



THOMAS E. BROOKS, PRINCIPAL

ARLINGTON HIGH SCHOOL

1157 Route 55 • LaGrangeville, NY 12540 • (845) 486-4860

Student Handbook 2007-2008

Welcome to Arlington High School

As you embark upon another year of formal education, either as a new student here or a returning one, we urge you to take full advantage of the many opportunities available to you in your classes and in the extra curricular activity program. We are proud of our school and its many outstanding accomplishments. It is our joint responsibility to see that these standards of excellence continue to prevail in the future. From the many learning experiences to which you will be exposed, it is our hope and expectation that you will be well prepared to assume your daily and future responsibilities in our complex society. Welcome to a new year at ARLINGTON, a year we hope will be challenging and rewarding to all.

Sincerely,
Arlington Administration

Thomas Brooks.....Principal
 Dwight Bonk.....House Principal
 Lillian Phillips.....House Principal
 Marco Pochintesta.....House Principal
 Scott Wood.....House Principal
 Richard Carroll.....Assistant Principal
 Jeanne Desire.....Assistant Principal
 Anna Tihin.....Assistant Principal
 Paul Weir.....Assistant Principal

HOUSE PLAN

The administrative structure at Arlington High School is based upon a house plan. Each grade level is assigned a House Principal and an Assistant Principal. The idea is to have those administrators follow a class for all four years at Arlington High School. Over the course of the next few years we will work at including our guidance staff in the house concept. Eventually each class will be fully incorporated into the house plan and will have administrators, guidance counselors, a social worker and a school psychologist who will be dedicated to that class throughout the entire four years of high school.

REQUIREMENTS FOR CLASS MEMBERSHIP

A student must have a certain number of scholastic credits (not including physical education) in order to be considered a member of the class. Required credits are as follows:

- Freshman - Enrolled in 9th grade, taking 5 or more courses
- Sophomore - 5 credits
- Junior - 9 credits
- Senior - Carrying enough credits to be eligible for graduation in June

TELEPHONE NUMBERS

Main Office	486-4860
Superintendent's Office	486-4460
Business Office	486-4450
Transportation Department	486-4955

ROTATING TIME SCHEDULE A-B-C-D DAYS

A rotating time schedule is designed to provide flexibility in student scheduling. Most students will have one period designated as A or B (days) to accommodate P.E. classes. Other students may have additional periods designated as C or D (days) to provide class time for various lab classes. Each morning, opening announcements will include identification of A-B-C-D days.

HIGH SCHOOL TIME SCHEDULE

7:20	Building opens for student arrivals
7:25	Warning Bell
7:30 - 8:20	Period 1 Begins; announcements; homeroom business and opening exercises; attendance taken
8:25 - 9:10	Period 2
9:15 - 10:00	Period 3
10:05 - 10:50	Period 4

10:55 - 11:40	Period 5
11:45 - 12:30	Period 6
12:35 - 1:20	Period 7
1:25 - 2:10	Period 8

BUS SCHEDULE

7:15 - 7:25	Bus Arrival
2:19 - 2:22	Bus Departure
3:30	Activity Bus Departure
4:45	Sports Bus Departure

ARLINGTON HIGH SCHOOL HISTORY

From 1920 to 1961 our district was known as the Arlington Union Free School District, Number 7. When the district was formed, there were two school buildings, one on College Avenue and the other on Davis Avenue. At that time, only one year of high school work was offered. In 1922 the course was expanded to two years, and in 1924 the district offered three years of high school work.

The Arlington High School was granted a charter as a six-year high school in 1926, and its first commencement was held in that year with nine pupils graduating. At that time classes were held in the building where the Arlington Elementary School is now located. In 1934, a new high school was erected near the junction of Routes 44 and 55, with additions being made in 1940 and 1953 to accommodate the increasing number of students. At the time of the latter addition a separate Junior High School was established in the north end of the building.

On July 1, 1951, the new Arlington Central School District #1 was formed. In 1959 the District voted to build a new high school at Freedom Plains. This building was occupied by grades 10-12 in September 1961. In 1967, space to accommodate 500 more students was added making the present capacity 1500 students.

In 1979, the Arlington District was reorganized to accommodate a declining enrollment in elementary schools coupled with overcrowding in the high school. The former LaGrange Junior High School on Stringham Road became a part of the Arlington High School which is now a four year high school, grades 9-12. The building on route 55 was designated Arlington High School, North Campus and the former LaGrange Junior High was designated Arlington High School, South Campus.

The old high school building is now occupied by the Arlington Middle School grades 6-8.

In September 1998 the new addition to Arlington High School opened allowing all 9-12 students to be situated on one site off Route 55. The former South Campus on Stringham Road became Lagrange Middle School for grades 6-8. The former Titusville Middle School opened as an intermediate school for grades 3, 4, 5 and Overlook Elementary School became a K-2 center.

SCHOOL COLORS

When Arlington High School was established, the uniforms of the Firemen, which were maroon and gold, were borrowed for a school function. Later, through a vote of the student body, maroon and gold were adopted as our permanent school colors.

TEAM NAME

In 1961 the G.O. conducted a contest to select a nickname for the athletic teams. "The Admirals" was the selected name.

TEAM MASCOT

In July 2004, the AHS student body selected "Admiral Al" as the team mascot.

SCHOOL SEAL

Years ago a contest was conducted to secure a school emblem. Two symbols were selected, and these, mounted together, made up the insignia: a lamp, which signified wisdom, and a book, which represented the book of knowledge. To these symbols an anchor was later added. It was from this last addition that the school yearbook took its title, "Anchors".

SCHOOL RING

With the idea of establishing a traditional ring for Arlington High School, the student body in 1959 voted to adopt such a ring. The design incorporated symbols of scholastic and athletic activities of the school.

THE REGENTS BILL OF RIGHTS FOR CHILDREN

A Statement of Principles and Goals

- I. All children have the right to a healthy, secure, nurturing infancy and early childhood.
- II. All children have the right to live in circumstances which permit healthy intellectual, emotional, physical, and moral development.
- III. All children have the right to a free, sound, basic education.
- IV. Each child has the right to an education appropriate for his or her individual needs.
- V. All children have the right to an education which respects their culture, race, socioeconomic background, and the language of their home.
- VI. All children have the right to schools and educational programs which are effective.
- VII. All children have the right to educational programs which prepare them for jobs, for college, for responsible family life, and for citizenship in a self-governing society.
- VIII. All children have the right to pursue their education without fear.
- IX. All children have the right to the resources needed to secure their educational rights.
- X. All children are entitled to an education which involves responsibilities as well as rights.

EQUAL OPPORTUNITY

Non-discrimination on the Basis of Sex, Age, Handicapping Condition, Race, Color, Religion, Sexual Orientation, National Origin or Veteran Status

The Arlington Central School District does not discriminate on the basis of sex, age, handicapping condition, race, color, religion, sexual orientation, national origin, or veteran status in the education programs or activities which it operates. This policy of non-discrimination includes the following areas: recruitment and appointment of employees; employment pay and benefits; counseling services for students; access by students to educational programs, course offerings and student activities.

The District official responsible for the coordination of activities relating to compliance with Title IX is the Assistant Superintendent, and for Section 504 and Public Law 95-256 is the Director of Special Services, Central Administration Office, 696 Dutchess Turnpike, Poughkeepsie, New York telephone number 486-4460. These officials will provide information, including complaint procedures, to any student or employee who feels that her or his rights under Title IX, Section 504, or Public Law 95-256 may have been violated by the District or its officials.

COMMUNITY RELATIONS

ARLINGTON SCHOOL GUIDELINES GOVERNING SCHOOL DISTRIBUTION MATERIALS

Whereas, the public school program is designed to meet the physical, social, intellectual and esthetic needs of the students, the Arlington School District welcomes the interest and assistance of parents, students and community members in fulfilling these objectives.

Whereas, school principals are charged with the responsibility of administering the orderly operation of the education process used to achieve these goals, the distribution of all materials in any of the schools, requires the authorization of the building principal.

The following procedures will serve as guidelines for the distribution of such materials:

1. A copy of the materials will be submitted to the principal for review with the understanding that a definite, brief period of time will be specified for review. The principal may appoint a committee to assist on the review.
2. A statement of purpose, the name and address of any sponsoring organizations, and the name, address, and phone number of a specific person responsible for the publication and distribution of the materials must accompany the request.
3. If, after review, authorization for distribution is given, a suitable time and place for such distribution will be established by the principal.
4. If, after the opinion of the principal, the material will interfere with the proper and orderly operation and discipline of the school, or will cause violence or disorder, or will be so offensive to the reasonable sensibilities of any racial, religious, or ethnic group, permission for its distribution shall be denied. Distribution of publications whose purpose is to further personal or organizational monetary gain shall be denied unless the publication is associated

with a school sponsored drive. The principal shall notify the petitioner of the reason for denial of permission.

5. Approval for distribution of materials to all, or substantially all of the grade levels of the District also requires prior approval of the superintendent.

VISITORS

All persons, not enrolled at Arlington High School, who have legitimate reasons to visit must request permission and if granted, must sign in and out at the reception booth in the main lobby. A temporary visitor pass will be issued which must be displayed by that person at all times while visiting in the building. Any unauthorized visitor will be penalized under the terms of Section 240.35 of the Penal Law. Visitors must apply in writing or by phone to an Administrator at least 24 hours in advance for permission. All visitors must sign in and out of the building at the reception area. Persons with infants and/or small children are discouraged from social visiting during school hours.

