counselor**

The athletic counselor provides a supportive and confidential environment for student athletes to discuss substance use issues or problems related to personal or team matters.

### **B. Captains**

Captains are leaders and role models in their sports. They help their team function as a unit and assist in developing team goals and responsibilities.

### **C. Coaches**

Coaches foster positive attitudes and goals with their teams. They communicate and consistently enforce all rules regarding the behavior of players, and specifically, the terms of the Code of Conduct.

#### D. Parents

Parents should understand the Code of Conduct as it pertains to student athletes and their teams.

#### E. Administrators and Teachers

Administrators and teachers should be aware of the Code of Conduct and its provisions. They should communicate concerns about an athlete's behavior to appropriate school personnel.

### ATHLETIC WEB SITE USER INFORMATION

For athletic information pertaining to schedules, directions, athletic policies and procedures, directory of coaches and teams, go to [www.scarsdaleschools.org](http://www.scarsdaleschools.org). Click on High School and then the Athletics link. For game schedules, click on "Team Schedules". Games are updated daily on this site.

## ATTENDANCE

Daily attendance in all classes is considered indispensable to academic success and also represents each student's most basic responsibility as a member of the Scarsdale High School community. Therefore, every student is expected to attend all classes, unless legitimately absent from school. To that end, all teachers take attendance each day during each period. E-mails and/or telephone calls are made to parents to report unauthorized class absences and attendance reports can be viewed at any time through the Infinite Campus parent portal.

If a teacher is absent and a substitute teacher is called, all classes meet as usual. If a teacher is absent without a substitute, 11th & 12th graders are excused; 9th & 10th graders will be supervised in their classrooms by an aide. If an adult fails to appear for a scheduled class, students should wait quietly for 10 minutes, after which a representative should inquire about the situation in one of the administrators' offices. Students are NOT automatically excused, even after waiting for 10 minutes.

### LEGAL REASONS FOR ABSENCE OR TARDINESS

In accordance with New York State Law and the Regulation of the Commissioner of Education, the following are legal reasons for absence or tardiness in Scarsdale High School.

1. Sickness (Please note that students may not dismiss themselves from school when they are feeling ill. Such dismissal must be made through the Health Office. Similarly, students may not call themselves in sick.)
2. Sickness or death in the family
3. Impassable roads or weather making travel unsafe (only the Superintendent of Schools is authorized to rule on this provision)
4. Religious observance
5. Quarantine
6. Required appearance in court
7. Remedial health treatment
8. Pre-approved or pre-validated college visits\*

\*College Visits: It is important for students to visit colleges they might like to attend. While days missed from school to visit colleges are considered legal absences, students must realize that their schoolwork can suffer if they are out of class too often. Therefore, visits should be planned for school vacations. Students must supply a note to the attendance clerk in the General Office prior to the college visit in order for it to be considered a legal absence.

### IN THE EVENT OF AN ABSENCE

- A parent or guardian should call the Attendance Office (721-2510) either before the date of the absence, if this is known, or before noon on the actual day of the absence.
- If a call is not made, the student must bring a note written and signed by a parent, guardian, or doctor to the Attendance Office on the day he/she/they return to school. The Attendance Office will provide an "admit" pass to be presented to subject teachers.
- Students whose absences have not been excused within 48 hours will be considered truant or cutting and may face disciplinary consequences.
- It is the student's responsibility to meet with teachers immediately upon returning to school to establish a make-up schedule for missed work due to a legal absence.
- If a student is absent on a regular basis or for a prolonged period, the school may request a doctor's note.

## **IN THE EVENT OF TARDINESS**

- Students who will be late to school must have a parent call the Attendance Office in advance (721-2510) or must have a note written by a parent with them when they arrive at school.
- Regardless of the circumstances, all latecomers must report to the Attendance Office immediately upon arrival for sign-in purposes.
- On the day of a legal tardy, it is the student's responsibility to meet with teachers to establish a schedule to complete missed work.

## **ILLEGAL ABSENCE OR TARDINESS**

When a pupil is absent from or tardy to school with the knowledge of parents for other than a legal reason, it is considered a case of "unlawful detention." Excuses which indicate, "travel," "vacation," "work," or "needed at home" are examples of such detention. The school acknowledges the occasional legitimacy of such absences. On such occasions, parents are obligated to inform the school in advance of any anticipated absence so the student can make arrangements to make up work, reschedule tests, etc. at the discretion of the classroom teacher. If pre-notification is not made the student will be given a zero for all work missed. In the event that the "unlawful detention" provision is abused, the student will be subject to disciplinary action.

## **CUTTING**

Cutting refers to unexcused absence from a subject or activity to which a student has been assigned, including homeroom and assembly. There are no permitted cuts at Scarsdale High School.

## **CLASSROOM CONSEQUENCES OF CUTTING**

- A grade of "zero" will be assigned to any work not completed or due on the day of the cut.
- Students cannot expect their teachers to assist in making up work missed because of a cut.

## **DISCIPLINARY CONSEQUENCES OF CUTTING**

Failure to attend class (cutting) will not only jeopardize a student's academic performance but will lead to disciplinary actions, including:

- In-school detention
- The loss of permission to participate in sports or extracurricular activities on the day of the cut or on subsequent days
- After-school detention
- In-school suspension
- Out-of-school suspension
- Parental conference
- Elimination of free periods and assignment to supervised study
- Loss of parking privileges
- Loss of eligibility for teams, clubs, school activities
- Possible withdrawal from the class in question

## **LATENESS AND ITS CONSEQUENCES**

- Unexcused latenesses, which result in missing classes, are considered cuts.
- After a student has been late to class three times, each subsequent tardiness will be considered a cut.
- A student who arrives after a significant portion of the class has elapsed may be considered to have cut the class.

## **TRUANCY**

Absence without the knowledge and consent of the parent or guardian is considered truancy. A student who is truant is considered to be cutting all classes missed and will be subject to the appropriate disciplinary action as outlined above.



# ATTENDANCE POLICY RESPONSIBILITIES

## RESPONSIBILITIES OF STUDENTS

- You must attend all classes, including homeroom, assemblies, and forums.
- Be sure your parent calls to inform the Attendance Office that you will be absent.
- If an absence call is not made, a note written and signed by a parent must be brought to the Attendance Office on the day you return to school.
- Students whose absences have not been excused within 48 hours will be considered truant or cutting and will face disciplinary consequences.
- You may not dismiss yourself from school. Instead, report to the Health Office or the assistant principal. Students who dismiss themselves from school will face disciplinary consequences for cutting.
- You may not call yourself in sick.
- On the day that you return from an absence, arrange with your teachers a schedule to complete work missed.
- If you are late to class, see that the teacher changes the absence notation to a tardy notation.
- If you are absent from school, you may not participate in any after-school activity.
- If you are absent on a regular basis or for a prolonged period, the school may request that you submit a doctor's note.
- If a student must miss part or all of the school day for a doctor's appointment, you must bring a doctor's note verifying the visit to the Attendance office.

## RESPONSIBILITIES OF PARENTS

- Please make every effort to have your child in attendance each day.
- If your child must stay home, please call the Attendance Office (721-2510) no later than 12:00 noon on the day of the absence.
- If you are unable to call, please supply a written note with your child's name and the reason for absence on the day he/she/they returns to school. If the child had a doctor's appointment or a court appearance, please provide the appropriate documentation.
- Students whose absences have not been excused within 48 hours will be considered truant and will face disciplinary consequences.
- Remind your child to check with teachers on the date of return regarding make-up work and exams.

## RESPONSIBILITIES OF TEACHERS

- Take attendance by period daily.
- Send appropriate notes and make appropriate calls to parents when warranted.
- Review attendance/cutting policy with students on the first day of school.
- Address attendance concerns with deans and assistant principal.
- If a student's cutting may have been overlooked, notify the assistant principal.

## RESPONSIBILITIES OF CLUB ADVISORS AND COACHES

- Review attendance/cutting policy with students on the first day of practice.
- Monitor school attendance to ensure that club/team members are entitled to participate.

## RESPONSIBILITIES OF ADMINISTRATION

- Process attendance daily.
- Address cutting as quickly as possible with consistent consequences.
- Disseminate the attendance policy to staff, parents and students.
- Provide each student with an "admit" pass after the receipt of an absence note.
- Provide form letters for correspondence with parents.
- Provide a forum for periodic review of the attendance policy's effectiveness.
- Establish a means of communicating with coaches

## **BOCES**

The Board of Cooperative Education Services, a public school system, is one of forty-six in New York State. In the region, BOCES provides its member school districts with educational programs that they could not effectively or economically support individually.

BOCES offers programs, such as: Occupational Education; Special Education; Basic Occupational Education: Instructional Materials; Educational Communications; Data Processing; In-Service Programs; Instructional Services; Shared Teachers; Computer Programs; Adult Education; Management Training. Students should consult with their dean for a full list of courses offered in Occupational Education.

Upon successful completion of a one-year program, a student may earn three credits. It should be remembered, however, that while BOCES provides course grades to students, Scarsdale High School is the credit-granting institution. Students who are excessively absent from their BOCES program will have their records reviewed and face partial or full loss of credit for their work.

The Scarsdale Public Schools provide bus transportation to and from all BOCES programs, and students are encouraged to use the bus rather than their own cars. If a parent requests that a youngster be allowed to drive to BOCES or to ride in another student's vehicle, this request must be made in writing and presented to the Assistant Principal for Student Services during the first week of school.

Students in BOCES (or other alternative programs) may not loiter on school grounds. They may be at school only for official school business and with the permission of an administrator.

## **BULLETIN BOARDS/SIGNS AND POSTERS**

Announcements publicizing a school-related event and any signs or posters must be approved by an administrator. Advertising a profit-making, private, or non-school-related enterprise is prohibited. Designated bulletin boards are to be used for all flyers.

## **CLASSROOM BEHAVIOR**

Students are expected to move to class promptly and to have with them all necessary materials, including a notebook, pen or pencil, and any books they were instructed to bring. If, because of serious misconduct, a student is sent out of class by a teacher, he/she/they is to report directly to the Assistant Principal's office and is to remain there until seen by an administrator.

## **CONTROLLED SUBSTANCES**

The faculty and staff are devoted to providing the education and support that contribute effectively to the intellectual, social, and emotional development of all our students. The use of controlled substances (alcohol and drugs) by young people can interfere with this development. The school's policies and procedures regarding substances have been shaped with a primary concern for preserving students' rights and confidentiality, while at the same time protecting their physical and mental vitality.

Drug and alcohol education and substance abuse prevention are taught as an integral part of the district's comprehensive health education program. This program includes educational experiences for students, staff, and parents.

## **RESPONSE TO BEHAVIORS OF CONCERN**

### **A) Role of Teachers**

In situations where a high school staff member observes that a student's performance and behavior show an obvious pattern of deterioration that could be related to substance use (e.g., persistent drowsiness, distraction, declining quality of work, nervousness, hyperactivity), but the teacher is unable to determine whether the student has used drugs or alcohol, the teacher should act in one or more of the following ways:

- 1) Inform the student privately that this behavior has been noticed.
- 2) Inquire of the student about their health and circumstances.
- 3) Discuss these observations with the student's parents.
- 4) Consult with the school nurse, dean, school psychologist, or other appropriate school personnel.
- 5) Confidentially report the behavior to Scarsdale's Youth Outreach Worker at the high school.



## B) Role of Students

Students are an important resource in the prevention of substance abuse. They often become aware of a friend's need for help before parents or teachers are alerted to the situation. Students may help in one or more of the following ways:

- 1) Share their concern with their friend.
- 2) Talk with a member of the friend's family about their concerns.
- 3) Consult with a member of the school staff with whom they feel comfortable.
- 4) Confidentially report their concerns to Scarsdale's Youth Outreach Worker at the high school.

## C) Role of Parents

Parents may become concerned about the behavior of their children or their children's friends. At the same time, parents may feel isolated from the support networks which operate among adolescents and in the schools. To bridge the isolation, parents should deal with their concerns in one or more of the following ways:

- 1) Share their concerns with the student(s).
- 2) Discuss their perceptions directly with the parents of the student(s)
- 3) Consult with school personnel with whom they feel comfortable.
- 4) Confidentially report their concerns to Scarsdale's Youth Outreach Worker at the high school.

## D) Role of the Youth Outreach Worker

The Youth Outreach Worker is a key person at SHS to work with students, parents, and teachers. Upon the school's receipt of reports by different individuals (student, parent, or staff member) on different occasions about the same student, confidential referrals will be made to the Youth Outreach Worker, who, upon receiving such referrals, will act in one or more of the following ways.

- 1) Meet with the student to discuss the referrals.
- 2) Recommend that the student participate in a series of counseling sessions.
  - a) The nature and content of these sessions shall be determined by the Youth Outreach Worker and the student.
  - b) These sessions shall be confidential.
  - c) These sessions may include but not be limited to a consideration of the student's use of drugs and alcohol.
  - d) This counseling action shall not appear on any written school report.

## E) Additional Procedures

- 1) Continued reports of a student's withdrawal and distraction in classes will necessitate a conference with the students, school administration and the parents to determine which additional actions might be necessary to address the difficulty.
- 2) Common sense and knowledge of a student may dictate more cautious or rapid movement through the steps outlined above. In critical situations, immediate action will be taken by the Youth Outreach Worker/other appropriate school personnel.

## **POSSESSION OF ILLEGAL SUBSTANCES AND BEING UNDER THE INFLUENCE OF DRUGS OR ALCOHOL**

Any student who is found to be in possession of drug paraphernalia or in possession of or under the influence of drugs or alcohol while in school, on school grounds, or while participating in a school activity on or off campus is subject to disciplinary action, including immediate suspension. In such cases, parents will be phoned to remove the student from school, and an appointment will be made for a conference to discuss the conditions of the student's return. In addition, students suspended for drug or alcohol violations are required to attend a minimum of two mandatory and confidential counseling sessions with the Youth Outreach Worker.

Students are urged to exercise sound judgment in their own conduct. It is a student's responsibility to remove him/her/them self from an area in which drug or alcohol use is taking place. Those who remain in close proximity to others who are drinking, using drugs, or transferring illicit materials must accept the risk of being held responsible as participants.

## COUNSELING SERVICES

The deans, school psychologists, nurse, and youth outreach workers are available to work with students who are experiencing problems beyond the scope of regular staff responsibility. They meet with students confidentially, help them to articulate concerns, initiate discussion, or discuss staff referrals that might have been directed to them. The psychologists' rooms are 371 and 372, and the Youth Outreach Workers have an office in the Commons. The primary objective of counseling is to provide support and assistance for students and to coordinate timely, appropriate, and constructive involvement of parents and/or teachers.

The Counseling Office is organized to assist all pupils in making a satisfactory adjustment in school, in planning their educational program, and in making sound college and vocational choices. To achieve these goals, the Counseling Office provides a variety of services, including individual and group counseling. All students are assigned a dean upon entering Scarsdale High School. The assignment is normally kept for the four years of high school to permit the dean to become thoroughly familiar with students' talents, interests, and educational goals. Deans are trained in personal, academic, career, and college counseling. Their responsibilities are many, and their overriding concern is always to work with students to help them make realistic choices and decisions that are in keeping with their individual abilities and goals. Students are encouraged to talk with their dean about any problems they are having with school and to stop in at any mutually convenient time to develop a closer relationship. Certain decisions students make in their high school careers must be made in consultation with their deans and, in virtually all instances, with their parents' approval.

### COURSE SELECTION

Course selection is one of the most important activities in which students participate. Careful selection facilitates the realization of sound educational goals, while poor course selection can produce frustration and unhappiness. Each year at the beginning of the second semester, students will select courses to plan their program for the following year. This selection will be based on graduation and college entrance requirements and on students' own special needs and interests. At a mandatory conference with the dean scheduled sometime between January and March, students will develop a general plan of studies for their years at the high school. Please consult the official high school course catalogue for a complete description of the course selection process.

### ADVANCED PLACEMENT EXAMS

Any student may register for AP exams. Students for whom the registration fee for the AP program represents a financial hardship are eligible to apply for a fee reduction through the Counseling Department. Such requests will be handled confidentially.

### CHANGING COURSES

When a change of course is absolutely essential, students must confer with their dean and then follow the procedures that they outline. Failure to follow those procedures means that no official course change has occurred, and students will continue to be marked illegally absent from the course they planned to drop and are subject to disciplinary action and a failing grade for not fulfilling course requirements.

### WITHDRAWAL FROM CLASSES

Students should plan their course of study carefully, in consultation with deans, parents, and teachers. This care in planning should significantly reduce the need for students to withdraw from classes; however, should circumstances lead a student's dean and parents to consent to a withdrawal, the following rules apply:

#### A. Year-long courses:

1. A student may drop a year-long course up to one week after the issuance of the second-quarter report card.
2. A student may not drop a course beyond that date except by prior written agreement among the student, parent, teacher, department head, and dean to extend the drop date to the end of the third quarter, beyond which withdrawal is not permitted.

#### B. Semester-long courses:

1. A student may drop a semester-long course up to one week after the issuance of the first quarter grades for the course.
2. A student may not drop a course beyond that date except by prior written agreement among the student, parent, teacher, department head, and dean to extend the drop date to the end of fifteen weeks, beyond which withdrawal is not permitted.

Students experiencing difficulty in a course should monitor their achievement and, as early as possible, work with the teacher to come to a decision about dropping, changing level, or continuing. Please bear in mind that Board of Education policy requires that a student carry 5, 5, 4½, and 4 credits during ninth, tenth, eleventh, and twelfth grades, respectively. Additionally, students must be enrolled in at least 20 periods of class time per week, aside from physical education.

### **COLLEGE AND CAREER CENTER (ROOM 121)**

Administered jointly by the PTA and the High School Counseling Department, this center contains materials for the use of students, parents, and staff. It houses a complete reference library of college catalogues, supplemental information, and reference guides. The Naviance Computer Program is available to assist students, parents, and deans with college decisions. Short profiles of many colleges may also be viewed on media or online. In addition, the Center keeps updated information about prep schools, careers, vocational training, and military opportunities, along with an index of summer programs and activities for high school students. Open on school days from 9:30 a.m. to 1:30 p.m., the Center is staffed by PTA volunteers. The office telephone number is 721-2542. Parents, students, and staff are all welcome.

### **COLLEGE PLANNING**

Students who plan to continue their education in college sometimes find that the selection/admission process can, at times, seem overwhelming and confusing. The dean can provide students and their parents with the guidance and information necessary to make this important process manageable and understandable. Many colleges send admissions office representatives to SHS. The dates and times are posted in the Counseling Center. The Counseling Center schedules college planning nights during the year for students and parents. All students interested in going to college are provided with a complete packet of information to help them in the decision-making process.

### **SMALL GROUP COUNSELING**

Throughout students' four years in Scarsdale High School, deans conduct numerous small group-counseling sessions in addition to their individual meetings with students and their parents. Freshman Seminar, for instance, is a weekly meeting in the fall of the ninth grade in which freshmen are introduced to the many facets of the high school experience. Students meet administrators and key staff members, tour the building, and discuss important issues to facilitate their adjustment to their new school. Small group sessions are also held to discuss college testing, application procedures, and test score interpretation.

### **ENL PLACEMENT**

At the time of registration, all ENL students will undergo a language proficiency assessment by the ENL teacher and/or an administrator or dean to determine the student's ENL placement.

## **DELAYED OPENINGS**

In the event that we must delay the opening of school, the administration will post an adjusted schedule on the high school website and notify parents / students via e-mail. Teachers will post the adjusted schedule in their classrooms.

## **DIVERSITY**

Scarsdale High School takes pride in the diversity of the student body. We respect our individual differences and believe that intolerance has no place in our community. We call on all members of the SHS community to support an accepting environment for learning. All members of the SHS community must be able to live, work, study, and participate in all aspects of high school life freely without interference from others.

The school will respond to violations of this essential right. Harassment of others on the basis of race, religion, ethnicity, gender, disability, or sexual orientation is inappropriate behavior and will be addressed firmly by the school administration. Students or parents who believe an incident of harassment has occurred should contact the Principal's office for assistance. Board Policy 90102 outlines the specific procedures for students who believe they have been victims of sexual harassment.

## **DRESS CODE**

Students may not wear any attire with expressions or insignias that are obscene or libelous, that denigrates others on account of race, color, religion, national origin, sex, gender, sexual orientation, or disability, or that promotes, endorses, or encourages the use of alcohol, tobacco, controlled substances, illegal drugs, or other illegal or violent activities. Students are expected to dress in a way that does not interfere with learning. Footwear must be worn at all times (Health Department requirement).

## EARLY DISMISSAL

The school strongly urges parents to schedule appointments for their children after school or on weekends. In exceptional circumstances, students may be excused before the close of school if a note from a doctor, dentist or parent explaining the situation is presented to the Attendance Office before 11:00 a.m. A phone number must be included in the note to verify the early dismissals, and retroactive notes are not accepted. In the event that a student must visit a physician early in the school day, the student is expected to return to school after the appointment and must sign in with the attendance clerk in the General Office.

In the event of illness during the school day, a student must report to the nurse who will arrange for early dismissal, if required. A student may not dismiss him/her/them self

## EVENING/AFTER SCHOOL ACTIVITIES

Students attending evening or after-school activities are held to the same standards of conduct that apply during the school day.

## EXTRACURRICULAR ACTIVITIES

Scarsdale High School offers numerous opportunities for students to become involved with activities outside the classroom to enrich their school experience. In order to participate in any extracurricular activity, a student must be a good school and community citizen, one whose academic work, attitude, attendance and behavior are consistent with school expectations and norms. Students may not attend nor participate in any activity on the day of an absence.

Extracurricular activities fall into the following categories:

### SCHOOL GOVERNMENT

The school government structure of Scarsdale High School has, as the representative unit, a House, composed of the elected officers, student delegates elected from each grade, and adults from each of the employee groups and the PTA. Extracurricular and social activities are overseen by the Student Activities Committee.

2023-2024 School Government - **Advisors:** Ms. Lauren Barton, Mr. Ben Sawyer

President: Natasha Pereira, **Vice Presidents:** Bora Secmen & Vanessa Thurman, **Secretaries:** Carolyn Chen & Ariana Koenig, **Treasurer:** Jai Paradkar, **Underclass Rep:** Esha Mehta, **Representatives:** Juliana Chavis & Abby Feuerstein

Seniors will elect a president, vice-president, two treasurers, and two secretaries in the fall. The responsibilities of senior class officers are numerous and important: raising money for scholarship funds, planning social events such as the senior prom, organizing graduation, overseeing the senior class play, etc. The senior class advisors for the 2023-2034 school year are: Ms. Cathy Comerford, Mr. James Tulley.

Juniors, sophomores, and freshmen will each elect a president, vice-president, secretary, and treasurer in the fall. Underclass officers provide leadership to their classmates by planning social events and organizing other activities.

Advisors for the 2023-2034 school year are: Juniors: Ms. Carol D'Angelo & Mr. Michael Kumaresen, Sophomores: Ms. Eileen Cagner & Mr. Christopher Hughes, Freshmen: TBA

### SIGNIFER

Signifer is Scarsdale High School's academic honor society. The organization recognizes students who have a minimum of an unrounded 3.70 grade point average, a record of participation in at least three school or volunteer community activities, and have completed at least two years at Scarsdale High School. It is also a service organization providing opportunities for members to give back to the high school community. Signifer inductees are expected to provide academic tutoring or to participate in other service projects sponsored by the organization throughout their tenure as members. Elections to Signifer occur at the beginning of junior or senior year.

### STUDENT CLUBS

Scarsdale High School offers a wide variety of SAC-sanctioned clubs which cater to diverse student interests. Students who wish to begin a new club may do so by speaking with a member of SAC, who can give them all the needed information. A full list and descriptions of clubs can be found on the School Government page of the Scarsdale High School website.

## **EXTRA HELP**

Students are encouraged to seek extra help when they are having difficulty keeping up with their studies. Assistance is available from subject-matter teachers, department centers, and peer tutors. Specific locations are listed below.

### **ENGLISH**

Teachers' schedules are posted on their office doors or in their classrooms. Teachers meet with students before school, during school, and after school.

### **MATH**

Schedules of all math teachers are posted in the Math Center (room 217). In addition, each teacher posts their hours in the classroom or on the office door. It is best to contact the teacher to arrange a mutually convenient time to meet for help.

#### **The Math Center- Room 217 (phone no. 721-2570)**

No appointment is necessary. The hours for tutoring are posted on the office door.

### **SCIENCE**

Schedules of all science teachers are posted in the Science Seminar Room. In addition, most of the teachers have their schedules posted on the office or classroom door along with a sign-up sheet. If the sign-up sheet is not on the door, then the teacher brings it to class for students to arrange a time for help. Most science teachers are available before and during school; some are available after school. It is best to contact the teacher to arrange a mutually convenient time.

### **SOCIAL STUDIES**

All social studies teachers post their schedules on the office doors or in the classrooms. It is best to contact the teacher to arrange a mutually convenient time to meet for help.

### **WORLD LANGUAGES**

Schedules of all world languages teachers are in the World Languages Center (room 415). In addition, all teachers post their schedules on their office doors or classrooms. Meetings can take place before, during, and after school depending on student and teacher schedules.

#### **THE WORLD LANGUAGES CENTER - ROOM 415 (PHONE # 721-2555)**

The Center is open Monday through Friday from 9 a.m. to 3 p.m. Tutoring is available in French, Latin, Mandarin, and Spanish, on a drop-in basis or by appointment

## **FIRE/EVACUATION DRILLS**

When the fire alarms sounds, follow these procedures:

- If you are in class, exit in an orderly, quiet fashion with the entire class. **DO NOT GO TO LOCKERS FOR JACKETS, BOOKS, ETC.** You must remain with your class and teacher during the evacuation. Your teacher will provide class specific information during the first few days of school.
- If you are unscheduled, proceed to the nearest exit and stand at least fifty yards from the building.
- Re-enter the school only after being recalled by a school administrator.

# GRADE REPORTING POLICIES

Student achievement is assessed and reported quarterly in order to provide students and parents with regular, ongoing updates about the student's level of achievement. Some combination of the quarterly grades and final exam grade (if applicable) comprises the final grade, according to criteria established by each department. In some courses, later quarters may be emphasized more heavily than earlier quarters when determining the final grade. Some courses may also utilize a cumulative grading system, or "rolling gradebook," where final grades are calculated using all assessments throughout the year, rather than assigning values to each marking period. The same system for determining the final grade will be used by all teachers of a particular course.

Written descriptions of grading criteria for each course will be available to students and retained by department heads and deans, whom parents can consult when they have questions.