OPEN HOUSE

Our annual Open House program will be held in the month of October with the date shown in the calendar located in the back of this handbook. The purpose of this program is to establish a close relationship between parents and the school. It also serves as an opportunity for parents to see our building, to meet the teachers, and to see many interesting exhibits prepared by the students.

All parents and other interested individuals are urged to make a practice of attending our annual Open House.

“NO SCHOOL” ANNOUNCEMENT

Announcements on stations:

“AM” WKIP-1450; WEOK-1390; WHVW-950; WBNR-1260.

“FM” WPDH-101.5; WCZX-97.7; WSPK-104.7; WHuD-100.7; WRWD-107.3; WRNQ-92.1; WBPM-92.9.

Information may also be found on the district website: www.arlingtonschools.com and by calling School Call: 437-3260

EMPLOYMENT CERTIFICATES (WORKING PAPERS)

Types

Student Employment Certificate (Non factory, 14 & 15 years of age)

Student Employment Certificate (General 16 & 17 years of age)

Farm Work Permit (14 & 15 years of age)

Newspaper Carrier Certificate (12-18 years of age)

A standard employment certificate and a vacation work permit are currently active for 2 years.

Students who wish to work must:

1. Obtain an application blank from the Health Office. This must be signed by the parent.
2. Have a physical examination by the school doctor or family physician.
3. Return to the Health Office the signed application form and record of physician's examination, including social security number.

A working certificate will then be issued, legally allowing the student to work within the guidelines which apply to the particular work permit issued. Further information may be obtained from the Health Office personnel.

SEXUAL HARASSMENT

The Board of Education is committed to safeguarding the right of all members of the school district community to an educational and work environment that is free from all forms of sexual harassment. To this end, the Board prohibits all forms of sexual harassment on school grounds, school buses and at all school-sponsored activities, programs and events including those that take place at locations outside the District. Sexual harassment does not only depend upon the offender's intention but also upon how the target perceives the behavior or is affected by it. The Board recognizes that sexual harassment can originate from a person of either sex against a person of the opposite or same sex, and from peers as well as supervisors.

Therefore, the Board prohibits all unwelcome behaviors of a sexual nature, which are either designed to extort sexual favors, or which have the purpose or effect of creating an intimidating, hostile, or offensive environment. The Board also prohibits any retaliatory behavior against complainants or any witnesses. In order for the Board to effectively enforce this policy and to take prompt corrective measures it is essential that all victims of sexual harassment and persons with knowledge of sexual harassment report the harassment immediately. The District will promptly investigate all complaints of sexual harassment, either formal or informal, verbal or written. To the extent possible, all complaints will be treated in a confidential manner. Limited disclosure may be necessary to complete a thorough investigation. If, after appropriate investigation, the District finds a violation of this policy, prompt corrective action will be taken in accordance with the applicable collective bargaining agreement, District policy and state law. The Superintendent of Schools is directed to develop and implement specific procedures on reporting, investigating and remedying allegations of sexual harassment. In addition, training programs, for example workshops, shall be designed to avoid sexual harassment. Such procedures are to be consistent with any applicable provisions contained in the District's collective bargaining agreement and the state laws. This policy shall be posted in a prominent place in each District facility and shall also be published in student registration materials, students, parent and employee handbooks, and other appropriate school publications.

**INSTRUCTION
THE MARKINGSYSTEM**

The scholastic grading system is on a percentage basis at Arlington High School.

90 - 100%	Superior
85 - 89%	Above Average
75 - 84%	Average
65 - 74%	Below Average
64% and Lower	Failure

CLASS RANK

An index system is used to determine class rank. Alternative credit will not be included in class rank. Each course is assigned a factor which is listed with the course description. The index for class rank purposes is determined by the formula:

$$\text{INDEX} = \frac{\text{sum of (grade x credit x factor) for each course}}{\text{total credits (excluding Pass/Fail courses)}}$$

The general guideline for determining the factor for a course is as follows:

Level	
Advanced Placement AP).....	10
Honors (H).....	9
College Prep/Regents Level (R).....	8
School Level/Trial Regents (T).....	7

CONDITIONS FOR PASS/FAIL OPTION

1. All high school students are eligible to select designated available pass/fail electives. The option is restricted to one course per semester not including P.E. and a maximum of one unit of credit per year. Pass/fail electives will be compiled on an annual basis from recommendation of each department. These recommendations will then be subject to the approval of the principal. The deadline for selecting the pass/fail option is one week prior to the last day of the first marking period of that course.
2. Once a student selects the pass/fail option, no numerical grade will be given for report cards or permanent record cards. The student will fulfill all the requirements of the course and grades will be maintained by the instructor. Grades will be reported only as P (passing) or F (failing).
3. It will be the responsibility of the student to file a form signed by a parent or guardian authorizing the student to enroll in a course on a pass/fail basis. The form must be filed in duplicate (one for the Guidance Office files and one for the classroom teacher), on or before one week prior to the last day of the first marking period of that course.

REPORT CARDS

1. Report cards are issued four times during the year.
 2. The mark entered on the card at the end of each report period is the student's average for that marking period only, for class work and test.
 3. The final mark entered on the permanent record will be the combination of the four marking period grades (4/5) and the final exam (1/5).
 4. The report card sent home at the end of the year will show the class average, the final examination mark, and the average for the year.
 5. If, through absence, a student has not completed the work for the report period, "Inc" (incomplete) will be given. If the work is not satisfactorily made up within a 5 week period, the incomplete will become a failure.
 6. **A student must complete a final examination for the course in order to receive credit.**
 7. **Any subject dropped after the first report period** is recorded as a failure. The failing grade will be recorded as a 50. Students may drop a course prior to the end of the report period without academic penalty provided they have the written approval of a parent/guardian, guidance counselor.
- The Guidance Department has been organized primarily to provide students with information and counsel that will enable them to plan intelligently for their educational and vocational futures. In the Guidance Office, literature describing countless occupations as well as various booklets and catalogs issued by colleges and universities is available to all students. Regardless of what the plans of the individual student may be, students should avail themselves of the aid which this department provides.
- Each student should plan to arrange a minimum of one conference each year with a guidance counselor. Counselors are ready and willing to discuss a variety of problems including those which are educational, personal, work-related or financial in nature.

TESTING

REGENTS EXAMINATIONS

During the examination weeks, Regents examinations are given in designated subjects. These examinations are prepared by the New York State Board of Regents and are given simultaneously in all New York State high schools. The passing grade is 65%.

The granting of credit for Regents courses of study involves class attendance, homework assignments, quizzes, tests, and other activities, as well as the Regents examination that is administered at the end of the course. When deciding whether or not a student has satisfactorily completed a Regents course of study and is entitled to a unit of credit, the student's performance will be evaluated on all of these activities. The granting of credit will not be based solely on the Regents examination score. The final course grade will be derived by averaging the four marking period grades (4/5) with the final exam grade (1/5).

COLLEGE BOARD

School Code Number

The school code number of Arlington High School is 334620. This is also referred to as the C.E.E.B. code, College Board and A.C.T. code.

PSAT-NMSQT (Preliminary SAT/National Merit Scholarship Qualifying Test)

The PSAT will be given at AHS on Saturday, October 20, 2007. It is recommended that juniors take this test. Information and registration forms will be available in early October in most junior English classes and the Guidance Offices.

College Board SAT I and SAT II Tests

SAT I and SAT II tests are required by many colleges in their admissions evaluation process.

SAT I: Reasoning tests measure students' verbal and mathematical reasoning abilities.

SAT II: Subject tests measure students' knowledge or skills and their ability to apply that knowledge in particular subject areas. The tests fall into five general areas: English, Social Studies, Mathematics, Sciences and Foreign Languages.

Arlington High School administers SAT I and SAT II tests in November, December, January, May and June. The test center code for AHS is 33770. Registration forms and test descriptions are available in the Guidance Offices. For the 2007-2008 school year, the College Board's schedule of test dates and registration deadline is:

<u>SAT Test Date</u>	<u>Registration Deadline</u>
*October 6, 2007	September 10, 2007
November 3, 2007	October 2, 2007
December 1, 2007	October 30, 2007
January 26, 2008	December 26, 2007
*March 1, 2008	January 29, 2008
May 3, 2008	April 1, 2008
June 7, 2008	May 6, 2008

***Not administered at Arlington High School**

It is Arlington High School procedure to note college placement scores (SAT I, SAT II, ACT) on a American College Test (ACT)

The ACT is given four times a year: October, December, April and June, at approximately 2,000 test centers in the country. You may contact the Guidance Offices for more specific information, advice and registration information. The test center code for AHS is 215240

<u>ACT Test Date</u>	<u>Registration Deadline</u>
*October 27, 2007	September 21, 2007
*December 8, 2007	November 2, 2007
April 12, 2008	March 7, 2008
June 14, 2008	May 6, 2008

***Not administered at Arlington High School**

REFERENCE CENTERS THE LIBRARY

The library is the school's center for reference, independent study and pleasure reading. The collection's chief aim is to support the curriculum. However, students will find ample material to pursue most interests and to meet recreational needs.

The library has an automated catalog as well as networked CD-ROM products for reference. Students may access newspapers, periodicals, encyclopedias and databases. Some of these databases and the online catalog may be accessed from networked classroom computers. Internet access is provided for students with school accounts.

The Arlington High School Library Media Center is open for students during and after the school day. Students should sign up in the morning and then come directly to the library for their study period. Lunch passes are also available each morning. Students eat lunch first and then come to the library. Seniors may use the library during any free period. The library is open after school on Mondays, Tuesdays and Fridays until 3:10 pm., and on Wednesdays and Thursdays until 8:30 pm.