## GRADING SYSTEM

Letter Grade	Numerical Equivalent	Grade Point Equivalent
A+	97 and above	4.4
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.4
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.4
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.4
D	65-66	1.0
F	below 65	0

## PROMOTION TO THE NEXT GRADE

Students are required to have accumulated a minimum number of academic credits and physical education units in order to enter the next grade's homeroom and enjoy the privileges associated with that grade, including open campus. A student will need for promotion:

- 4.0 academic credits and 3 PE units at the end of 9th grade
- 8.5 academic credits and 6 PE units at the end of 10th grade
- 14.0 academic credits and 10 PE units at the end of 11th grade

## INCOMPLETES

Students should not view "incompletes" as extensions of deadlines; however, under circumstances of protracted legal absence, it may be necessary for a student to apply for an "incomplete" from their teacher.

Students whose teachers have granted permission for them to receive "incomplete" are to inquire specifically what work must be made up and submit that work within two weeks into the next marking period, unless another arrangement has been agreed upon with the teacher and department chairperson involved. If these conditions are not met, the "incomplete" will automatically become an "F."

## PASS/FAIL

No course required for graduation may be taken as "Pass/Fail." One elective course beyond the 5, 5, 4½, 4 credits required each year for 9th, 10th, 11th & 12th graders, respectively, may be considered for "Pass/Fail." An exception may be made for ENL students or for a student whose chronic health condition affects their performance for more than one marking period. If, during the quarter in which the condition initially arises, the teacher has not received enough work from the student to be able to issue a quarterly letter grade, the teacher will give "No Grade" (NG) with the approval of the Department Chairperson and the Assistant Principal for Academics and Operations. If the condition continues into a subsequent marking period, the P/F grading option will be implemented, and it will remain in effect for the duration of the school year and the final course grade will be Pass or Fail. The school will consider implementing the P/F grading option only after consultation among student, teacher, department head, parent, and dean, and only if an application has been filled out and submitted to the dean.



## GRADUATION REQUIREMENTS

A total of 22 credits (including the following) are required for graduation.

English.....	4 credits	world language.....	1 credit
social studies.....	4 credits	health.....	½ credit
mathematics.....	3 credits	arts and/or music.....	1 credit
science.....	3 credits	physical education.....	2 credits
(biology, physical science, and one additional science)		Senior Options	

Students should consult the annual course catalogue for a complete description of sequence requirements and the high school's offerings.

## GRADUATION EXERCISE POLICY

The graduation exercise serves the purpose of formally granting diplomas to those students who have completed all graduation requirements established by the Scarsdale Board of Education and the New York State Board of Regents.

1. A student who should be graduating in June but lacks the prescribed number of credits and/or required courses may be considered for participation in graduation exercises only if he/she/they meets both of the following requirements.
  - a) the student has a minimum of 18½ credits and has completed a minimum of 12 of the 16 units required in physical education (or the equivalent), and
  - b) the student has presented to their dean an approved summer school program that offers him/her/they the opportunity to earn all credits and meet all requirements by the end of August.
2. If a student meets these conditions, the dean will present the student's request to participate in the graduation exercises to the full committee of deans and the high school principal for final approval.
3. The student's request must be submitted to the full committee no later than noon, two days prior to graduation.

## HALL LOCKERS

Upon entering the high school, each student may select a school locker to hold books and clothing. Students must provide their own locks. Lockers are the property of the school and may be examined by school authorities at any time, if deemed necessary. Locker problems should be reported to an assistant principal. In June of each year, lockers must be cleared of all belongings.

## HOMEWORK AND TESTING POLICY

Assignments that require work to be done before the next school day are to be assigned or posted by 4 o'clock on the school day before they are due so that students have the opportunity to manage their time effectively.

To give students and families opportunities to celebrate holidays and enjoy time together, no homework is assigned during the Thanksgiving, December, February, and Spring Breaks. In addition, no major assessments or deadlines are scheduled for the first two school days after these breaks. Teachers also take into account religious and cultural holidays throughout the year when assigning work and determining deadlines.

## LIBRARY/IDENTIFICATION CARDS

All students should carry their photo identification library card with them whenever they are in school, on school grounds, or at a school-sponsored extracurricular activity and must produce this card when requested to do so by any staff member. Failure to identify oneself upon request is considered a disciplinary matter. This card, which is issued free of charge, will also serve as identification for standardized exams. If lost, a replacement will be issued upon payment of a \$5.00 fee.

## **LOITERING**

For obvious safety reasons, students may not loiter in parking areas or in their cars.

## **LOST AND FOUND**

The lost-and-found is in the General Office; because there is limited space in which to retain lost-and-found materials, it is important that students visit the lost-and-found as soon as they become aware that an item is missing. When items are marked with identification, every effort will be made to notify the owner. Unclaimed items will be donated to charity or discarded.

## **LOST BOOKS**

All books are scanned out by department personnel for each book borrowed, and re-scanned when the book is returned. Students must pay for all lost books by the end of June. If a student's account is not cleared before school opens in September, he/she/they will face disciplinary action.

## **NURSE**

Students must report to the Nurse's Office for permission to leave school due to illness. Failure to do so results in reported unexcused absences. Elevator passes may be obtained in the Nurse's office by those in need due to a medical condition.

To administer any medication, the school nurse must have a copy of the prescription from the physician and a letter of permission from the parent. In addition, the medication must be properly labeled.

## **OPEN CAMPUS**

Although Open Campus privileges are limited to juniors and seniors, no student will be required to report in the morning until their first scheduled obligation. Juniors and seniors leaving the high school campus during the school day are not the responsibility of the school district while they are off school grounds. Students may be required to present a valid school identification card to a safety monitor to be admitted to the school building during the school day.

Once freshmen and sophomores have arrived at school, they may not leave school grounds until the end of their scheduled classes and/or other obligations for the day.

When the teacher of a first-period class for 9th and 10th graders is absent, the class meets as usual with aide or substitute teacher coverage. Last period classes for all grades with absent teachers are dismissed unless a substitute teacher has been called for the day. In such cases, all classes meet as usual for all periods.

Freshmen and sophomores who violate the school's Open Campus policy will be assigned three days of after-school detention, and a second violation will automatically result in a school suspension. Juniors and seniors who transport freshmen and sophomores off campus are in violation of the school's Open Campus policy and are subject to the same disciplinary procedures as underclassmen.

In addition, juniors and seniors are reminded that their Open Campus status is a privilege, subject to revocation for repeated violation of school rules.

## **PARKING**

Only seniors will be allowed to park on campus, and that parking will be limited to the spaces to the east of the track, in the Harcourt lot, and to spaces designated for students in the gravel lot. Such parking will be accessible only to seniors with permits.

Students are subject to traffic laws when driving on school property. Illegally parked cars may be ticketed by the police, as may cars exiting or entering school property illegally. The speed limit on school grounds is 15 m.p.h. Seniors who violate parking regulations will have their parking stickers revoked and, along with underclassmen, are subject to disciplinary action. Any student may be banned from parking or driving on school property for irresponsible use of an automobile. Sophomores and juniors who park on campus are subject to disciplinary consequences and may forfeit parking privileges when they become seniors. Post Road parking is exclusively for visitors. Parking on the grass is strictly prohibited.



## **RADIOS/CELLPHONES/HANDHELD TECHNOLOGY DEVICES**

Students are not permitted to play radios (those without individual headphones) on school grounds. Cell phones and/or handheld technologies must be turned off during class. Teachers will confiscate cell phones that are used while in class and turn them over to the principal or assistant principals. The administrator will return the phone to the student at the end of the student's scheduled classes for that day with a warning and a recording of the infraction. If a student repeats the infraction, the cell phone will be held by an administrator until a parent comes in to claim the phone. In addition, cell phones should be used in places in the building where phone conversations will not disturb classes, such as the cafeteria, the commons, the Brewster lobby, and the lobby area near Post Road. They should not be used in the library or in hallways where there are classes in session. Finally, cell phones and other digital technologies may not be used to record audio or images in the classroom. Teachers should feel free to ask students to move away from areas where cell phone use disturbs classes.

Re-adopted with modifications: 7/10/19

## **STANDARDS FOR EXTRACURRICULAR AND INTERSCHOLASTIC ATHLETIC PARTICIPATION**

All students at Scarsdale High School are expected to behave in a manner that is consistent with the provisions of the District's Code of Conduct and the Student Handbook. These documents provide extensive descriptions of expectations, as well as prohibited conduct on school property. They should be used as a reference when students and parents wish to clarify specific illustrations of student behavior or the legal rights to which they are entitled.

The vast majority of Scarsdale High School students participate in extracurricular activities, whether in club, athletic, or community service contexts. Representing Scarsdale High School in extracurricular activities is a privilege. The extension of that privilege depends upon adherence to standards of behavior that reflect positively upon the individual as well as the school.

These Standards of Behavior extend beyond those set forth in the Code of Conduct and the Student Handbook. The Standards of Behavior for all participating students that go beyond the Code are stated below. Students who represent Scarsdale in sports or extracurricular activities are expected to demonstrate good citizenship in both the school and local communities. While this is true for all students, the commitment to appropriate standards of behavior is especially important for those who serve as student leaders. While we are fully aware of our limitations in monitoring the off-campus behavior of our students, we still wish for them to recognize the high expectations we have. These expectations apply to every student involved in sports or club activities whether on or off the school premises and regardless of whether school is in session at the time of the conduct. Therefore, we will rely upon the fine relationships developed between coaches and their student-athletes and faculty advisors and their club members to address behavior that compromises student health and safety, violates the standards, or interferes with the goals set by and for each team and club. Coaches and advisors will inform the athletic director or an assistant principal of issues that require the assignment of consequences for violations of the standards. In the event of an egregious violation of the standards, the coach and/or athletic director will inform a school administrator who will review the behavior of athletes or club members to determine an appropriate course of action. Finally, we will hold our captains and club officers to a higher standard because their leadership roles cannot be associated with behaviors that compromise the identity or integrity of their teams or clubs. Therefore, the violation of the Code by any team captain or club officer will be reviewed and removal of the leadership title and responsibilities will be a prime consideration.

## **ACADEMIC INTEGRITY**

The Code of Conduct, at Regulation 3, prohibits academic misconduct. All participating students must adhere to the standards set forth in the Code regarding academic integrity. Any conduct which violates the academic misconduct section of the Code will be subject to penalties set forth in the Code as well as the loss of the privilege to participate in extracurricular activities and/or sports, as deemed appropriate by the Principal.

## **SUBSTANCE USE**

As a prerequisite to participation in athletic or extracurricular activities at Scarsdale, students are expected not to use alcohol, tobacco, and/or controlled substances. This expectation extends beyond the school day and school property. Accordingly, any student who has consumed alcohol, tobacco, and/or controlled substances while a member of a Scarsdale club or team, whether on or off school property, may be subject to the penalty of losing the privilege to participate in that club or team at Scarsdale. The penalties set forth in the Standards will be addressed by the school administration. This expectation as to conduct, and its corresponding penalty, is in addition to the prohibitions and penalties relating to alcohol, tobacco, and drug use and possession set forth in the Code of Conduct.

## **RESPECT**

The Scarsdale School District expects all its students to act respectfully toward other Scarsdale students, school personnel, opponents, officials, and the Scarsdale community. The District reserves the right to limit the privilege of any student to participate in extracurricular activities or athletics if that student brings discredit upon the Scarsdale Schools through inappropriate conduct. This provision encompasses behavior both on and off campus. The administration is charged with the authority to determine if any student's conduct warrants such penalty. This provision of the Standards supplements the prohibitions on certain conduct set forth in the Code of Conduct and in no way diminishes the District's authority to render the penalties set forth in the Code.

## **ATTENDANCE**

Regular attendance at practices, meetings, and competitions is essential for optimizing performance, developing camaraderie, and maintaining morale. Therefore:

- Students on a team or in a club understand that participation in all practices, meets, games, and similar events is expected to the greatest degree practicable.
- In the event of a conflict between extracurricular activities and academic demands, medical appointments, or similar matters, students are expected to provide coaches and faculty advisors with as much notice as possible, and coaches and faculty will endeavor to accommodate students' needs.
- Coaches and faculty advisors will receive an attendance report daily to be used to determine each student's eligibility for participation on that day. Students may not participate in extra-curricular activities on any day they cut a class or their illness prevented them from attending more than half the school day.

## **STANDARDS OF APPROPRIATE STUDENT BEHAVIOR**

### **CONDUCT OF STUDENTS**

Scarsdale High School students, whether in school, on school grounds, or at school activities are expected to conduct themselves in a manner which is appropriate and which reflects respect for themselves and others. The main purpose of the high school is to provide a quality education in a safe environment. Anyone who interferes with this process will be subject to disciplinary action.

Respect for others is a fundamental responsibility of all persons in a school building. If a student feels he/she/they has been treated unfairly, he/she/they should report such instances to the administration. Arguing, shouting, or creating a scene will do nothing to alleviate the problem. Every effort will be made to support and respect student rights. It must be remembered, however, that no student has the right to:

1. refuse to comply with any reasonable request made by a staff member (e.g. move when asked, report to the office, stop horseplay, refrain from entering a restricted area, etc.);
2. refuse to give their name or show their ID-library card when so requested by any staff member;
3. use language or engage in behavior which is inappropriate.

Students who are insubordinate or insolent in the above or similar manner will be subject to disciplinary action including in-school or after-school detention, and internal or external suspension. While it is impossible to detail every type of behavioral infraction which will result in disciplinary action by the school, the following breaches of conduct exemplify those which the school does not sanction: the use of obscene, profane, or objectionable language to any person; fighting; carrying weapons(including objects such as laser pointers, scissors, rulers, etc. in a dangerous manner); engaging in dangerous horseplay; causing damage to school or private property; theft; possession, use, or sale of alcohol, other drugs or fireworks; improper use of a motor vehicle; throwing snowballs or food; inappropriate displays of affection; the use of tobacco products on school grounds; gambling; card playing; loitering in bathrooms or parking lots.