COLLEGE AND CAREER INFORMATION CENTER

Information regarding colleges and careers is available in the Guidance Offices and library. The library houses the College and Career Information Center, which has extensive information regarding careers, two and four year colleges, technical and business schools, financial aid resources and Armed Services opportunities. The GIS (Guidance Information System) can also be used to assist students in the decision making process regarding future goals.

College mini fairs are to be held October 18, 25, 30, and November 1, 5, 6, 2007.

Financial Aid Night to be held January 7, 2008.

TEXTBOOKS

The Arlington School District supplies textbooks in most classes. Review books are purchased by the student. When students receive a book furnished by the District, they should:

1. Print their name, the teacher's name, and year on the book plate in the inside cover.
2. Cover the book immediately. (Books not properly covered may be repossessed by the teacher.)

Students must return all school-issued books at the end of the course or pay for them if they are lost, stolen or damaged. Since replacement costs for textbooks are extremely high, students have an obligation to handle their books carefully and to guard against loss, theft or damage.

LOST BOOKS

Procedure to follow for lost book:

A student who has lost a book should obtain a lost book form from the teacher of the course. That teacher will fill in the form including the replacement cost of the book. It is the student's responsibility to take the completed lost book form and the proper amount due to the Main Office for processing.

When the money is paid, the secretary will sign the form thus allowing a replacement book to be issued by the teacher. (In the English Department the money is paid to the coordinator in the English Office.)

SUMMER SCHOOL

Summer school opportunities are available for students. Applications may be secured in the Guidance Office. Since the Arlington School District runs the summer school program, tuition is paid for repeat courses by our school district with Arlington students paying a minimal registration fee. In order to be eligible to attend, a student **must** have been in regular daily attendance (this includes Phys. Ed.) through the last day of class, **must have completed a final examination and must have shown effort in the course.** A summer school driving program is conducted at Arlington High School under the direction of the summer school principal.

ADDITIONAL INSTRUCTIONAL OPPORTUNITIES

MUSIC LESSONS

Students in instructional music and chorus will be scheduled for small-group instruction on a rotating schedule. Students are expected to notify the classroom teacher the **day before a scheduled music lesson.** **Students are responsible for all class work and homework, including PE participation, assigned or due on the day of the lesson.** Students will be excused from lessons by the music teacher if a major test is being given. If a classroom teacher wishes a student to remain in class due to extenuating circumstances, or if the student is in danger of failing the course, or if there is a special presentation that cannot be made up, the music teacher will also excuse the student from the lesson. It shall be the student's responsibility to obtain written verification of attendance from the classroom teacher and to present it to the music teacher.

PARENT-TEACHER CONFERENCES

Parents are urged to confer with teachers regarding the educational progress of their son or daughter. Teachers may be contacted by calling 486-4860.

SCHEDULE CHANGES

Students' schedules are planned in consultation with the Guidance Department and changes should be requested only after serious consideration and with parental approval. Students are to remain in and report to all classes until proper written authorization for a drop or change has been completed by the Guidance Office. Failure to do so may result in disciplinary action.

Students will not be permitted to drop a course after the first of May, each year.

APPLICATION FOR EARLY GRADUATION

Request for early graduation may be made for graduating at the end of the junior year or middle of senior year. In considering requests for early graduation, attention will be given to the student's grades, performance in school, and future plans. Parental/Guardian permission will be required. Students are to discuss such a request with their guidance counselor. The final decision on whether to grant permission or not will be made by the principal, after consultation with the student's guidance counselor. No student will be considered a candidate for early graduation until his/her application is approved by the principal.

COMMENCEMENT, HONOR AND PRIZE AWARDS

Numerous honor and prize awards are given at the annual commencement exercises. Awards and prizes are presented for outstanding accomplishments. Such awards cover almost every phase of our educational system and have been established through the generosity of individuals and organizations.

HONOR KEYS

Honor keys are awarded to eligible students in the spring of their senior year. The key represents an average of 85 or higher as computed in January of the senior year. The students with the highest and second highest index are named valedictorian and salutatorian of the graduating class.

HONOR AND PRINCIPAL'S LIST

The purpose of the Honor Roll and Principal's List is to acknowledge all students whose academic achievement merits recognition and to encourage and motivate students to put forth their best effort. The criteria for selection are listed below.

Honor Roll

1. Average from 85-94
2. No grade below 80 in any class
3. No minimum number of classes must be taken
4. An incomplete in any class disqualifies a student for one marking period
5. No F's in any pass/fail class
6. Must be passing physical education

Principal's List

1. Average from 95-100
2. No grade below 85 in any class
3. No minimum number of classes must be taken
4. An incomplete in any class disqualifies a student for one marking period
5. No F's in any pass/fail class
6. Must be passing physical education

STUDENT POLICIES

ATTENDANCE PHILOSOPHY

The learning experiences that take place in the classroom environment are considered to be a meaningful and essential part of the educational process. Absences and tardiness tend to disrupt the continuity of the instructional program and the time lost from class is irretrievable, particularly in terms of opportunity for interaction and exchange of ideas between students and teachers. Therefore, classroom attendance is considered to be an integral part of the student's course of study. Students are expected to attend all their classes.

ATTENDANCE AND GRADES

Grades earned in any course shall reflect the student's daily attendance and achievement as well as the fulfillment of other academic requirements as may be established by the department and announced by the teacher.

ABSENCE AND TARDINESS

When a student is absent or tardy, the school must obtain a signed affidavit (commonly called an "excuse") from the parent or guardian showing (1) the student's full name, (2) days and dates absent from school, and (3) the reason for absence or tardiness. **When tardy, the expected arrival time to school is to be stated in the excuse note.** This excuse is a legal document which must be kept on file for three years and can be admitted in court as documentary evidence. This excuse is to be presented in the Attendance Office immediately upon entering the school. Upon receipt of the excuse, an admit pass will be issued to the student which must be shown to all teachers from whose class the student was absent. **Students who misplace the admit pass and are issued another will be assigned one after school detention for each duplicate admit pass issued.** Failure to present a written excuse note, signed by a parent or guardian, following an absence or tardiness will result in the absence or tardiness being recorded as a truancy at the time of entry into school. A forty-eight hour grace period will be allowed for students who fail to present a written excuse note on the day of tardiness or return to school from an absence. At the end of the aforementioned grace period, a tardiness or an absence not verified as legal by a properly signed excuse note, will then be fixed and remain recorded in school records as an illegal tardiness or illegal absence.

Disciplinary procedures will be as follows: one detention for each instance of illegal tardiness or for chronic illegal tardiness, ISS. One day ISS or each day of illegal absence (truancy) and/or other measures as deemed appropriate by the school for chronic truancy.

Students who are tardy to school or who are returning from an absence must report to the Attendance Office with or without their written excuse note, immediately upon entering the building. Failure to do so and instead reporting directly to class will result in the student being assigned either after school detention or ISS (In School Suspension). Those students who are tardy to school with no note before the end of period 1 will be escorted to a designated holding room. Students will remain there until the end of period 1, and will need to bring in a note within 48 hours to avoid being assigned an after-school detention.

Legal absences are as follows:

- 1) Personal illness
- 2) Serious illness or death in the immediate family
- 3) Impassable roads or weather making travel unsafe
- 4) Religious observance
- 5) Doctor's appointment which cannot be arranged for any other time
- 6) Special educational activities requested by the parents and approved by the building Principal
- 7) Approved school-sponsored trips
- 8) Required court attendance
- 9) Quarantine

Any other absence is considered illegal, such as "visiting," "away," "vacation," "shopping," "needed at home," "caring for baby," "work," "no shoes," "overslept," "car trouble," etc. Each absence must be accounted for. It is the parent's/guardian's responsibility to notify the office on the morning of the absence. A written excuse signed by parent or guardian is required for early departure or for admission following any absences. Such excuse should contain the reason and date of absence.

TRUANCY/CUTTING/ABSENCE FROM CLASS

Students who are truant from school or absent from a class without excuse (cutting) are responsible for all work missed. Further, students who intentionally absent themselves from an examination or quiz without legal permission or excuse, with the knowledge that the examination was to be given, need not be afforded the opportunity of a make-up exam. Students may receive a grade of zero on any test or quiz missed due to truancy or cutting. Students WILL NOT be admitted following an unexcused absence from class or study hall without a pass from the Assistant Principals' Office. unexcused absences from class or study hall will result in after school detention or suspension.

Additional consequences for infractions listed below for seniors may be revocation of permission to:

- 1) Leave campus for nearby business centers during lunch period
- 2) Park on school property
- 3) And for seniors, to be excused from study hall and/or to report late to school for first classes beginning later in the day.

DISMISSAL PROCEDURES LEAVING SCHOOL GROUNDS

To enhance personal safety of students, the following procedures are in effect.

1. **FOR BUS RIDERS:** All students are to wait on the curb until the arriving bus comes to a full stop before attempting to board the bus.
2. **FOR WALKERS AND BIKE RIDERS:** No student shall leave the grounds before the last bus departs. Bridges and roadways are too narrow for walker and bike rider safety. Student walkers are reminded to obey Vehicle and Traffic Law #1156, which states that, when no sidewalk is provided, pedestrians **must walk on the left side** of the roadway or its shoulder, facing traffic, **and upon the approach of any vehicle, shall move as far left as is practical.**
3. **FOR VEHICLE DRIVERS:** Drivers shall be permitted to leave before the buses, except when the buses begin to depart, drivers must yield the right of way to the buses. Drivers may not exceed the 5 mile per hour speed limit.
4. **FOR STUDENTS PICKED UP BY PRIVATE AUTOMOBILE:** Students are to be picked up only in designated areas. Students are not to be on or near the main roadways.

EARLY DISMISSAL

It is possible to be excused from classes for a medical or dental appointment, or other approved purposes. In these cases the student should bring a note requesting early dismissal from school. **All notes for early dismissal must be submitted to the Health Office prior to the start of period one (1).** The note should include the full name of the student, phone where a parent or guardian can be reached, time to be excused, destination, and full name of the parent or guardian signing the note. Before leaving the building the student **MUST** sign the early departure register at the Attendance Office. **A properly signed note is required prior to release. Phone calls will not be honored in place of a note.**

FIRE AND EMERGENCY DRILLS

Fire drills are an important exercise practiced in our school to help insure the safety of students in case of an emergency. All windows and doors must be closed. Directions for leaving the building will be given by each teacher to each of their classes. Pupils line up in double file and leave the room remaining in lines and moving rapidly without running to their proper location on the grounds.

Without exception, all persons should leave the building. Physically handicapped students should step out of line and follow the last class out. No one is to return to the building until the all-clear bell has sounded with three (3) distinct long rings.

There shall be absolutely no talking from the time the gong sounds until all students return to their rooms. The fire drill is not over until the students have returned to their rooms, therefore, strict order must be maintained while lines are passing in both directions into and out of the building.

LOITERING ABOUT SCHOOL GROUNDS

Any person not the parent or legal guardian of a student in regular attendance at such school who loiters in or about any school buildings or grounds without written permission from the principal, custodian, or other person in charge thereof, or in violation of posted rules and regulations governing the use thereof, shall be guilty of disorderly conduct. (Section 240.6 of the Penal Code).

Students are not to loiter in classrooms, hallways or on school grounds before their first scheduled activity of the day or after their last scheduled activity.

The school may not be used as a social gathering place for students who are not scheduled to be there.

Students who persist in loitering in the building or on campus at times when they are not scheduled to be there will face possible suspension from school.

IDENTIFICATION CARDS

Students will be issued an identification card which must be carried at all times. The card must be presented upon request of any staff member, including bus drivers, custodians, and campus monitors. The card will be required to sign in and out of various offices a student might visit during the school day. Those offices include Guidance, Health, WAPO, EAPO and Main. Lost cards must be replaced at the student's expense. At the time that I.D. pictures are taken, students will have the option of purchasing enlargements of the I.D. picture if they wish. The I.D. picture is also used in the school yearbook.

WITHDRAWING FROM SCHOOL PERMANENTLY

When a student plans to leave school permanently, a parent or guardian must come to the school and sign a withdrawal permit, clearly stating parental approval for the student to withdraw. The student will then be given a checklist which must be presented to each of the student's teachers. The teacher will initial the slip indicating awareness of the student's intent to withdraw from school and that all books and materials have been returned.

COMMUNITY VOLUNTEER SERVICE PROGRAM

The CVS program encourages students to use their free time to benefit the school district and the community. Students participate in practical learning and teaching experiences that capitalize on, or help identify their own interests and talents, while providing much needed help for other students, teachers, and community organizations.

The types of volunteer placements currently available throughout the school district are: classroom assistants; office and department assistants; tutors and note takers for students, and assistants for handicapped or

Special Education students. In the community, volunteers have participated in programs at the Freedom Plains Nursery School, volunteer fire departments, nursing homes, various hospitals, libraries, and other service organizations.

Credit for CVS is available at the rate of 1/2 unit for 150 hours of documented participation, and 1 unit for 300 hours. One CVS hour equals one clock hour (60 minutes). In order to obtain CVS credit, three things are required:

- 1) a self-evaluation form to be handed in at the end of each semester,
- 2) submission of an evaluation form by the supervising teacher or community sponsor, and
- 3) submission of a teacher/sponsor-approved log documenting hours spent and service performed.

All three criteria will be evaluated by the CVS Director to determine the awarding of credit. Students must apply for the CVS program by filling out the proper application form. Failure to apply will result in credit denial.

Students who wish to participate in the CVS program may do so before their school day starts, after their classes are finished, or during the school day when they have unassigned periods. Credit may also be given for approved volunteer work done after school or on weekends from September through June. Credit is awarded only during the academic school year; no credit is given for summer volunteering.

Requirements of CVS volunteers include the maintenance of good academic standing, parental and guidance approval for participation, and, once they have committed themselves to volunteer placements, the demonstration of commitment.

NATIONAL HONOR SOCIETY

The Anchors Chapter of the National Honor Society was chartered in 1992. This honorary organization has its membership based on the personal qualities of academic excellence, leadership, service to the community and good character. Juniors and Seniors with a three year academic average of 90%, who meet these additional qualifications, are invited to join the Society by a Faculty Selection Committee.

In addition to the scholarship requirements of a 90% average (with factoring consideration), the following criteria are also needed for induction into the National Honor Society at Arlington High School:

Leadership:

The student who exercises leadership:

- demonstrates leadership in promoting school activities
- exercises influence on peers in upholding school ideals
- contributes ideas that improve the civic life of the school
- exemplifies positive attitudes and inspires positive behavior in others
- successfully holds school offices or positions of responsibility and is reliable and dependable
- is thoroughly dependable in all responsibilities

Service:

The student who serves:

- participates in some outside activity: Scouts, church groups, volunteer service, family duties, etc.
- participates freely in school service activities: fund-raising, tutoring, assemblies, inter-class and inter-scholastic activities etc.
- volunteers well-planned, dependable assistance willingly
- works well with others and is willing to take on difficult tasks cheerfully
- enthusiastically renders any requested service at school

Character:

The student of character:

- shows courtesy, concern, and respect for others
- constantly exemplifies desirable qualities of personality, for example, cheerfulness, friendliness, poise, stability and reliability
- upholds principles of morality and ethics
- is cooperative by complying with school regulations
- demonstrates the highest standards of honesty and reliability
- takes criticism willingly and accepts recommendations graciously

INTERSCHOLASTIC SPORTS

Arlington High School offers a wide range of interscholastic and intramural athletics to meet the needs and interests of all students. The following varsity sports are included in our athletic program: football, basketball, cross country, track, winter track, wrestling, crew, soccer, tennis, field hockey, volleyball, softball, baseball, lacrosse, swimming and golf. In order to give the younger students an opportunity to develop their interests and skills in athletic activities, junior varsity and freshman teams are organized. These teams carry on a regular schedule of games.

Arlington is a member of the N.Y.S.P.H.S.A.A. Section One, Conference I - League C. The league sponsors many sports programs: baseball, basketball, cross country, football, golf, gymnastics, soccer, softball, tennis, track, volleyball, lacrosse and wrestling. Member schools are Arlington, Carmel, John Jay, Ketcham, Mahopac, Ossining, Poughkeepsie, Roosevelt, Walter Panas and Yorktown.

ELIGIBILITY RULES FOR INTERSCHOLASTIC ATHLETICS

To be eligible for interscholastic athletics a pupil must:

1. Meet the requirements for academic eligibility.
2. Pass a physical examination by the school physician.
3. Be between the ages of 14 and 19 (If he attains the age 19 on or after September 1st, he may continue to participate during that school year in all school sports).
4. **Be a bona fide student of the High School and taking at least four courses including physical education.**
5. Be eligible for only four years in any sport.
6. Be in regular attendance 80% of the school time.
7. Be enrolled in grades 9-12.
8. Have enrolled in school during the first fifteen school days of the semester or be a bona fide transfer.
9. A student who is suspended from school shall not participate in any sport until readmitted to classes.
10. Eligibility rules may be subject to review.

ATHLETIC INSURANCE

The high school attempts through the Pupil Benefits Plan, to give financial assistance to injured athletic squad members requiring medical attention. Payment for these medical services is made according to a definite scale on file in the Superintendent's Office. The school does not assume any financial responsibility beyond the limits of this insurance policy. This is an excess coverage, non-profit plan, for use only over and above the student's own family insurance coverage.

ATHLETIC AWARDS

Varsity letters may be awarded to team members who participate on interscholastic teams, adhere to training rules, and are in good academic standing. Junior Varsity and Freshman awards are made to eligible members of those teams. Managers of all Varsity teams will receive a varsity award.

STUDENT CONDUCT AND DISCIPLINE

STUDENT CONDUCT

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

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

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

This Code applies to all students, school personnel, parents and other visitors when on school property, school busses, attending a school function, or when engaged in off-campus behavior that endangers the

health, safety and well being of members of the school community or which disrupts the educational process.

STUDENT RIGHTS

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

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

STUDENT RESPONSIBILITIES

All district students have the responsibility to:

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

STUDENT DRESS CODE

The responsibility for student dress and general appearance rests with individual students and parents. However, the Board of Education requires students to attend school in appropriate dress that meets health and safety standards and does not interfere with the learning process. The Board also requires students to wear appropriate protective gear in certain classes and activities, such as family and consumer sciences, home and career skills, technology education, science labs, physical education, sports, and club activities. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

Examples of standards of dress include but are not limited to the following:

1. Extremely brief garments and see-through garments are not permitted.
2. Underwear should be completely covered with outer clothing.
3. Footwear must be worn at all times. Footwear that is a safety hazard will not be allowed.
4. The wearing of hats or other head gear in classrooms, instructional areas, or offices except for a medical or religious purpose is not permitted.
5. Clothing may not include items that are vulgar, obscene, libelous or that denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
6. Clothing may not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

7. Clothing that obstructs a student's identity, including hoods from sweatshirts, jackets, and sweaters, as well as face masks, may not be worn in school.