## DISCIPLINARY CONSEQUENCES

Students are expected to exercise good judgment and concern for others, and those who engage in behavior that is disruptive, unsafe, or illegal will be disciplined in a manner that is appropriate to the particular offense. If such an offense occurs, the students have the right to:

1. be notified of specific charges;
2. present their defense in an informal hearing with a building administrator;
3. receive notice of the decision reached;
4. appeal a decision to the principal.

To maintain discipline in the school, the following penalties may be enforced, ranging from least to most severe:

**In-School Detention** – For first offenses of cutting and minor disciplinary infractions, a student is assigned to in-school detention during a specified unscheduled period. Failure to appear for in-school detention will result in the student's assignment to additional in-school or after-school detention.

**After-School Detention** – The school conducts detention on Mondays, through Fridays for 45 minutes after school. Students are given the courtesy of 24 hours notice of their assignments and are then responsible for rearranging any other commitments which would preclude their attendance. Those assigned to after-school detention are not allowed to participate in any sport or extracurricular activity until they are released from detention. Students are assigned to after-school detention for repeated violations of minor disciplinary infractions and for failure to attend in-school detention. Since this detention may be offered in lieu of a suspension, a student's parent has the right to request a suspension if he/she/they does not want the youngster kept after school.

**In-School Suspension** – Reserved for more serious or persistent breaches of school rules, in-school suspension means that a student remains in-school but is excluded from school privileges and does not attend any classes. Instead, the student is confined to the in-school suspension room to do academic work under adult supervision. Students under in-school suspension may not participate in any school activities on the days of such suspensions. When such a suspension spans a weekend, students may not attend any activities during the weekend either. Students are permitted to make up any academic work missed during the period of suspension, but the responsibility for the completion of the make-up work rests with the student.

**External Suspension** – The most serious disciplinary measure, short of expulsion, is utilized when less severe consequences have not resulted in improved behavior or when there have been egregious breaches of the rules. Drug and alcohol violations, theft, destructive vandalism, possession of a weapon, fighting, and verbally abusive behavior are cause for immediate external suspension. While under external suspension, a student may not come upon school grounds either during school or for any after school activity and may not participate in any school function off school grounds. When the period of suspension includes a weekend, the student is barred from participation in that weekend's activity as well.

## SCHOOL CLOSING

The Scarsdale School District operates except during hazardous weather conditions or in the event a school building is unsafe for use. The Superintendent's office will try to notify all households with a recorded phone message "blast" in the event of a closing or delay. Radio stations WFAS-1230 and WOR-710 carry school closing notices beginning approximately 7:00 a.m. Information is also available on Cable Channel 77. Parents and students should refrain from calling the police or fire department.

In the event of a delayed opening check schedules under "Delayed Opening."

## SCHOOL FACILITIES

The Scarsdale High School community is proud of its expansive, well-equipped facilities that greatly enhance the educational program. All these facilities are available to students who wish to work on class projects or pursue independent work, when a faculty member is present.

**Cafeteria/Student Commons** - The cafeteria and student commons areas are open to all students from 8:05 a.m., except during homeroom. The cafeteria remains open until 1:15 p.m. and serves complete breakfasts and lunches. Snack food is also available. The cafeteria is to be used for eating, quiet talk, and relaxation.

The cafeteria belongs to everyone, and everyone must keep it clean. Please remember to:

- Clean up after eating.
- Wait your turn courteously in the food service line.
- Sit on chairs, NOT tables, and keep your feet off tables.
- Throw trash in trash cans or recycling bins.
- Comply with aides' requests to clean your area.

**Learning Commons** – The learning commons is open to all students from 9:00 a.m. - 3:30 p.m. every day. Students may purchase food, relax and work individually or cooperatively in the learning commons.

**Library** - The Scarsdale High School library is an inviting and rich learning environment with an extensive collection. The two-tiered space provides room for individual and small group work. The nonfiction materials, periodical print collections, eBooks, and online databases support the curriculum, with particular emphasis given to research projects. The fiction collection supplements the curriculum and facilitates independent reading.

The library's website provides access to all of our offerings. The online catalog can be used to search for print and electronic books. Our full-text periodical link can be used to search for print and digitized magazine and journal articles. The A to Z Database page provides access to all of our subscription resources. The At-Home- Access link can be used to remotely access the databases. Research project guides are provided for all projects that require use of the library and contain the assignment, links to online sources and lists of print materials.

Librarians teach research methods to classes, assist students in their library work, and offer guidance in choosing materials for extracurricular use. The librarians are assisted by aides and parent volunteers who make invaluable contributions to the library program.

The library is open for individual and small group quiet study every school day from 7:30 a.m. until one hour after the last class of the day.

## **SCHOOL HEALTH PROGRAM**

A full-time, certified nurse is on duty during school hours to offer emergency treatment for injuries, care for illness, and health counseling. State law prevents the dispensing of any medication without a doctor's order. State law also requires that students be immunized against various diseases and that they have on file the results of hearing, vision, and scoliosis tests. All questions about health-related matters should be addressed to the nurse.

## **SCHOOL PREMISES**

By policy of the Board of Education, there is no loitering on school property after 9:00 p.m. except when there is a supervised activity taking place.

## **SENIOR OPTIONS**

Senior Options modifies the senior year curriculum to provide closure to the academic experience of seniors at Scarsdale High School. Its purpose is to allow students the opportunity to apply their high school knowledge and skills in an area of personal interest.

With Senior Options, seniors will complete three quarters in the usual time allotted. In the fourth quarter, seniors will complete their academic requirements for the school year, including final exams at the end of April. Senior Options will begin about May 1, with modifications for students taking Advanced Placement (AP) exams, and continue to the end of the academic year, culminating in presentations.

All students will participate in Senior Options as a graduation requirement graded on a Pass-Fail basis. Internships take students outside of the high school and into a supervised unpaid work experience.

Planning for Senior Options actually begins in the winter of the senior year. Students, parents, and teachers will be involved in every phase of Senior Options. A Steering Committee will review, approve, and monitor all choices.

## **SEXUAL HARASSMENT**

The Scarsdale Public School District is committed to providing a healthy and productive environment for all students and employees that promotes respect, dignity and equality and is free of sexual harassment for any reason. Sexual harassment of a member of the school community by another member of the community is a violation of school policy. Sexual harassment can include (but is not limited to) harassment based on sex, real or perceived sexual orientation, or gender identity. The district has a policy that is designed to implement specific procedures on reporting, investigating and remedying complaints of sexual harassment consistent with the District's policy. They are intended to create and preserve an educational and working environment free from unlawful harassment in furtherance of the District's commitment.

The full policy can be found at the Board of Education link off the district website:  
<https://www.scarsdaleschools.k12.ny.us/Page/25>

If a member of the school community feels he/she/they has been treated inappropriately or harassed, s/he should speak with a dean, youth outreach worker, school psychologist, administrator, or trusted adult in the building.

## **SMOKE & TOBACCO/NICOTINE FREE SCHOOL**

Tobacco/Nicotine is a major health hazard for users and non-users alike. In compliance with state and federal law and Board of Education policy, the Scarsdale High School building and grounds are tobacco/nicotine-free. We remind students that the sale of tobacco/nicotine to minors is illegal. Using tobacco/nicotine (including e-cigarettes or vaporizers) anywhere on school property, including private vehicles, is prohibited. Consequences for students may range from the loss of free periods to school suspension, depending on:

- a. the location of the incident
- b. the attitude and response of the student
- c. the repetition of such incidents

Recognizing the addictive nature of tobacco/nicotine, we encourage users to participate in tobacco/nicotine-cessation programs. All students will be informed of resources for tobacco/nicotine-cessation programs. Students who are found using tobacco/nicotine may request an exchange of the assigned consequences for voluntary participation in the tobacco/nicotine-cessation program, but this option may only be exercised once during a school year.

## **SUMMER SCHOOL**

Summer school courses are available through neighboring school districts. Students should consult with their deans for additional information. Both the original grade for the course and the summer school grade will appear on all official school records. Both grades will be used in computing students' grade point averages.

## **SCARSDALE SCHOOLS TECHNOLOGY RESPONSIBLE USE POLICY**

### **5450.1**

The Scarsdale Public Schools places a high value on digital citizenship, as well as promoting a personal accountability when using digital resources provided by the District. Staff, students, and other users of District technology and networks agree to follow the District Responsible Use Policy (RUP) and to abide by the following guidelines when using technology provided by the Scarsdale Public Schools and other technology on District premises. "District Technology" as used in this policy means all hardware, software, online or Cloud-based services, devices, and wired and wireless networks.

1. Use of the District Technology must primarily be in support of the educational program and District activities.
2. Users acknowledge that such use is not private and may be monitored by the District. Any material stored on the District Technology may be viewed at any time by technical service staff, or school administrators. Users should not save materials on the system that they do not want others to view.
3. District user accounts and assigned devices are to be used only by the authorized user. Users shall not seek to learn or change or share other users' passwords, modify other users' files or data, or misrepresent other users of the network. Users shall not attempt to gain access to areas on the network to which they have not been granted privileges.
4. Users shall not intentionally disrupt the use of any District Technology.
5. Users agree to treat District Technology with respect, and that hardware, software and/or devices shall not be destroyed, modified, damaged, or abused in any way.
6. Users acknowledge that the District has in place Internet filters/protection measures which prohibit access of certain sites and/or inappropriate content. Users may not disable, alter settings of, or intentionally circumvent using technology like VPNs or extensions that circumvent such filters/protection measures. Users also acknowledge that no protection measure can guarantee that inappropriate content will never be accessible and that the District cannot and will not be liable should that happen.
7. Malicious use of the District's network(s) to develop programs that harass other users, "hack" or infiltrate a computer or system, damage the software components of a computer or system or are unlawful are prohibited.
8. Loading, transmitting, displaying, or intentionally receiving content/messages that are harassing, insulting, threatening, contain obscene language or may be considered cyberbullying and other antisocial behaviors are prohibited.



9. Student users acknowledge that the District provides education regarding appropriate interaction with others via e-mail, on social networking and messaging sites/apps, as well as cyberbullying awareness and responses to cyberbullying, and they agree to conduct themselves appropriately when using District Technology.
10. Use of District Technology to load, transmit, display, access or process pornographic material, offensive pictures, photographs or videos; inappropriate text files; illegal software; or files dangerous to the integrity of network(s) or any attached device is prohibited. In addition, users are prohibited from accessing copyrighted content from sites that host illegal video streams, including Torrent sites.
11. Users should not post inappropriate messages when visiting Internet message boards or when commenting on blogs or social media.
12. Users will not falsely identify themselves nor impersonate others.
13. Software is protected by copyright laws; therefore users will not make unauthorized copies of software or media found on District Technology.
14. Users may not download or install software on District Technology without authorization from technology staff.
15. Users should follow copyright and fair use guidelines when copying information from the Internet. These guidelines include proper citation when referring to downloaded text, images, and other media, making sure that copyrighted material is not posted on public District Web pages unless the publisher grants permission. The unauthorized copying or transfer of copyrighted materials is a violation of this Policy and will not be tolerated.
16. District Technology should not be used to solicit donations or funds without prior approval of the administration.
17. Users who connect personal mobile devices to the District wireless network must adhere to the requirements of this Responsible Use Policy.
18. Any user who receives threatening or unwelcome communications or material should report them to a teacher, a school administrator or the Director of Technology.
19. The core elements of this policy will be reviewed with students at each level using language that is developmentally appropriate. Any violation of these guidelines by students may result in withdrawal of the privilege of use of District Technology or in restricted use of it and may result in disciplinary action pursuant to the District's Code of Conduct and/or appropriate legal action. Any violation of these guidelines by staff may result in withdrawal of the privilege of use of District Technology or in restricted use of it and may result in disciplinary action pursuant to applicable New York State Law and/or a collective bargaining agreement, as well as appropriate legal action.

## **PERSONAL COMPUTER AND MOBILE DEVICE POLICY**

The Scarsdale Schools provides students and teachers with the computing resources needed to complete all work required for computer and technology-related projects. Students and teachers who choose to bring a computer or mobile device of their own to school to use in class or make it more convenient to work on a project both in school and outside of school must comply with the following policy.

### **Staff and Student Responsibilities**

Students and staff agree to follow the District's Acceptable Use Policy, a copy of which is attached to this Policy (hereinafter referred to the "AUP") when using their own computers and mobile devices in the building. Staff, students, and other users of their own computers and mobile devices agree to abide by all regulations and expectations for appropriate use applying to District technology including the following:

- Use of any device and the District computer network must be in support of education and research.
- Students are permitted to use their own computers and mobile devices only if a signed District AUP is on record.
- Students are permitted to use personal devices only as instructed by and during times when supervised by District staff.
- Students must use the District's filtered wireless network while working online in school.
- Personal devices may not be used to record, transmit or publish images or video recorded at school without a teacher's permission and the permission of all students, teachers and staff in the photo or video.

- School personnel will not be expected to provide technical support for student devices.
- Personal devices are brought to school at the students' and parents' own risk. The school assumes no responsibility for student devices. Students assume all responsibility for securing personal devices.
- Use of the network to engage in cyberbullying, as defined in New York State Education Law Section 11(8) and the District's Code of Conduct, is prohibited.

## **DISTRICT RESPONSIBILITY**

- The District will use technology protection measures (Internet filters) to help prevent users from accessing inappropriate information on the Internet in accordance with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)]. In accordance with the CIPA legislation, filtering may be disabled by staff for purposes of bona fide research.
- The District reserves the right to log Internet and e-mail use and to monitor file server utilization by users of the District network.
- The District reserves the right to inspect a personal device should there be reason to believe that a user has violated the District Acceptable Use Policy.

Violators of the acceptable use regulations described above risk losing computer privileges on a temporary or permanent basis, suffering disciplinary action, and facing possible prosecution for violation of local, state and federal laws.

## **THEFTS**

Students should never bring large amounts of money, valuable jewelry, watches, etc. to school, and they should never leave valuables of any kind in their gym or hall lockers. Students who are caught stealing will automatically be suspended from school and may face criminal prosecution. Victims of theft should report their losses to their assistant principal.

## **VISITORS**

Scarsdale High School welcomes visitors on legitimate business. During the school day, all guests must first report to a safety monitor at one of the three designated entrances, located on Post Road (by the nurse's office) and on Brewster Road (by the auditorium and at the gymnasium lobby). Guests must provide identification to be signed in and announced by the monitor. People on campus without legitimate school business face prosecution for trespassing.

## **WORKING PAPERS**

Students may obtain working papers from the school nurse.

## **YOUTH EMPLOYMENT SERVICE**

The Youth Employment Service is located near the auditorium lobby. Part-time employment opportunities are posted online and students can obtain an account at [www.scarsdaleschools.k12.ny.us/yes](http://www.scarsdaleschools.k12.ny.us/yes)

# **POLICY 5300**

## **SCARSDALE SCHOOLS CODE OF CONDUCT**

### **INTRODUCTION (5300.05)**

The Board of Education is committed to provide safe and orderly schools where students may receive and staff provide quality service without interference. To achieve this goal, all members of the school community and visitors must act responsibly. School personnel will use restorative (mediation, counseling, and education) and/or punitive (detention, suspension) measures to address violations of the Code of Conduct, as appropriate under the circumstances.

Scarsdale has long-standing expectations for conduct that reflects qualities of character: civility, decency, good citizenship, respect, tolerance, and integrity. The Code of Conduct ("Code") defines these expectations, consequences for unacceptable behavior, and processes for prompt and fair discipline. The Code applies to all students, staff, parents, and other visitors on school property or at school functions. It replaces all previous Board disciplinary policies. The Superintendent and the principals are authorized to adopt regulations and procedures for conduct and discipline, provided they are not inconsistent with the Code.

### **DEFINITIONS (5300.10)**

Definitions of terms (e.g., among others, "Disruptive student," "Violent student," "parent," "school property," and "school function") are found in **Regulation 1**.

### **STUDENT RIGHTS AND RESPONSIBILITIES (5300.15)**

Students have the right to:

- A free, appropriate education
- A clean, safe, orderly environment
- Work, listen, and learn unimpeded
- Speak and be heard
- Freedom from teasing and mockery
- Freedom from verbal or physical abuse
- Respectful treatment by adults
- Say "no" to a group
- Have their possessions protected
- Be free from harassment
- Be free from bullying
- Be free from discrimination by staff members and students

Students have the responsibility to:

- Attend school regularly and on time, behave appropriately, do their work
- Come to school neat, clean, and treat buildings and grounds carefully
- Observe school rules and not interfere with others' learning
- Listen to others
- Refrain from teasing and mockery
- Refrain from abusing others
- Treat adults with respect
- Refrain from pressuring others to do something they don't want to
- Respect others' possessions
- Refrain from harassing others
- Refrain from bullying others
- Refrain from discriminating



Additionally, at the Middle School and High School

*Students have the right to:*

- Express their views orally as long as they do not interfere with others' rights or disrupt normal school operations
- Use symbolic expressions of speech (buttons, flags, decals, etc.)
- Express their views in writing as long as they sign what they have written
- Assemble peacefully
- Invite and hear speakers of their choosing
- Follow personal standards of dress
- Use school facilities subject to routine operating procedures
- Be informed of school policies and rules
- A procedure for considering and deciding about student problems (due process); process will be designed to protect against arbitrary action and to ensure the right to be heard

*Students have the responsibility to:*

- Refrain from actual or symbolic speech containing obscenities or personal attack; refrain from inciting others to harm property or people
- Refrain from actual or symbolic speech that disrupts normal school operations or others' rights
- Assume responsibility for what they write and follow Board policy
- See that on-campus meetings are part of the formal educational process or are authorized by the school administration; interference with normal school or classroom operations is prohibited
- Obtain permission from administration before inviting speakers; accept the presentation of other opinions
- Follow approved dress codes and grooming
- Use facilities safely and within routine procedures, assuring such use does not interfere with others' use
- Act in accordance with the rules, after reasonable Notification
- Be aware of the steps of due process; cooperate with authorities by providing full information needed for a prompt, fair decision

No student shall be subjected to harassment by employees or students on school property or at a school function; nor should any student be subjected to discrimination based on their actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees or students on school property or at a school function." Specific responsibilities related to harassment and discrimination are found in **Regulation 2**.

### **ESSENTIAL PARTNERS (5300.20)**

Parents, professional staff, and the Board of Education are partners in the education of Scarsdale's students. All are expected to cooperate and to contribute what their perspectives and personal abilities enable them to offer. The goal is to help students learn and grow in a decent, purposeful, and caring climate that empowers them to become effective, contributing adults. Success depends on a mutual commitment to put the greater good ahead of self-interest and to communicate respectfully with one another.

A specific definition of expectations is found in **Regulation 3**.

### **PROHIBITED STUDENT CONDUCT (5300.25)**

All students will conduct themselves appropriately and civilly, with due regard for the rights and welfare of all others in the school community, as well as for its facilities and equipment.

Adults should guide and encourage students to learn to make responsible decisions for themselves. Discipline should be used only as needed, with emphasis on helping the student acquire positive values and a sense of self-discipline.

Students are subject to discipline up to and including suspension or exclusion from school when they engage in conduct that is disorderly, insubordinate, disruptive, violent, or that endangers the safety, morals, health, or welfare of others. They are subject to the same range of penalties when they engage in academic misconduct. Examples of these behaviors are found in **Regulation 4**.

Discipline for violations of Board policy and/or District regulations will occur in the student's home school, regardless of the site of the violation. Nonetheless, the student may still be responsible to any other school where a violation has occurred, or to community authorities. Student athletes and students who participate in extracurricular activities are held to the standards set forth in the Student Handbook. The individual student and/or the parent or guardian(s) may be responsible for the financial costs of any injury to another individual in a District school or of damage or destruction to any building or grounds of the District.

## **DRESS CODE (5300.30)**

Responsibility for dress and general appearance rests with individual students and parents. However, the District shall adopt standards for health and safety, and attire may not obstruct others' rights, advocate illegal action, or interfere with learning. A student may be required to remove, cover, or replace offending dress. Refusal to comply with the dress code may result in discipline up to and including suspension from school. Procedures are found in **Regulation 5**.

## **REPORTING VIOLATIONS (5300.35)**

Any student who is aware of a code violation is encouraged to report it to a teacher, dean, the principal or other administrator. Any student who is the victim of discrimination, harassment and/or bullying is encouraged to report any incident to a teacher, dean, administrator and/or the Dignity for All Students Act Coordinator. Students' help is essential in promoting order and preventing violence on school property and at school functions. A student who is aware of any threat of violence must report it to these individuals or any other responsible adult. A student who observes another person with a weapon or another student with alcohol or an illegal substance must report this information immediately to a teacher, the principal, the principal's designee, or the Superintendent of Schools. Any weapon, alcohol, or illegal substance found in a student's possession shall be immediately confiscated, if possible. The parent or guardian will then be notified and appropriate discipline or restorative action will be imposed.

A student who witnesses or is subjected to discrimination, harassment and/or bullying by another student, by any staff member and/or by any other visitor, is expected promptly to report the matter to a teacher, dean, the building principal or their designee. Staff members who are not authorized to impose discipline are to report violations of the Code of Conduct and/or discrimination, harassment and/or bullying against any student promptly to their supervisor, who shall impose discipline if authorized, or refer the matter to a staff member who is authorized.

Any other person who witnesses or receives a report of a violation of the code of conduct or discrimination, harassment and/or bullying by a student, staff member or visitor is expected to promptly report the matter to a staff member. Any person who is the object of or who knows of discrimination and/or harassment should report the behavior as soon as possible after the incident. School officials will promptly and equitably investigate all complaints of harassment and discrimination, formal or informal, verbal or written. The Principal or their designee shall as soon as reasonably practical notify the appropriate law enforcement agency when a Code violation constitutes a crime and/or substantially affects the order or security of the school. Notification shall be made by phone and verified by mail.

Principals are to report regularly to the Superintendent on all data related to incidents of harassment, bullying and discrimination in their Buildings. Formal reporting shall occur once per school year.

## **DISCLOSURE STATEMENT**

Scarsdale High School does not send disciplinary records to post-secondary institutions. We counsel students to answer honestly any question regarding their disciplinary history on a college application. However, information concerning a student's academic integrity or a particularly egregious infraction will be disclosed when we determine that it indicates a behavior that might impact directly on the student's ability to display appropriate conduct in a college setting.

This statement will appear on the school profile sent with all applications.

## **DISCLOSURE OF DISCIPLINARY RECORDS TO COLLEGES**

Scarsdale High School generally believes in maintaining confidentiality in matters of student discipline. Our goal is to help students learn from their mistakes, most of which are minor violations of school rules, and thus we consider most disciplinary infractions an internal matter among students, their parents, and the institution. We tell students to respond honestly to any question regarding their disciplinary history on a college application, and the deans answer such questions when asked directly by the college admission office. The deans provide opportunities to discuss student responses within the counseling relationship, and, when asked, place the violation in the context of a student's overall record.

While Scarsdale High School does not send disciplinary records to post-secondary institutions, we are committed to collaborating with our college counterparts to ensure a responsible environment for learning in their institutions. In exceptional circumstances, we will disclose information that raises serious questions about the student's academic integrity or a particularly egregious infraction where we determine it indicates it may impact the ability of the student to display appropriate conduct in a college community. At the principal's discretion, a subcommittee of deans, faculty, and other administrators will be convened to consider such situations. Prior to the disclosure of information, parents and students will be afforded the opportunity for an informal conference before such records are disclosed. The committee will make a recommendation to the principal whose decision regarding disclosure shall be final.

## **PENALTIES, PROCEDURES, REFERRALS AND REMEDIAL MEASURES (5300.40)**

Penalties--Staff members will deal fairly, impartially, and directly with an issue when and where it occurs. Those authorized to impose penalties will consider the following in administering discipline:

- The student's age
- Nature and circumstances of the offense
- The student's prior record
- The effectiveness of other forms of discipline
- Information from parents, teachers, others as appropriate
- Other circumstances

In general, discipline will be progressive; a second violation will merit more severe consequences than the first, and so on. This shall not prevent the District from taking the most severe measures in a first event of serious misconduct.

If a student's conduct is related to a disability or suspected disability, the case may be referred to the Committee on Special Education or the 504 team. In the case of any out-of-school suspension of a student with a disability, the CSE will be notified by the principal or their designee. Any discipline shall be administered consistent with the section of this code relating to students with, or presumed to have, a disability. Penalties may range from an oral warning to permanent suspension from school. A representative list is found in **Regulation 6**.

*Procedures*--The due process a student is entitled to receive before a penalty depends on the nature of the penalty. In every case, the school authority empowered to impose a penalty must inform the student of the alleged misconduct and investigate so that a reasonable person would deem the review fair. The student may have an opportunity to present their version of the facts to the authority before a penalty is imposed.

A student who is subject to a penalty other than oral or written warning or a written notification to a parent is entitled to added rights before the penalty is imposed. These rights and related procedures are found in **Regulation 7**.

Under certain circumstances, the District may pursue a person-in-need-of-supervision (PINS) petition in family court for a student under the age of 18. These circumstances include:

- Habitual truancy
- Ongoing conduct that makes the student ungovernable or habitually disobedient and beyond the school's lawful control
- Knowingly and unlawfully possessing controlled substances
- The Superintendent must refer a student to the appropriate law enforcement agencies if the student qualifies for juvenile offender status.

*Remedial Measures*-- As appropriate, school officials shall take remedial measures to correct behavior, prevent a reoccurrence of problem behavior, and protect the object of the act(s).

Remedial measures include:

1. Peer support groups, corrective instruction and/or other learning or service experiences;
2. Supportive intervention;
3. Behavioral assessment(s) and/or evaluation(s);
4. Behavioral management plans;
5. Student counseling and parent conferences.

## **ALTERNATIVE INSTRUCTION (5300.45)**

When a student of any age is removed from class by a teacher, or a student of compulsory attendance age is suspended from school pursuant to Education Law 3214, the District will take immediate steps to provide alternative means of instruction for the student, and instruction shall be provided as soon as practicable.

## **STUDENTS WITH DISABILITIES (5300.50)**

In disciplining a student with disabilities, the Scarsdale Schools will follow procedures consistent with, but no greater or less than, the safeguards provided by applicable law and regulation.

The Superintendent, may suspend or remove a student from an educational placement, substituting placement in an interim alternative educational setting (IAES), another setting, or suspension from school, subject to certain conditions. Such a student will receive no greater penalty than a student who is not classified. (Specific provisions are found in **Regulation 8**)

## **CORPORAL PUNISHMENT/REASONABLE PHYSICAL FORCE (5300.55)**

Employees are forbidden to use physical force to punish a student.