Each building principal or designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year. **Whether or not a student's attire is appropriate or not is ultimately within the discretion of the principal or assistant principal.**

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension, where available, for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out-of-school suspension.

ETHICS STATEMENT - ARLINGTON HIGH SCHOOL COMPUTER NETWORK

The Arlington High School Computer Network (AHSCN) is a system of separate computers that are linked together to allow all Arlington High students to have easier access to more sophisticated technology. Each student, as a user of the AHSCN, should understand the responsibilities involved in the use and operation of the network.

The AHSCN is intended to be used principally for school related activities. Non-school activities that require the use of the AHSCN must receive the EXPRESS PRIOR APPROVAL from one of the teaching staff members responsible for the AHSCN. School personnel who oversee the various AHSCN terminals will have the initial responsibility to insure approval prior to the student being allowed access to the network.

Each student user who desires to use the AHSCN is required to sign an ethics statement on proper use of the network. Each student must then adhere to the rules and guidelines set forth in the ethics statement. A student's failure to abide by the rules, regulations, procedures and terms of the ethics agreement will result in the forfeiture of that student's user rights as well as other possible penalties, i.e. suspension from using AHSCN, school administrative disciplinary action and/or the direct financial obligation for repairing or correcting damage caused by the student to the Arlington High School Computer Network hardware or software.

PROHIBITED STUDENT CONDUCT

The Board of Education of the Arlington Central School District expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school and general community, as well as for the care of school facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

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

- A. Engage in conduct that is disorderly. Examples of disorderly conduct include but are not limited to the following:
 1. Running in hallways.
 2. Making unreasonable noise.
 3. Using profane, lewd, vulgar, abusive, or prejudicial language or gestures.
 4. Obstructing vehicular or pedestrian traffic.
 5. Engaging in any willful act which disrupts the normal operation of the school community.
 6. Trespassing. Students are not permitted in any school building or on school property, other than the one they regularly attend, without reporting to the main office for a visitor's pass used for a stated approved purpose, or to attend a public event at the school.

7. Using cell phones or electronic devices, such as hand-held games or pagers, that may be disruptive in school.
 8. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the District's acceptable use policy.
 9. Using any electronic device in school to take pictures or record voices or images without the express prior permission from an administrator or faculty member.
- B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include but are not limited to the following:
1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
 2. Lateness for school or class, missing school or class, or leaving school or class without permission.
 3. Skipping detention.
- C. Engage in conduct that is violent. Examples of violent conduct include but are not limited to the following:
1. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other school employee or attempting to do so.
 2. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property or attempting to do so.
 3. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
 4. Displaying a recognizable facsimile of a weapon to intimidate another.
 5. Threatening to use any weapon or to otherwise harm another individual.
 6. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
 5. Intentionally damaging or destroying school district property, including graffiti or arson.
 6. Threatening, harassing, bullying, or intimidating another person, verbally, in writing, or through electronic devices.
 7. Cyber-bullying (i.e., willful and/or repeated harm through the use of electronic test.)
 8. Threatening or harassing students or school personnel over the telephone or through the computer.
 9. Using message boards or similar technologies to convey threats or derogatory comments or to post pornographic and other unauthorized photographs or images of other students or school personnel.
 10. Possessing fireworks or incendiary devices.
 11. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs."
 12. Inappropriately using or sharing prescription and over-the-counter drugs.
 13. Gambling, as defined by New York State law.
 14. Indecent exposure, that is, exposure of the private parts of the body in a lewd or indecent manner.
 15. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher; activating a safety shower without cause.
- D. Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include but are not limited to the following:
1. Lying to school personnel.
 2. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function, stealing school district property.
 3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
 4. Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation or disability as a basis for treating another in a negative manner.

5. Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.
 6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
 7. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.
 8. Selling, using or possessing obscene material.
 9. Using vulgar or abusive language, cursing or swearing.
 10. Smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco; possessing any type of tobacco product.
 11. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs."
 12. Inappropriately using or sharing prescription and over-the-counter drugs.
 13. Gambling, as defined by New York State law.
 14. Indecent exposure, that is, exposure of the private parts of the body in a lewd or indecent manner.
 15. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher; activating a safety shower without cause.
- E. Engage in off-campus misconduct that endangers the health and safety of students within the school community, or which substantially disrupts the educational process.
- F. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.
- G. Engage in any form of academic misconduct. Examples of academic misconduct include but are not limited to the following:
1. Plagiarism
 2. Cheating
 3. Copying
 4. Altering records or forging notes
 5. Assisting another student in any of the above actions.

DISCIPLINE CODE FOR STUDENT BEHAVIOR

Students are assigned to specific areas during the school day, and are directed to conduct themselves in a socially appropriate manner. When a student does not conform to these expectations, consequences range from academic penalties to suspension from an area.

The following code of disciplinary procedures is included to enable students and parents to be aware of the possible consequences of unacceptable behavior in school. Disciplinary action will be taken on the basis of what is in the best interest of both the individual student and the total school community. Students and parents should understand that these are guidelines and are not all inclusive and may be added to or modified as dictated by school policy and/or as the school finds necessary. Also, students receiving a suspension, either ISS or OSS, may not participate in school sports or extra curricular activities during the period of suspension. All students receiving an OSS may not, at any time of day, be on the school property or in the school building during the period of suspension, including weekends. Students given an OSS must report directly to the assistant principals' office for readmission at the end of the suspension period. A parent or guardian's presence may be required upon re-entry at the discretion of the administrator.

Tardiness to class/study hall – reduction in the class participation grade and/or after-school teacher-assigned detention; possible administrative detention.

Illegal tardiness to school – detention, ISS.

Truant from school – ISS, 1-5 days.

Absence from class without excuse ("skipping") – detention or ISS.

Repeated absence from class without excuse ("skipping") – ISS, 1-5 days.

Forging notes for absence or tardiness – detention and/or ISS.
Disruption of class or study hall – detention or suspension, 1-5 days.
Verbal abuse to a teacher or any other staff member – suspension, 1-5 days.
Possession, sale and/or use of alcohol or drugs – OSS, 5 days and possible Superintendent’s suspension.
Possession, sale and/or use of fireworks (pyrotechnic devices) – OSS, 1-5 days, possible Superintendent’s suspension.
Physical abuse or attempted physical abuse of a teacher or any other staff member – OSS, 5 days, and possible Superintendent’s suspension, notification of local law enforcement where appropriate.
Profane, obscene or harassing language including racial, ethnic or sexual comments – detention or suspension, 1-5 days.
Fighting – OSS, 5 days for both students, regardless of who struck first.
Failure to attend detention – suspension, 1-5 days.
Smoking or possession of a lit cigarette – first offense, ISS, 3 days.
Leaving School Building/Grounds without permission – suspension, 1- 5 days.
Theft – Detention or ISS/OSS and reimbursement of value of stolen property.
Weapons possession/use – OSS, 5 days and possible Superintendent’s suspension.
Gambling or other games of chance – prohibited and subject to disciplinary action.

TEACHER REMOVAL OF DISRUPTIVE STUDENTS

A student’s behavior can affect a teacher’s ability to teach and can make it difficult for other students in the classroom to learn. A classroom teacher may remove a disruptive student from class for up to two days. The removal from class applies to the class of the removing teacher only. The student would then report to a designated alternative classroom.

A disruptive student is a student who is substantially disruptive to the educational process or substantially interferes with the teacher’s authority over the classroom. A substantial disruption of the educational process or substantial interference with the teacher’s authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher’s instructions or repeatedly violates the teacher’s classroom behavior rules.

If the disruptive student does not pose a danger or ongoing threat of disruption to the academic process, the teacher must provide the student with an explanation for why he or she is being removed and an opportunity to explain his or her version of the relevant events before the student is removed. Only after the informal discussion may a teacher remove a student from class.

If the student poses a danger or ongoing threat of disruption, the teacher may order the student to be removed immediately. The teacher must, however, explain to the student why he or she was removed from the classroom and give the student a chance to present his or her version of the relevant events within 24 hours.

The student and his or her parents are entitled to request an informal meeting to discuss the removal.

DETENTION

Students who have to make up time for tardiness, truancy or disciplinary action must remain in the after school detention room.

RULES FOR DETENTION

1. Detention begins promptly at 2:20. No late arrivals are permitted. Students will not be admitted to the detention room after 2:20.
2. Enough work or reading material should be brought to keep constructively busy from 2:20-3:20. The detention room is a study room. Students will not be allowed to sleep or do nothing. No communication with other students is allowed. This includes talking, note passing, etc.
3. If students are absent from school on the day detention is assigned, they are responsible for reporting to the next scheduled detention.
4. If students fail to attend detention without permission in advance from an Assistant Principal, they may be suspended from school.

5. At the conclusion of each detention session the teacher supervisor will determine whether or not credit is to be given based on each student's behavior and cooperation. Those who are not given credit for detention that day must report to the next scheduled detention to make it up.