Reasonable physical force may be used to:

- Protect oneself, another student, teacher, or any other person from physical injury
- Protect school or others' property
- Restrain or remove a student whose behavior interferes with the orderly exercise and performance of District functions, powers and duties, if the student has refused to refrain from further disruptive acts

The District will report complaints consistent with New York State regulations.

## **INTERROGATION AND SEARCH (5300.60)**

*Questioning*--A school official authorized to impose discipline may question a student about alleged violations of the Code of Conduct or the law. A student is not entitled to any "Miranda-type" warning, nor must the official contact a parent before questioning occurs. The official will inform the student of the reason for the questioning.

*Searches*--The Superintendent, the principals, other administrators, and the nurses are authorized to search students and their belongings if there is reasonable suspicion that the search will produce evidence a student violated the Code of Conduct or the law. Procedures for searches are found in Regulation 10.

*School Property*--Lockers, desks, and other school storage spaces are school property, and students have no reasonable expectation of privacy there. School officials retain complete control over these spaces and may search them at any time without prior notice to or consent from students.

*Documentation and Custody of Items*--Officials conducting a search shall promptly document certain information about it, take responsibility for custody of confiscated items, and personally deliver dangerous or illegal items to the police. (Specific procedures are found in Regulation 10).

*Police and Children's Protective Service (CPS) Involvement in Search and Interrogation* -- Police and CPS workers may participate in search, interrogation, and investigation subject to certain conditions that may be found in Regulation 11.

## **VISITORS (5300.65)**

Parents and other residents are encouraged to visit the schools subject to certain limits. All visitors are subject to these limits. Principals are authorized to develop procedures for regulating public access consistent with the following:

- A visitor is anyone who is not a regular staff member or student
- All visitors to the elementary schools must report to the safety monitors upon arriving and leaving the school building
- Visitors will report to safety monitors before and after attending PTA meetings or other public gatherings that are held during the school day.
- Visitors may observe classes only with the principal's advance approval; visits must minimize disruption and be educationally appropriate in the principal's judgment
- Teachers should not take class time to discuss individual matters with visitors
- Any unauthorized person will be reported to the principal or a designee, who will ask the individual to leave; police will be called if necessary

## **PUBLIC CONDUCT (5300.70)**

All persons (students, teachers, District personnel, others) on school property, at school functions or sponsored events (including competitions that occur off-campus) shall conduct themselves in a respectful, orderly way. No person, alone or with others, shall:

- Purposely injure or threaten to injure another
- Purposely damage or destroy District or personal property, including graffiti and arson
- Disrupt the orderly conduct of classes, programs, or other school activities
- Distribute or wear materials that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or disrupt the school program.
- Intimidate or harass any student or discriminate against any student on the basis of actual or perceived race, color, weight, national origin, ethnic group, religion, age, religious practice, gender (identity or expression), sex, sexual orientation or disability.

- Enter any portion of school premises without authorization or remain in any facility after it is closed
- Obstruct the free movement of any person anywhere this code applies
- Violate traffic, parking, or other vehicle laws, regulations or restrictions
- Possess, consume, sell, distribute alcoholic beverages or controlled substances on school property
- Be under the influence of alcohol or controlled substances
- Loiter on or about school property
- Gamble on school property or school functions
- Refuse to comply with a reasonable order of an identifiable school official performing their duty
- Willfully incite others to commit any act prohibited by this code
- Violate any New York State or federal statute, local ordinance, or Board policy
- Use a cell phone or any electronic device to record, store, or transmit any information or images that infringe upon the rights of others under this code, or are disruptive, or otherwise inappropriate in an educational setting.

*Penalties*--The following penalties shall be imposed if the above rules of public conduct are violated:

- A visitor violating the Code may be subject to such penalties or remedies as may, in the judgment of the Administration, ensure the safety and well-being of the school community; and/or deter future conduct of a similar nature, including (without limitation):
  - 1) Full or partial revocation of any right or privilege to be (or remain) on school premises;
  - 2) Issuance of a "stay away" order, directing the visitor to remain off of school premises;
  - 3) Application for, and enforcement of, an Order of Protection (where appropriate);
  - 4) Enforcement of any civil or criminal penalties or remedies as may be appropriate;
  - 5) Other remedies, as may be appropriate and lawful to protect the school community, and deter future conduct of a similar nature.
- Students shall be subject to discipline as the facts may warrant, consistent with due process requirements
- Tenured faculty shall be subject to discipline as the facts may warrant, consistent with Education Law 3020-a and any other applicable legal rights
- Employees subject to Civil Service Law 75 shall be subject to immediate ejection and discipline as the facts may warrant, consistent with that law and any other applicable legal rights
- Other staff members shall be subject to warning, reprimand, suspension, or dismissal as the facts may warrant, consistent with any applicable legal rights
- Visitors may be prohibited from future school sponsored events

*Enforcement*--The principal or their designee is authorized to enforce this Code consistent with **procedures** found in **Regulation 12**. If an individual refuses to comply or poses an immediate threat of injury to persons or property in the judgment of the school official, he/she/they shall have that person removed immediately, contacting the police for help if necessary. The District reserves the right to pursue criminal or civil action against violators.

### **DISSEMINATION (5300.75)**

The District will provide summaries and copies of this code to students, staff, parents, and others as provided in **Regulation 13**. It will provide in-service education for all staff to ensure the Code's proper implementation, to promote a safe and supportive school climate while discouraging prohibited behavior, and to guide staff members in providing a safe, supportive classroom environment. The Superintendent may solicit staff recommendations about in-service programs on student behavior.

The Board of Education will review and update this Code every year. The review will consider how well the Code has worked and whether it has been applied fairly. The Board will hold at least one public hearing before adopting any Code revisions.

The Board may appoint an advisory committee including student, teacher, administrator, parent organization, school safety staff, and other staff representatives to help review the Code and the District's response to violations.

The Code and amendments will be filed with the Commissioner of Education consistent with statute.



# REGULATIONS

## REGULATION 1 – DEFINITIONS OF TERMS

“Controlled substance” is a drug or other substance identified in certain provisions of the federal Controlled Substances Act specified in both federal and New York State law and regulations applicable to this Code.

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

“Disability” means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment, provided, however, that in the context of employment, the term is limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the individual from performing in a reasonable manner the activities involved in the job or occupation sought or held.

“Discrimination” means using actual or perceived race, color, national origin, religion, gender (identity or expression), sex, sexual orientation, disability, weight, ethnic group or religious practice as the basis of treating a person or persons negatively.

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

“Employee and/or Staff member” means any person receiving compensation from the Scarsdale Public Schools, or employee of a contracted service provider, or worker placed within the school under a public assistance employment program, for the provision of educational or related services to Scarsdale Public Schools, its students or staff.

“Gender” means actual or perceived sex and includes a person’s gender identity or expression.

“Harassment” means the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for their physical safety; such conduct, verbal threats, intimidation or abuse includes but is not limited to conduct, verbal threats, intimidation or abuse based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (identity or expression), or sex.

“Illegal drugs” mean any controlled substance except 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.

“Parent” means a parent, guardian, or person in parental relation to a student.

“Repeatedly substantially disruptive” means engaging in conduct that results in classroom removal pursuant to Education Law 3214 (3a) and to this Code on four or more occasions in one semester or three or more occasions during a trimester.

“School bus” means every motor vehicle owned and operated by the Scarsdale Public Schools for the transportation of students, children of students, teachers and other persons acting in a supervisory capacity and a motor vehicle privately owned and operated for compensation for the transportation of students, children of students, teachers and other persons acting in a supervisory capacity to or from school or school functions.

“School function” means any school-sponsored event or activity on or off school property.

“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.

“Sexting” “Sexting” means sending, recording, possessing, and/or forwarding sexually suggestive language and/or nude or nearly nude photos through electronic means, such as texting, e-mail, or instant messaging.

“Sexual orientation” means actual or perceived heterosexuality, homosexuality, or bisexuality.

“Student with a disability” means a student who, because of mental, physical or emotional reasons can only receive appropriate educational opportunities from a program of special education. This phrase does not include a student whose educational needs are due primarily to unfamiliarity with the English language, environmental, cultural or economic factors.

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

1. Commits or attempts to commit an act of violence on a school employee
2. While on school property or at a school function commits or attempts to commit an act of violence on another person lawfully on school property or at the function
3. Possesses or displays what appears to be a weapon on school property or at a school function
4. While on school property or at a school function, threatens to use a weapon, device, instrument, material, or substance that can cause physical injury or death
5. Knowingly and intentionally damages the personal property of any school employee or person lawfully on school property or at a school function
6. 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

## **REGULATION 2 – PROCEDURES FOR ADDRESSING HARASSMENT AND DISCRIMINATION**

All staff will:

1. Maintain a climate of respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (identity or expression) or sex.
2. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
3. Confront issues of discrimination and harassment or any situation that threatens the emotional or physical health or safety of any student, or any person who is lawfully on school property or at a school function.
4. Report incidents of discrimination and/or harassment they witness or of which they’re aware, in a timely manner to the Complaint Officer or the Building Principal.

Administrators will:

1. Along with the Complaint Officer, investigate incidents of discrimination and harassment they witness or of which they become aware, in a timely manner.”

Parents are expected to:

1. Discuss with their child(ren) the importance of respect and dignity for their peers regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (identity or expression) or sex.

Reporters and officials should:

1. Document any incident as soon as they are aware of it, in as much detail as possible including: the nature of the incident(s); date, time, place of occurrence; name of the alleged perpetrator(s); witnesses; and the response of the person who was the object. If, after investigation, the appropriate official finds that a student, staff member or another party has violated the code of conduct, he/she/they will take prompt action in accordance with this code of conduct, applicable collective bargaining agreements, District policy and state law.

## **REGULATION 3 – PROCEDURES FOR ESSENTIAL PARTNERS**

All partners are expected to:

1. Recognize that children’s education is a mutual responsibility of all involved
2. Reflect regularly on their own responsibility and whether they are contributing positively, cooperatively, and effectively to the child’s growth
3. Understand that the education of individual children occurs in the context of groups, and that common expectations, actions, and rules are necessary for the individual and the group
4. Help students to accept responsibility for their own actions, consistent with their readiness
5. Model the values of caring, reason, respect, love of learning

*Parents:*

1. Send children to school ready to take part and learn
2. Ensure children attend school regularly and on time
3. Ensure absences are excused
4. Insist children be dressed and groomed consistent with the dress code
5. Help children understand that in a democracy, rules are required for safety and order
6. Know school rules and help their children understand them
7. Convey to children a supportive attitude toward education and school
8. Build good relationships with teachers, other parents, and their children's friends
9. Help children deal effectively with peer pressure
10. Inform school officials of home changes that could affect a child's work or actions
11. Provide a quiet place for student and ensure homework is completed

*Teachers and other professional staff:*

1. Know their students well
2. Maintain a climate of respect and dignity
3. Be prepared to teach
4. Demonstrate interest in teaching and concern for student achievement
5. Know school policies and rules; enforce them fairly
6. Communicate to students and as appropriate parents: course objectives and requirements, marking and grading procedures, assignment deadlines, expectations for students, classroom discipline plan
7. Communicate regularly with students, parents, other teachers about student growth, achievement

*Deans:*

1. Know their students well
2. Regularly review their educational progress, personal and career goals
3. Provide information to help students with life planning
4. Encourage students to benefit from the curriculum and extracurricular
5. Initiate conferences with teachers and students; parents, teachers, and students to address issues
6. Help students cope with peer pressure and emerging, personal, social and emotional problems

*Psychologists:*

1. Assess students' social, emotional, intellectual growth; intervene where needed to promote it.
2. Confer with parents, teachers, administrators about children's social and emotional development and make recommendations for in- and out-of-school support
3. Recommend ways teachers can adapt to students' learning styles and potential
4. Identify and analyze problem behaviors; make recommendations to improve them
5. Develop specific behavioral plans for students at risk of committing violent acts and work with building teams (principals, teachers, deans , et al.) to implement them
6. Consult with teachers to establish consistent classroom climate with positive behavior and support
7. Conduct groups on relevant topics (social skills, conflict resolution, peer counseling, e.g.) to enable students to be problem solvers
8. Contribute to team strategies for student success

*Support Staff:*

1. Treat students with respect
2. Bring problems of student misbehavior promptly to a supervisor's attention
3. Make suggestions to administrators for the improvement of school climate and student behavior



*Dignity of All Students Act (“DASA”) Coordinator:*

1. Ensure that all students are provided with a safe, supportive, and positive school climate
2. Accept reports of any discrimination, harassment and/or bullying incident from any student, teacher, dean or administrator
3. Investigate reported incidents of discrimination, harassment and/or bullying
4. Facilitate collaboration and cooperation between students, teachers, deans and administrators for the prevention of discrimination, harassment and/or bullying incidents and identify alternative programs to prevent future negative behaviors affecting the school community

*Principals, Assistant Principals, Teachers-in-Charge, Directors, Coordinators:*

1. Promote a safe, orderly, and stimulating education
2. Support active teaching and learning
3. Evaluate programs regularly and use this information to improve them
4. Work to create programs that minimize misconduct and are sensitive to student needs
5. Ensure that students and staff have regular opportunity to communicate with them
6. Ensure that students and staff may approach them for redress of grievances
7. Support the development of and student participation in extracurricular activities
8. Enforce the Code of Conduct, ensuring that cases are resolved promptly and fairly

*Superintendent, Assistant Superintendents:*

1. See expectations for principals, above, and
2. Review with administrators the laws and Board policies relating to school operations
3. Work with District administrators to enforce the Code and ensure cases are fairly and promptly resolved
4. Inform the Board about educational trends in student behavior and discipline

*Board of Education Members:*

1. Collaborate with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel to develop a code of conduct that clearly defines the expectations for students, the partners, and visitors on school property
2. Adopt and at least annually review the code to evaluate its effectiveness and the fairness and consistency of its implementation
3. Lead by example, conducting meetings in a professional, courteous, respectful manner

**REGULATION 4 – EXAMPLES OF UNACCEPTABLE CONDUCT**

The following conduct is unacceptable on school property or at school functions:

*Academic Misconduct* – Examples of academic misconduct include:

1. Cheating
2. Plagiarism
3. Copying
4. Altering records
5. Using electronic communication for the purpose of cheating; e.g., cell phones
6. Assisting another student in any of these actions

*“Disorderly Conduct”* includes:

1. Running in halls
2. Making inappropriate noise
3. Using profane, lewd, vulgar, or abusive language or gestures
4. Inappropriate public displays of affection
5. Obstructing vehicular or pedestrian traffic
6. Trespassing--students may not be in any school building other than the one they attend without the principal’s permission.