HOMEROOM PROCEDURE

1. All students, upon arrival on the school grounds, are to immediately enter and remain in the building. Students are not to leave for other areas, such as adjoining roadways, parking lots, restaurants, tennis courts or athletic fields.
2. The building lobby will be open before 7:20 a.m. for students who arrive early, however such students are not permitted to wander in other areas beyond the main lobby area until 7:20 a.m.
3. A 7:25 bell will ring to serve as a warning that homeroom activities will commence promptly in five (5) minutes at 7:30 a.m. Students must be in their homeroom seats before the 7:30 a.m. bell rings.
4. Homeroom activities will begin with the Pledge followed by morning announcements. Students are expected to remain silent and attentive during opening activities.
5. Students who arrive late to homeroom after the 7:30 bell must report directly to the Attendance Office.
6. AM BOCES STUDENTS shall report to Room 1422 for homeroom activities and be seated prior to the 7:30 bell. The assigned homeroom teacher shall take attendance and retain students, releasing them in time to catch the AM bus to BOCES outside of Cafeteria D.

ANNOUNCEMENTS

Students who wish to have an announcement made over the public address system must write the announcement on the form provided by the Main Office, date it, and have it signed by a member of the faculty. The announcement, which should be brief as possible, must then be submitted to the Main Office by 7:15 A. M. on the day it is to be read. Announcements should not include long lists of names of students.

Special announcements by other than the regular announcer must have an administrator's approval in advance. Students are responsible for listening carefully to all information announced daily. If announcements are missed, a copy will be available each day in the Main Office. Announcements will run over the Arlington Broadcast Center.

PASSING BETWEEN CLASSES

There is a five minute interval between all classes to allow students to pass from one room to another. Students should keep to the right of the hall. There should be no running or loitering in the halls at any time. Students should avoid using lockers between classes to the extent possible since stopping at lockers impedes the flow of hall traffic. The five minute passing interval also applies to students who are passing to lunch, since experience has shown that students loitering in the halls on the way to lunch are frequently a cause of disruption to the educational environment.

STUDY HALL

Academic success is directly dependent upon regular study above and beyond the normal homework assignment. Students should report to study hall with sufficient study material to make constructive use of the entire period. A quiet study atmosphere will be maintained, therefore, no talking will be permitted. Students will not be permitted to go to lockers or telephones except in case of emergencies, and in those special cases, only with a pink pass. Students are to also exercise good judgment in caring for school property, and are not to mark or deface student desks. Students will be permitted to sign out for lavatory facilities, one female and one male student at a time. Those signing out must use the nearest available facility on the ***SAME FLOOR***.

LAVATORY PASSES

The maximum time allowed for lavatory privileges is five minutes, under normal circumstances. Only one female and one male student should be allowed out at a time. Students using this privilege during their study hall are to use the nearest lavatory on the same floor where the study hall is located. Students are to sign a sheet indicating departure time, destination and returning time.

SENIOR PRIVILEGES

Seniors are not required to report to on-campus lunch or to study hall.

They may, however, use the facilities of the cafeteria for study time as long as they follow the guidelines under “cafeteria” in the handbook.

Seniors may also use the library facilities during study time as long as they sign in and remain for the full period.

Seniors may walk off campus during their study time or lunch period if written permission from parent or guardian has been submitted prior to using this privilege. ID passes must be presented upon demand.

Senior off-campus passes must be in the student’s possession and shown to school officials each time a senior attempts to walk off campus. If a senior misplaces or *forgets* to bring his/her pass to school, he/she will lose the ability to be off campus for that day. If a senior *loses* his/her off-campus pass, he/she will need to reapply for the pass in the East APO, and in that case that senior will not be allowed off campus until a duplicate pass has been reissued. A senior off-campus pass is a WALK-OFF pass only. No senior is to leave or return to campus in any vehicle whether as a driver or a passenger.

Any senior who is in serious academic or disciplinary trouble, who is repeatedly tardy to school or classes, or who cuts classes will have his/her senior privileges revoked and will be assigned a regular study hall and on-campus lunch.

OFFICE HOMEROOM - SENIORS

Seniors are eligible to apply for Office Homeroom status by completing the following:

1. Submit written permission from parent/guardian to arrive to school later than the normal starting time of 7:30 A.M. (Students must provide their own transportation and/or have a valid parking permit).
2. Obtain approval of an Assistant Principal, guidance counselor.
3. Sign the application form.

Since Office Homeroom is a privilege, it may be revoked if the senior fails to do the following:

1. Sign the Office Homeroom Register upon arrival to school.
2. Avoid instances of excessive tardiness.

DANCES AND SOCIAL FUNCTIONS

1. A minimum of two faculty members must be present to share responsibility and supervision.
2. Student chairpersons and faculty advisors should discuss arrangements with an administrator at least 30 days before the event.
3. One member of each couple attending the dance must be a current student at Arlington High School.
4. Reservations must be made in advance. Tickets will not be sold at the door.
5. Lists of out-of-school guests must be approved by an administrator.
6. Student chairperson and ticket chairperson should keep a list of the number of tickets and to whom they were sold. These student chairpersons are personally responsible for enforcement of the rules concerning attendance.
7. A student and a faculty member must check tickets at the door.
8. A police officer should direct traffic and assist with supervision.
9. Guests who leave the dance will not be allowed to return. This rule is strictly enforced.
10. All decorations and equipment must be removed before the beginning of the next school day.
11. Permission to use the kitchen must be secured from a building administrator and the cafeteria manager.
12. Permission for use of spotlights and other electrical equipment should be secured from the audio/visual department.
13. Students are expected to be suitably dressed.
14. To be eligible for participation in dances and social functions, students must be in regular attendance throughout the school year. Students who have received more than two (2) suspensions in a given year may not participate. Further, students who have also demonstrated their inability to cooperate and obey rules, either in school or at previous dances or social functions, will jeopardize their opportunity to attend. A review for exceptional cases may be conducted by an administrator in cooperation with teacher or advisor personnel.

PROHIBITED CONDUCT WEAPONS IN SCHOOL

No student shall have in his or her possession in any school building, on its surrounding property or vehicle controlled by the school district, any rifle, shotgun, pistol, revolver, other firearm, knife, dangerous chemical, explosive, or any object which is not necessary for school activities and which could be used as a weapon. Anyone possessing or using such a weapon will be subject to appropriate disciplinary action. This policy applies to students engaging in any school sanctioned activities or trips.

CHEATING AND PLAGIARISM

Arlington High School advocates academic honesty. Cheating and plagiarism shall not be tolerated. Cheating is defined as the intentional use of someone else's work or material on any test or assignment; or the use of any prohibited means to enhance the performance on examination. It should be noted that Section 225 of the Educational Law classifies cheating on a Regents examination as a misdemeanor. Plagiarism is defined as the appropriating and putting forth as one's own, the ideas, language or creation of another, without citing the correct sources. If a student is recognized to be cheating or plagiarizing, the teacher will take immediate steps to deal with it. Each case will be treated individually. All students at Arlington High School are expected to live up to the highest standard of academic honesty.

TELEPHONES

Students will not be excused from classrooms or study hall to use the phone, except in case of emergency. In that case the teacher will issue a hall pass to the Main Office where the student will be given the opportunity to use the telephone. The office secretary will sign the hall pass for the student's return. The pay telephones are for student use mainly during lunch periods and after school hours, but not for use between classes.

SMOKING – CHEWING TOBACCO - SNUFF

The Board of Education, recognizing health and safety hazards associated with smoking and in accordance with federal and state law, prohibits smoking or other tobacco use in all school buildings, on school property, including school vehicles, or at any school-sponsored event. Students found violating this policy will be subject to disciplinary penalties in accordance with the Student Disciplinary Code. Smoking is not permitted on the grounds or in the building, nor is the use of chewing tobacco or snuff permitted on the grounds or in the building. Students are reminded of the Surgeon General's report that smoking and/or the use of chewing tobacco and snuff is harmful to everyone's health. Students found smoking, or in the possession of a lit cigarette, or who are found chewing tobacco or using snuff will receive a suspension from school. Students found smoking or in possession of a lit cigarette a second time may be reported to the Dutchess County Health Department and subject to possible hearing and fine. Any tobacco or tobacco product which is possessed while on campus or on a school bus is subject to confiscation.

SUNGLASSES

Sunglasses may not be worn within the school building.

RADIOS – MUSIC BOXES – TAPE RECORDERS – CELL PHONES – PAGERS - IPODS

All forms of radios, televisions, music boxes, cell phones, pagers, iPods, and other electronic gadgetry have been determined to be a potential disruption to both the bus and school environment. **They will not be permitted on buses, on school grounds or in the school building.** In the event one is brought to school, it will be subject to confiscation and turned into the appropriate administrator. The student will be subject to administrative action. Such items will be retained until picked up by a parent. **The school is not responsible for lost and stolen items.**

SKATEBOARDS – ROLLER BLADES – ROLLER SKATES

Skateboards, roller blades and other roller skates are not permitted in school or on school property.

ALCOHOLIC BEVERAGES

The consumption of alcoholic beverages on public school property or at any school sponsored event is prohibited by law. Also possession or the sale of alcoholic beverages to minors is illegal. Any student who

is in possession and/or under the influence of any alcoholic beverage on school premises is subject to suspension from school.

TARDINESS TO CLASS

It shall be the responsibility of students to plan their time between classes and to arrive to each class, be seated, and ready for instruction prior to the sounding of the bell marking the end of the five minute passing time.

To conserve time between periods, students are expected to carry adequate books and supplies with them during the day and are to visit hall lockers only before school begins, before or after lunch if such will not cause lateness to class, and at the end of each day.

Students will be released from each class promptly by the teacher in charge. Students are expected to then proceed immediately to their next class without stopping and are not to congregate between classes for the purpose of socializing. Upon arrival at the next classroom, students are to enter the room immediately, be seated promptly, and prepare themselves for instruction.