7. Electronic communications misuse, including unauthorized use of computers, software, Inter or Intranet accounts, accessing inappropriate websites, or other violations of the Acceptable Use Policy.
8. Using a cell phone or any electronic device to record, store, or transmit any information or images that infringe upon the rights of others under this code, or are disruptive, or otherwise inappropriate in an educational setting.

*“Insubordinate Conduct”* includes:

1. Failing to comply with reasonable direction from teachers, administrators, other employees in charge of students
2. Showing disrespect to such staff members
3. Lateness for, missing or leaving class or school without permission
4. Skipping detention

*“Disruptive Conduct”* includes:

1. Failing to comply with reasonable direction from teachers, administrators, other employees in charge of student
2. Interfering with the conduct of class or other activities

*“Violent Conduct”* includes:

1. Committing or attempting to commit an act of violence (e.g., hitting, kicking, punching, and scratching) on a teacher, administrator, other employee, another student, or any other person lawfully present
2. Possessing a weapon or other dangerous instrument that can cause physical injury or death
3. Displaying what appears to be a weapon
4. Using or threatening to use any weapon or other device, instrument, material, or substance that can cause physical injury or death
5. Intentionally damaging or destroying (including graffiti and arson) the property of a student, teacher, other district employee or other person legally present
6. Intentionally damaging or destroying school property

*“Endangering the Safety, Morals, Health, or Welfare of Others”* includes:

1. Lying to school personnel
2. Stealing property of other students, school personnel, or any other person lawfully present
3. Knowingly receiving stolen property or engaging in extortion
4. Defaming others—making false statements or representations about an individual or identifiable group that harm the reputation of either or both by demeaning them
5. Discriminating—using actual or perceived race, color, creed, national origin, religion, gender (identity or expression), sex, sexual orientation, disability, weight, ethnic group, or religious practice as the basis for treating others negatively.
6. Bullying—a sufficiently severe action or persistent, pervasive pattern of actions or statements directed at an identifiable individual or group that are intended to be, or that a reasonable person would perceive as ridiculing, demeaning, or frightening.
7. Harassment – creating a hostile environment by conduct, intimidation, threat or abuse that has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional or physical well-being. Also, conduct, intimidation, threat, or abuse that reasonably causes or would reasonably be expected to cause a student to fear for their physical safety.
8. Intimidation—actions or statements that put another person in fear of bodily harm
9. Hazing—any intentional or reckless act directed against another for the purpose of initiating into, affiliating with or maintaining membership in any school-sponsored activity or organization
10. Selling, using, or possessing obscene material; using vulgar or abusive language, cursing or swearing
11. Smoking a cigarette, cigar, pipe, electronic cigarette or using chewing or smokeless tobacco

12. Possessing, consuming, selling, distributing, or exchanging alcoholic beverages or other controlled substances, or being under the influence of either; "illegal substances" include but are not limited to inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, synthetic cannabinoids and any substances commonly called "designer drugs" consumed on school property.
13. Possessing, consuming, selling, distributing, or exchanging alcoholic beverages or other controlled substances, or being under the influence of either; "illegal substances" include but are not limited to inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, synthetic cannabinoids and any substances commonly called "designer drugs" consumed off school property prior to attending school or a school function
14. Inappropriately using or sharing prescription or over-the-counter drugs. For your child to receive any medication in school, over-the-counter or prescription, an order from a Physician and parent consent must be on file in the Health Office. Orders are valid for 12 months. The medication must be in the original container and properly labeled.
15. Gambling
16. Indecent exposure: being naked in a public space or intentionally showing one's sexual organs in a public place.
17. Initiating a report that warns of fire, threats to public safety, or other catastrophe without valid cause; misusing 911; discharging a fire extinguisher
18. Possessing fireworks or other incendiary devices
19. Using a cell phone or other electronic device to record, store, or transmit any information or images that infringe upon the rights of others under this code, or are disruptive, or otherwise inappropriate in an educational setting.
20. Possessing electronic cigarette paraphernalia, vapor pens, or drug paraphernalia on school property or at a school event.
21. Cyberbullying on school property or using the District's technology or infrastructure to do so
22. Sexting on school property or using the District's technology or infrastructure to do so

*Bus Misconduct* – While waiting for or on a bus a student may not:

1. Distract the driver
2. Push, shove, fight, engage in excessive noise or engage in other behavior prohibited by the Code

## **REGULATION 5 – DRESS CODE PROCEDURES**

Students must wear footwear in the buildings at all times and appropriate protective gear (in physical education, science laboratories, e.g.).

Students may not wear any attire with expressions or insignia that are obscene or libelous, that denigrates others, including, but not limited to, items that denigrate others on account of actual or perceived race, color, weight, religion, national origin, ethnic group, religious practice, gender (identity or expression), sex, sexual orientation, or disability; or that promotes, endorses, or encourages the use of alcohol, tobacco, controlled substances, illegal drugs, or other illegal or violent activities. Attire may not interfere with learning

A student who violates the dress code may be required to cover, remove, or replace an offending item. A student who refuses to comply with the Code shall be subject to progressive discipline, up to and including out-of-school suspension.

Each principal or a designee shall inform all students and parents of the dress code at the beginning of the school year and of any revisions during the school year.

## **REGULATION 6 – RESTORATIVE OR REMEDIAL CONSEQUENCES**

A student who is found to have engaged in conduct that is deemed discriminatory or harassing, due to the age of the student, the circumstances surrounding the conduct or other factors, may be subject to restorative or remedial consequences. Such restorative or remedial consequences may include:

1. Peer support groups for corrective instruction or other relevant learning or service experience;
2. Supportive intervention;
3. Behavioral assessment or evaluation;
4. Behavioral management plans, with benchmarks that are closely monitored; and/or
5. Student counseling and parent conferences

## **REGULATION 7 – PENALTIES**

A student who is found to have violated the Code of Conduct may be subject to the following penalties, alone or in combination. Penalties may be imposed by the individuals noted, subject to due process as defined in the Code and law.

- |                                                 |                                                  |
|-------------------------------------------------|--------------------------------------------------|
| 1. Oral warning                                 | Any staff member                                 |
| 2. Written warning                              | Any professional staff member                    |
| 3. Written notice to parent                     | Any professional staff member                    |
| 4. Detention                                    | Teacher, Administrator                           |
| 5. Transportation suspension                    | Teacher, Administrator, Transportation Director  |
| 6. Athletic suspension**                        | Coach, Administrator, Superintendent             |
| 7. Social/extracurricular activity suspension** | Activity director, Administrator, Superintendent |
| 8. Suspension of other privileges               | Administrator, Superintendent                    |
| 9. Restitution                                  | Administrator, Superintendent                    |
| 10. Removal from classroom                      | Teacher, Administrator                           |
| 11. In-school suspension                        | Administrators                                   |
| 12. Short-term out-of-school suspension*        | Principal, Superintendent, Board                 |
| 13. Long-term out-of-school suspension*         | Superintendent, Board                            |
| 14. Permanent suspension from school            | Superintendent, Board                            |
| 15. Police or court referral                    | Principal, Superintendent                        |

For the penalties of athletic suspension; social/extracurricular activity suspension, suspension of other privileges, removal from classroom, and out-of-school suspensions, regardless of length, the student shall have an opportunity to present their version of the facts to the authority before a penalty is imposed.

\*Short term = Five days or less. Long term = more than 5 days

\*\*The standards for extracurricular participation, distributed annually to all participants of extracurricular activities and Inter-scholastic Activities contain additional grounds for which the penalty of suspension from extracurricular or athletics may occur.

## **REGULATION 8 – DISCIPLINARY PROCEDURES**

The following procedures shall govern student discipline unless they are inconsistent with applicable law or state regulation. Upon request, administrators shall give a student or parent an opportunity to discuss an assignment to detention or other action not subject to hearing before the penalty is imposed. Students with disabilities must be disciplined in accordance with applicable law. A teacher may not remove (as defined hereafter) a student with a disability from class until the administrator, Director of Special Education, or their designee has advised that the student's rights are not being violated.

### *Detention:*

After-school detention is a penalty for misconduct when removal from the classroom or suspension is inappropriate. Students will receive advance notice, to make transportation arrangements.

### *Actions Not Subject to Hearing under Education Law 3214:*

- Transportation Suspension—The bus driver will bring misconduct to the Principal or a designee's attention. If the misconduct is judged sufficiently serious, the parent will become responsible for the child's safe transportation to and from school.
- Athletic Participation, Extracurricular Activities, Other Privilege Suspension (The Standards for Extracurricular Participation contains additional grounds for which suspension can occur.)
- In-school Suspension—Administrators are authorized to place students in "in-school suspension," which will be supervised by a certified staff member. The administrator imposing the suspension will inform the parents of the suspension. Parents have the right to an informal conference to discuss the conduct and the penalty involved.

### *Actions Subject to Hearing:*

- A. Teacher Disciplinary Removal –Effective classroom management techniques include directing a student to leave the room briefly to regain composure and self-control—through a short-term “time out” in an elementary classroom or administrative office, a short period of time in the hallway, assignment to the principal’s office for the remainder of a period only, assignment to a dean or other staff member. Such actions are not disciplinary removals under this code.
1. A teacher may remove a disruptive student from the classroom for up to two days. The removal applies to that teacher’s class only. An elementary student will attend all special classes.
  2. If the student does not pose a danger or ongoing threat of disruption to education, the teacher must explain the removal and give the student an opportunity to explain their view before it occurs.
  3. If the student does pose a danger or ongoing threat of disruption, the teacher may order immediate removal. The teacher must explain the removal, call parents, and give the student a chance to explain their view within 24 hours.
  4. The teacher must complete a District-designed removal form and meet with the principal or a designee as soon as possible, but no later than the end of the school day, to present the form and explain the removal. If contact is not possible, the teacher will leave the form with the secretary and meet before the start of class the next day. If that is not possible or if otherwise appropriate, the teacher will make a reasonable effort to reach the principal after school hours.
  5. Within 24 hours after the student’s removal, the principal or another administrator designated by the principal will notify the student’s parent, in writing, that the student has been removed from class and explain why. The notice will inform the parent of their right, on request, to meet informally with the principal or a designee to discuss the reasons for the removal. The administrator may require the teacher to attend this conference.
  6. The written notice will be provided by personal delivery, express mail, or another means reasonably calculated to assure receipt at the parent’s last known address within 24 hours of the student’s removal. Where possible, notice will also be provided by telephone.
  7. If at the conference the student denies the charges, the principal or designee will explain why the student was removed, giving him/her/them, and the parents, a chance to present their view of events. The time of the meeting may be extended by mutual agreement of the parent and school officials.
  8. No student removed by a classroom teacher shall be allowed to return until the principal or designee makes a determination or the period of removal expires, whichever is less.
  9. The principal or designee may overturn the student’s removal if (a) the charges are not supported by substantial evidence, (b) the student’s removal is in violation of the code or the law, (c) the conduct warrants suspension pursuant to Education Law 3214 and a suspension will be imposed.
  10. The principal has the authority to overturn the removal at any point after the teacher submits the District form to the close of business on the day after the 48 hours allowed for the conference.
  11. A student removed from the classroom shall be offered continued instruction and activities until he/she/they is allowed to return.
  12. The teacher must keep a complete log on a District-designed form for every case of removal. The principal will see that all removals are recorded in a log.
- B. Suspension from School – Suspension may be imposed only on students who are insubordinate, disorderly, violent, or disruptive, or whose conduct otherwise endangers the health, safety, morals, or welfare of others or for academic misconduct. The Board retains authority to suspend students but places primary responsibility for suspensions on the Superintendent and the principals (“officials”).
1. Any staff member may recommend a student be suspended.
  2. A staff member must immediately report and refer a violent student to the Principal or Superintendent. The referral shall be made in writing unless the matter requires immediate attention, in which case the staff member will prepare the written report as soon as possible.
  3. The Superintendent or Principal, upon receiving a recommendation or referral, or when processing a suspension case, shall gather the relevant facts and record them.