Class time is precious to the educational goals of each course being taught. Seconds and/or minutes lost through frequent or continual and flagrant tardiness reduces the opportunity for participation in the educational process. Therefore, such students may be held accountable for their tardiness and reduced class participation through a reduction in their "class participation grade" earned as a portion of the grading system. The "class participation grade" may become part of the overall class grade for each ten week marking period and as such be included in the final cumulative course grade. The prime responsibility and accountability for tardiness to class, which is frequent, willful, and preventable, is therefore placed squarely with each student.

In addition, students will also be required to attend after-school detention, one time for each three times late to class. This detention may be either a teacher detention or an administrative detention. Refusal to attend detention will result in In-School Suspension. Frequent, willful, and preventable instances of tardiness to class may also result in In-School Suspension for insubordination.

STUDENT BICYCLE/AUTOMOBILE USE SENIOR STUDENT DRIVING AND PARKING

PARKING AT ARLINGTON HIGH SCHOOL IS A PRIVILEGE FOR SENIORS ONLY

Bicycles - During the school day bicycles may be used on school grounds only for direct transportation between home, school and work. It is expected that each student will secure their bicycle with a lock.

Cars and Motorcycles - Seniors who will be permitted to park their vehicles on school property, are required to submit an application for permission. Applications, signed by both the student and a parent or legal guardian, shall state the reason or reasons necessary for the use of the car other than for the convenience or pleasure of traveling to and from school and home. Granting of permission for vehicle parking will be based on need and priority as set forth in criteria as established by the administration. Once the application is approved, the student driver must register the vehicle in order to receive a parking permit and a parking sticker. The parking sticker must be displayed on student vehicles. Application, registration and issuance of permits will be an annual requirement.

Only vehicles which may legally be used on the highways may be operated on Arlington Central School District grounds.

Student athletes and student spectators are not allowed to drive on the access road to the athletic fields. Other appropriate regulations and disciplinary codes are established which apply to students who bicycle, drive and park on campus.

CRITERIA FOR PARKING PERMIT (SENIORS ONLY)

1. Family hardship
2. Medical
3. Immediate after school employment
4. Membership in extra-curricular activities or interscholastic athletic teams

REGULATIONS/CONDITIONS – STUDENT PARKING

1. Student vehicles are parked at their own risk.
2. Student vehicles are to be parked in the designated student parking areas.
3. No vehicles may be driven more than 5 m.p.h. on school grounds.

4. Cars, motorcycles, motor bikes, or bicycles **MAY NOT** be used on school grounds at lunch time, free periods, before or after school, for pleasure rides, or for any purpose other than direct transportation between the home and school.
5. Students shall not sit in/on vehicles, before, during, and after school hours.
6. No student is to be in the parking lots for any reason other than to enter or leave the school grounds by car. If it is absolutely necessary for students to visit a car, a pass **MUST** be obtained from the Assistant Principals' Office.
7. Each student operated vehicle **MUST HAVE AN OFFICIAL NUMBERED PERMIT STICKER DISPLAYED ON THE LEFT** (behind the **driver**) **BACK SEAT WINDOW**. (Not the front or rear windshields.)

*** PARKING STICKERS ARE VALID ONLY ON THE VEHICLE FOR WHICH THEY WERE OBTAINED. STICKERS ARE NOT TRANSFERABLE AND MAY NOT BE AFFIXED TO ANY OTHER VEHICLE. ANY LICENSE PLATE CHANGE MUST BE REPORTED TO THE SECRETARY IN THE EAST ASSISTANT PRINCIPALS' OFFICE.**

8. Parking permits will be issued for the following reasons:

Participation in Sports - Fall, Winter, Spring;

Employment - 1st semester, 2nd semester - with employment verification each semester.

9. Students who must leave school grounds with plans to return **MUST OBTAIN A "PERMISSION TO LEAVE SCHOOL GROUNDS" PASS FROM AN ASSISTANT PRINCIPAL.**
10. Students who are issued a **VEHICLE VIOLATION TICKET** by a campus monitor **MUST REPORT** to the East Assistant Principals' Office within 24 hours or jeopardize their privilege to park on campus.
11. Loud playing of vehicle audio systems on school property is prohibited.
12. Students who drive and park vehicles in an unauthorized location or who park without a proper parking sticker will have their vehicle either "booted" or removed from site at the owners expense. If a vehicle is "booted" the driver should report to the East Assistant Principal's Office. If the vehicle is removed from site, it is the driver's responsibility to reclaim their vehicle and pay the full associated costs for removal.

PLEASE NOTE:

Failure to follow the criteria, regulations and procedures for student parking set forth may result in the revocation of the parking privilege and/or suspension from school. Students who park vehicles on school grounds without a current official parking permit will be suspended from school. Underclassmen who park on campus illegally will jeopardize their eligibility for a senior parking permit.

IN-SCHOOL SUSPENSION

The In-School Suspension Room at Arlington is an alternative study and discipline plan whereby students are removed from the regular school program and placed in a different setting. Students are assisted in the completion of specific academic assignments coordinated with classroom teachers and the teacher-in-charge. The assignments cover work being done in the student's regular classes and must be handed in at the end of the day. Unsatisfactory behavior or incomplete work will result in an increased stay in the In-School Suspension Room or an out of school suspension. Students serving ISS are to spend the full day in the ISS room and will not be released to attend classes including physical education. Exceptions to this rule may be considered by an administrator in unusual circumstances.

Students who perform satisfactorily may return to their regular classes after the number of days assigned are served.

The following guidelines will apply to students assigned to In-School Suspension. The student assigned to ISS must:

1. Be on time. unexcused lateness will be considered an unacceptable day.
2. Report to the In-School Suspension Room immediately upon arrival to school.
3. Come prepared with all textbooks and study materials.
4. Complete all work assigned by teachers or the teacher-in-charge and submit all work to the teacher-in-charge.
5. Work in silence.
6. Remain in assigned seat at all times.
7. Not participate in any extra-curricular activities during and after school on the day(s) suspended.

8. Meet with guidance counselor, student assistance counselor, or school psychologist if requested to do so.
9. Leave the school building and school property immediately after being dismissed.

PERSONAL PROPERTY OF A STUDENT

Students may request to store personal property in the office areas if hall lockers are too small for certain items. While every effort will be made to protect personal property stored in office areas, the school does not assume responsibility for lost or stolen articles.

ELIGIBILITY

EXTRA CURRICULAR – ELIGIBILITY GUIDELINES

To be eligible to participate in extra-curricular activities and sports, a student;

1. Must be taking at least four courses. Seniors in special circumstances with fewer than four courses may seek a waiver from the Appeals Committee for eligibility.
2. Must not be failing more than two courses. (Not included under these guidelines are student government and ski-club.)

A student may lose eligibility at the end of the previous marking period. Fall eligibility is determined by the results of June's final course averages or summer school final grades if a course is being made up; at other times, the marking period results determine eligibility.

A student who becomes ineligible may regain eligibility two weeks into the marking period by presenting evidence to the Appeals Committee from the required number of teachers that he/she is passing at that point in time, by using a special form available in the Guidance Office. Such a student will be monitored and required to provide evidence of continuing eligibility every two weeks.

Failure to maintain passing status will cause the student to become ineligible for the next two week period. During a period of ineligibility, athletes may continue to practice with the team and students may attend extra-curricular activity planning meetings; however, participation in contest or projects may not resume until eligibility is reinstated.

An Appeals Committee exists to monitor the eligibility process and to address special situations. Additional Athletic Department rules pertain to athletes. These exist in conjunction with academic eligibility rules; both sets of rules must be met by an athlete.

SCHOOL TRIPS, FIELD TRIPS, ATHLETIC TRIPS

To be eligible for participation, students must be in regular attendance throughout the school year. Students who have received more than two (2) suspensions in a given year may not participate on a field trip. Further, students who have also demonstrated their inability to cooperate and obey rules either in school, or on previous field trips, will jeopardize their opportunity to attend. A review for exceptional cases may be conducted by an administrator, teacher or advisor personnel.

A permission slip signed by a parent or guardian is required for all trips. Any student absent from class because they have gone on an authorized athletic event, field trip or school trip is held responsible for:

1. Handing in any homework assignments due on the date of absence, before leaving on a trip, if a teacher so requests.
2. Finding out and preparing on time, the homework assignments due the day of returning to class after being absent.
3. Completing exams or quizzes according to the time-line established by the teacher.

LOCKERS

School lockers, desks and other such equipment are not the private property of students but the property of the school District, and as such may be opened and subject to inspection from time to time by school officials.

HALL LOCKERS

Students are assigned lockers in the hall for books and clothing. Each locker is equipped with a lock, with a combination which should be memorized by the student. Locker combinations are private information and are not to be shared with other students. Improperly operating locks should be reported to the Main Office immediately. While every effort will be made to protect the property stored in the lockers, the school does not assume responsibility for lost or stolen articles. Students should avoid using lockers between classes to

the extent possible since stopping at lockers impedes the flow of hall traffic. Students are to use only the locker assigned to them. Sharing an unassigned locker is not permitted.

GYM LOCKERS

Hall lockers are to be used as the only appropriate place to store gym clothing on a daily basis. Gym clothing should be brought to the gym area and stored in a small gym locker. Full or ½ size lockers are to be used during class time **only** and may not be used for storage on a permanent basis. Students who use full or half size lockers for permanent storage will have their lock cut off and the clothes will be removed.