4. In the case of short-term suspension (five days or less):
  - a. When an official proposes to suspend a student, he/she/they shall notify the student verbally. If the student denies the charges, the official must explain the basis for the proposed action. The official must also notify the parent in writing of the pending action. Written notice will be provided at the parent's last known address by personal delivery, express mail, or some other means reasonably calculated to assure receipt within 24 hours of the decision to propose suspension. Where possible, notice will also be provided by telephone. If the student's presence in school poses a danger to persons or property or a threat of disruption to the academic process, in the official's judgment, the notice and a conference shall occur as soon as reasonably practicable after the suspension.
  - b. The notice will describe the incident and charges against the student and shall inform the parent(s) of the right to an immediate informal conference with the principal. The notice and conference shall be conducted in the parents' dominant language or mode of communication. At the conference, the parent(s) may ask questions of complainants under procedures the principal establishes.
  - c. After the conference, the official shall promptly advise the parents in writing of the decision, and that they have five days to file a written appeal to the Superintendent, if they wish. This period may be extended only in extraordinary circumstances, and the parents are required to notify the official immediately of such circumstances or the appeal shall be null.
  - d. The Superintendent shall issue a written decision within 10 business days of receiving an appeal.
  - e. The parent(s) may appeal the Superintendent's decision in writing to the Board of Education. The appeal must be submitted to the District Clerk within 10 business days of the date of the Superintendent's decision. This period may be extended only in extraordinary circumstances, and the parents are required to notify the Clerk immediately of such circumstances or the appeal shall be null.
  - f. Only final decisions of the Board may be appealed to the Commissioner of Education within 30 days of the decision.
5. In the case of long-term suspension (more than 5 days):
  - a. The official 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 and the right to present witnesses and other evidence on their behalf.
  - b. The Superintendent or a designated hearing officer shall conduct the hearing.
  - c. The hearing officer shall administer oaths and issue subpoenas as he/she/they deems necessary to conduct the hearing.
  - d. A recording of the hearing shall be maintained; a tape recording shall be deemed satisfactory.
  - e. The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline. The Superintendent may accept all or any part of the recommendations and shall make all final decisions.
  - f. An appeal of the Superintendent's decision(s) may be submitted to the District Clerk within 10 days of that decision. This period may be extended only in extraordinary circumstances and the parents are required to notify the Clerk immediately of such circumstances or the appeal shall be null.
  - g. Only final decisions of the Board may be appealed to the Commissioner of Education within 30 days of the decision.
  - h. Guns, firearms, explosives possession – A student found guilty of bringing a gun, firearm, explosive onto school property or to a school function will be subject to suspension for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law 3214. The Superintendent may modify the length of the suspension on a case-by-case basis, considering the following:
    - 1) Student's age, grade in school, prior disciplinary record
    - 2) Superintendent's belief that other discipline may be more effective
    - 3) Information from parents, teachers and/or others
    - 4) Other extenuating circumstances



6. Permanent suspension (exclusion) – Permanent suspension is reserved for extraordinary circumstances (e.g., a student’s conduct poses 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). Such circumstances include but are not limited to:
  - a. Violent acts – A student found guilty of committing a violent act other than bringing a weapon on school property or to a school function shall be subject to suspension for at least five days. The procedures for a suspension shall be consistent with those described under “Section B – Suspension from School” of Regulation 6. The Superintendent may modify the penalty on a case-by-case basis, considering the same factors as in Section B.5.h (1) through (4).
  - b. Repeated, substantial disruption or substantial interference -- A student found guilty of being substantially disruptive of the educational process or substantially interfering with the teacher’s authority over the classroom will be subject to the same penalties and procedures as under “Section B –Suspension from School” of Regulation 6.

## **REGULATION 9 – DISCIPLINARY PROCEDURES FOR STUDENTS WITH SPECIAL NEEDS**

### *Authorized Suspensions or Removals*

#### A. Definition of terms:

“Suspension” means a suspension pursuant to Education Law 3214.

“Removal” means a removal other than suspension for disciplinary reasons from the student’s current educational placement and a change to an interim alternative educational setting (IAES) ordered by an impartial hearing officer because the student poses a risk to him/her/them self or others.

An “IAES” is a temporary placement (up to 45 days) that results when the student’s behavior causes their removal from a regular placement. The IAES is intended to help the student to continue to progress in the general curriculum and to receive services and modifications, including those in the IEP, aimed at helping the student meet the IEP goals. It will include services and modifications to address the behavior that caused IAES placement and to prevent its recurrence.

#### B. Procedures

1. Provided that the penalty is no greater than that imposed on a non-disabled student who has exhibited the same behavior, school officials may order a student with disability to be suspended or removed from a current placement as follows:
  - a. The Board, Superintendent or principal may order student placement into an IAES, another setting, or suspension for a period not to exceed five consecutive school days.
  - b. If determined that it is warranted by the student’s behavior, the Superintendent may order placement into another setting or suspension up to ten consecutive school days, including any time in which the student has been suspended or removed under (a) for the same behavior.
  - c. The Superintendent may order added suspension of 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 a student to be placed in an IAES to be determined by the Committee on Special Education (CSE) for the same length of time a student without disability would be subject to discipline, but not more than 45 days, if while on school grounds or at a school function the student possesses, uses, or threatens to use a weapon, device, instrument, material, or substance that can cause physical injury or death; or if the student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance on school grounds or at a school function.
  - e. Subject to certain conditions under federal and State law and regulation, an impartial hearing officer may order a student’s placement in an IAES for up to 45 days at a time, if the student’s continued presence in a current placement poses a risk to self or others.



## *Change of Placement*

- A. A disciplinary change of placement is any suspension or removal from the current curriculum that is for more than ten consecutive school days. Such a change may also occur if a suspension or removal is for ten or fewer days, but is one of a series that cumulate to more than ten days in a year because of their length, the total time the student is removed, and the proximity of one incidence or sequence to another.
- B. While the District may not suspend or remove a student if the penalty would result in a disciplinary change of placement based on a pattern thereof, it may impose such a penalty 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.

## *Special Rules\**

- A. The CSE shall:
  - 1. Conduct functional behavioral assessments to determine why a student engages in a particular behavior and develop or review intervention plans whenever the District first suspends or removes a student more than 10 days in a school year or imposes a suspension or removal that constitutes a disciplinary change in placement, including an IAES placement for misconduct.
    - a. Review the intervention plan and its implementation to determine if modifications are needed if such a student incurs a suspension or removal that does not constitute a disciplinary change of placement.
    - b. Convene a meeting of the CSE to modify the plan and its implementation to the extent committee deems necessary, if one or more members believed modification is necessary.
  - \* These Special Rules relate to the handling of discipline for students who are disabled or who are perceived as having a disability. The District's Committee on Special education does have the obligation to conduct functional behavioral assessments and arrange for the preparation of behavioral intervention plans for individual students at times other than when they are the subject of discipline and nothing in this Code impacts upon that distinct obligation.
  - 2. Conduct a manifestation determination review of the relationship between the student's disability and the behavior incurring disciplinary action whenever a decision is made to place a student in an IAES for misconduct or when the student's continued presence in an educational setting poses a risk to self or others or when there is a decision to impose a suspension that constitutes a disciplinary change in placement.
- B. The District shall notify the parents of disciplinary removal no later than the date officials decide 1) to change a student placement to an IAES for misconduct or because the student poses a risk to the student or another person in the current setting, or 2) to impose a suspension or removal that constitutes a disciplinary change in placement. The procedural safeguards notice prescribed by the Commissioner of Education shall accompany the notice.
- C. The parents of a student subject to suspension for five or fewer days shall have the same right to hearing as parents of non-disabled students. The student shall be afforded the same due process as non-disabled students, except that officials may not impose a removal for more than ten consecutive days or a period that would constitute a disciplinary change in placement unless the CSE has determined the misbehavior is not a manifestation of the disability. During any suspension or removal, the student shall have services as required by Commissioner's regulation.
- D. Superintendent's hearings on charges that may lead to a suspension of more than five days shall be divided into a phase to determine guilt and a phase to determine penalty.
- E. The parents of a student facing disciplinary action who has not been declared eligible for services under IDEA and Article 89 at the time of misconduct have the right to invoke applicable legal safeguards. If in accordance with the law the District is deemed to have known the child was a student with disability before the misconduct occurred, he/she/they will be considered to have a disability for disciplinary purposes.
  - 1. The Superintendent, Principal or other school official imposing the penalty is responsible for determining whether the student is presumed to have a disability.

2. The student shall not be considered to have a disability if, on receipt of a claim that the District knew of one, the District had either conducted an individual evaluation and determined the student did not or determined an evaluation was unnecessary and notified the parents in the manner required by law and regulation.
3. If a request for individual evaluation is made while a non-disabled student is removed, an expedited evaluation shall be held, consistent with applicable law and regulations. Until this evaluation is completed, the student shall remain in the educational placement determined by the District, including suspension.

#### *Expedited due process hearings*

- A. An expedited hearing shall be conducted as specified by the Commissioner's regulations if:
  1. The District judges that the current placement endangers the student or others and requests one while due process hearings are pending or to obtain an impartial hearing officer's order to place the student in an IAS.
  2. The parent requests one to challenge the District's finding that misbehavior was not the result of a disability or for reviewing any decision about placement, including but not limited to a decision to place the student in an IAES.
    - a. A student shall stay in an IAES until a hearing officer's decision or expiration of the IAES placement, whichever comes first, if an expedited hearing or appeal is pending on a placement for behavior involving weapons, illegal drugs or controlled substances, for dangerousness, or if there is a challenge to a determination that the behavior is not a manifestation of disability. This provision may be waived by mutual agreement between parents and District.
    - b. If a student has been moved to an IAES, the placement expires, and officials' proposal to renew the placement is challenged, the student shall return to the placement he/she/they had before being moved to the IAES.
- B. An expedited hearing shall be completed within 15 days of the date the request for a hearing is received. The impartial hearing officer may grant specific extensions of this period, but must mail a written decision to the District and parents within five business days after the last hearing date. In no case shall a decision be mailed later than 45 days after the date of request for a hearing.

#### *Referral to law enforcement and judicial authorities*

- A. The District may report a crime committed by a student with disability to appropriate authorities. Such an action is not a change in the student's placement.
- B. The Superintendent shall ensure that copies of the student's special education and disciplinary records are transmitted to such authorities for consideration.

### **REGULATION 10 – PROCEDURES FOR SEARCHES**

- A. All searches will be limited to the extent needed to locate the evidence sought. Searches will be conducted in the privacy of administrative offices with the student(s) present, whenever practicable.
- B. An authorized official may conduct a very limited search of belongings without reasonable suspicion, so long as there is a documented problem related to health and safety. Such a minimally intrusive search would include touching the outside of a book bag, for instance.
- C. A search may be conducted on the basis of physical evidence or information from a reliable informant. District employees will be considered reliable unless they have knowingly supplied inaccurate information in the past. Others will be considered reliable if they have previously given accurate and verified information, make an admission against their own interest, provide information that is confirmed independently by other sources, or appear credible and are communicating information about an immediate threat to safety.
- D. Before searching a student or belongings, the official shall try to get the student to admit that he/she/they possesses physical evidence of violating the Code of Conduct or the law or by student consent.

## **REGULATION 11 – PROCEDURES FOR DOCUMENTING SEARCHES**

The school official conducting the search shall promptly record the following information:

- Name, grade, and age of the student
- Reason for the search
- Name of any informant(s)
- Purpose of the search – what item(s) were sought
- Type and scope of search
- Person conducting the search, including title and position
- Witnesses, if any, to the search
- Time and location of the search
- Results – what item(s) were found
- Disposition of the items found
- Time, manner, and results of parent notification

The official shall clearly label each item taken from the student and retain control of the item(s) until it or they are turned over to police.

## **REGULATION 12 – PROCEDURES FOR POLICE AND CHILD PROTECTIVE SERVICES (CPS) INVOLVEMENT IN INVESTIGATIONS**

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:

- A search or arrest warrant, or
- Probable cause to believe a crime has been committed on school property or at a school function, or
- Been invited by school officials

Before police may question or search a student, the principal or a designee will first try to notify the student's parent(s) to give an opportunity to be present. If the parent(s) cannot be contacted, the police will not be given permission to search or question. The principal or designee shall be present at any search or questioning on school grounds or at school activities.

Students questioned by police on school property or at school functions shall have the right to:

- Be informed of their legal rights
- Remain silent if they choose
- Request the presence of an attorney

CPS shall request the principal or a designee for permission to interview a student on school property. The school official shall set the time and place for the interview. The official shall decide if a school official should be present at the interview, depending on the student's age and the allegations. If the student must remove any clothing so that CPS can verify allegations, the school nurse or other District medical personnel shall be present for that portion of the interview. No student may be required to remove clothing before a CPS worker or school official of the opposite sex.

CPS may remove a student from school only with a court order unless the worker reasonably believes the student would be subject to imminent danger if he/she/they were not removed before an order could reasonably be obtained. If the worker does believe the student would be subject to imminent danger, neither a court order nor parental permission is required.

### **REGULATION 13 – VISITOR ENFORCEMENT PROCEDURES**

When the authorized official is aware of prohibited behavior that in their judgment does not pose an immediate threat of injury to persons or property, the official shall tell the individual exhibiting the behavior that the conduct is not allowed and try to persuade the person to stop. The official shall, as necessary, warn the individual of the consequences for continuing. If the individual refuses to stop or if the conduct poses an immediate threat of injury to persons or property, the official shall have the individual removed immediately, if necessary contacting the police to assist.

The District shall take appropriate action against any individual consistent with this Code, and reserves its right to pursue civil or criminal action against anyone violating it.

### **REGULATION 14 – POLICY DISSEMINATION PROCEDURES**

- At the start of each school year, the District shall provide all students a summary of the code, noting any changes from the previous year.
- Before the start of the school year, the District shall mail a summary of the Code to all parents and make copies of the Code available at the start of the year.
- The District shall provide all staff with access to the Code and any amendments as soon as practicable after adoption.
- The District shall provide all new employees with copies of the Code when they are hired.
- The District shall make copies of the Code available for public review.
- The District shall post the complete Code on the District's website.