It is a requirement of the school and the responsibility of the individual students to secure personal belongings in their gym locker with their own lock. While every effort will be made to protect the property stored in the lockers, the school does not assume responsibility for lost or stolen articles. **DO NOT BRING VALUABLES OR LARGE SUMS OF CASH TO SCHOOL.** If this cannot be avoided, ask your Physical Education teacher or the athletic secretary (Room 1245) to lock up these valuables during class. The P.E. locker rooms will be locked during the period. Students who need to enter the locker room during the period should go to the nearest hall monitor to gain access to this area.

Students who play on team sports will be assigned a special full-sized “team locker” for storage of required sport-related equipment. Students participating in a team sport will be issued a school lock for their team locker. This lock should be used during that sport’s season only and returned to the coach at the completion of the season. Locks that are not issued by the school will be removed. The team locker rooms are not to be used during the school day. The team locker rooms will be opened prior to period 1, and then will be locked until the end of period 8. Students participating in sports are still required to abide by the other requirements pertaining to the use of regular gym lockers during physical education class time.

USE OF GYM LOCKER ROOMS

Use of the locker room (including the bathroom and shower room) is only for students who need to change clothes for physical activity either for gym class or after-school sports. **NO ONE** is to go into the locker room for any other reason unless permission to do so has been obtained from a physical education staff member or from an administrator immediately prior to entering the locker room. Students in the locker room without proper authorization are subject to administrative discipline.

HALL PASSES

A pass is required to be in the halls during class time. Students in study hall who desire to visit a teacher must obtain a pass in advance from that teacher. Upon completion of the visit, the student is to return to the study hall with the bottom section of the hall pass completed.

Students who have a legitimate need to be in the halls during class periods on a regular basis may obtain an application for a permanent pass from one of the Assistant Principals’ offices. Permanent passes must be signed by a teacher and an administrator.

A permanent pass is not to be used for permanent excuse from study hall. For this purpose, a schedule change request should be filed in the Guidance Office and the teacher, with whom the student is to be during study hall time, must sign the schedule change form and assume responsibility for attendance of the student.

BUS TRANSPORTATION

Pupils who live beyond reasonable walking distance from the school are transported to and from school on School District owned and operated buses.

The transportation department makes every effort to set up bus routes to serve the pupils as efficiently and safely as possible. Since buses cannot stop safely on hills and curves or at each pupil’s house, the pupils are asked to walk to a bus stop.

Students should be on time at the designated school bus stop and should wait until the bus comes to a complete stop before attempting to enter. **STUDENTS SHOULD BE PREPARED TO SHOW THEIR IDENTIFICATION CARD TO THE DRIVER AT ANY TIME UPON REQUEST.** While on the bus, students should remember that loud talking and laughing could divert the driver’s attention and make safe driving difficult. Horseplay is not permitted around or on the school bus. Riding a school bus is a privilege, not a right. Follow these rules and retain the privilege:

1. Observe the same conduct as in the classroom.
2. Be courteous. use no profane language.

3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not bring radios, music boxes, beepers, tape recorders, or other electronic gadgetry on the bus.
7. Do not smoke.
8. Do not be destructive.
9. Stay in your seat.
10. Keep head, hands and feet inside the bus.
11. Follow the driver's instructions. Remember the bus driver is authorized to assign seats.
12. In accordance with NY State law, failure to abide by transportation rules may result in suspension of bus-riding privileges.

ACTIVITY PROCEDURE

1. Students who are to ride an after school activity bus shall present an authorized activity bus pass to the bus driver.
2. Sport team members shall receive a "seasonal" bus pass from their coach once final rosters are established.
3. Students staying after school on a day-to-day basis shall obtain an activity bus pass from their teacher or advisor.
4. Students staying after school for administrative detention shall be issued an activity bus pass by the detention supervisor.
5. Students staying after school for library use are to obtain an activity bus pass from a member of the library staff under the following conditions:
 - a. All students must sign in at the circulation desk upon entering the library.
 - b. Students arriving in the library after 2:20 P.M. shall be required to have a teacher-issued pass to enter the library.
 - c. Students shall be required to sign out when leaving the library.
6. Students who require a daily activity bus pass yet failed to make arrangements with their respective teacher may receive one at the West Satellite Office. Students must sign-in before receiving an authorized activity bus pass from the secretary.
7. Students who "forgot" or "lost" their authorized daily or sport-membership pass ***will not be denied transportation***. However, they will be required to sign-in with the bus driver after showing positive identification, and their name will be forwarded to the Assistant Principal's Office.

ACTIVITY BUS PASS

Students who wish to take either the 3:30 or 4:45 activity bus must present an activity bus pass to the bus driver. After school bus passes shall be in three categories as follows:

1. DAILY ACTIVITYBUS PASS which shall be used for students who are staying after school for a specific reason other than a membership on an interscholastic sports team.

Valid reasons may be as follows:

"To see a teacher" for extra help, make-up exam, tutoring, discussion, etc.
with the pass issued by the teacher.

"Library use" with a pass issued by the librarian.

"Detention" with a pass issued by the detention supervisor.

"Other" with the pass issued by a teacher or by signing-up in the West Satellite Office
with the pass issued by the secretary.

2. SPORT ACTIVITY BUS PASS shall be used exclusively for students who belong to a team or a club. Passes for the duration of the sport or activity will be issued by the coaches and club advisors.

3. BOCES AFTERNOON BUS PASS will be used exclusively by P.M. BOCES students and will be issued in the APO.

Only students who stay for a school-sanctioned activity may take advantage of late buses.

SPECIAL BUS PASSES

Students desiring to ride a bus other than their regular assigned bus should obtain a special pass for the Main Office by presenting a written request signed by a parent or guardian. To allow time for verification

of written requests, students are expected to present their request note before homeroom or if not feasible, early in the school day.

DRUGS

The use, possession, and distribution of marijuana, hallucinogenic drugs, barbiturates, amphetamines, narcotics and certain other drugs are prohibited by law and by school regulations.

The school cannot and will not give members of its student body protection from the consequences of violations of federal, state, and local law.

The following procedures shall be used in dealing with situations which may be related to the use, possession, selling or supplying drugs.

1. In the cases of school authorities holding tangible evidence of the use, possession and/or peddling of drugs in school the procedure is:
 - a. The principal will notify the appropriate law enforcement agency.
 - b. The principal will notify the parent.
 - c. Suspension of the student will be initiated by the principal, pursuant to section 3214 of the New York State Educational Law.
2. Should a student be arrested or convicted of possession of drugs or trafficking in drugs outside of school, depending on the merits of the particular case, the principal may initiate suspension proceedings under Section 3214 of the State Educational Law. The suspension will be effective until such time as a hearing can be held with the interested parties to review the possibility of impact on other children of continued attendance but not to exceed five days.
3. All investigations or actions leading to substantial belief that there is a drug abuse problem will be reported immediately by detailed memo to the superintendent of schools by the building principal. (Ref: Regulation 5145)
4. In case a staff member has reason to believe that a student is ill for any reason, the following procedure should go into effect.
 - a. Notify the school nurse, immediately.
 - b. If the school nurse feels that the illness is drug related, she will notify a school administrator.
 - c. The administrator will, at this time, contact the parents or direct the school nurse to contact the parents. Following contact with the parents, a decision will be made by the administrator with the advice of the school nurse, as to whether the student should remain in school or be taken home by the parents.
 - d. First aid will be administered as necessary and as prescribed by law.

SCHOOL BUILDINGS AND GROUNDS ROOM NUMBERS

Rooms are numbered as follows: first floor, room numbers begin with 1, i.e. 1100,1200,1300,1400. Second floor rooms begin with 2, i.e., 2100, 2200, 2300, and 2400.

CARE OF SCHOOL AND GROUNDS

Eating should be done only in the cafeteria. Students are not permitted to take food or beverage from the cafeteria or bring cafeteria food or beverage into the classrooms without a pass from an administrator. Students are prohibited from having beverages in the halls or classrooms regardless of where they were purchased. This rule is not intended to prohibit the carrying of a closed bag lunch to or from a hall locker or to the cafeteria.

The walls, desks, doors, lockers, floors, windows, etc. should be kept free from marks.

Authorization is to be obtained from an administrator before any and all posters may be displayed.

Students not complying with this section will be subject to disciplinary measures. No posters should be attached to painted walls and only masking tape should be used elsewhere.

Waste paper should be deposited in the containers provided. Recyclable material(s) should be deposited in the recycling boxes provided.

Snowballs are not to be thrown on the school grounds. This is a dangerous practice that frequently results in destruction of property and serious injury. Students who throw snowballs on school grounds will be suspended.

Knives and other sharp objects capable of causing destructive damage to property or injury to people, which also serve no useful purpose in a school setting, may not be brought on buses or to school. Students responsible for damaging school property will be required to pay for repair and/or replacement costs, inc

Students are not to climb on the roof both for personal safety reasons and to avoid costly damage to roofing surfaces. If students lose a ball or Frisbee or other object on the roof, they should report it to the head custodian who will remove the item as time permits.

STUDENT ASSISTANCE COUNSELOR

A social worker is available for individual and group counseling.

PSYCHOLOGIST

Psychologists are located in the Guidance Offices and are available to talk with any individual who so desires.

HEALTH OFFICE

The primary goal of the school nurse is to work with students to improve their health and health knowledge through procedures and services.

Health appraisal procedures:

1. Periodic physical examinations, athletic examinations and other special examinations. Each student in grade 10 is required to have a physical examination by either his family physician or the school physician.
2. Annual screening of vision and hearing with interpretation and referral to medical specialists.
3. Your school nurse can advise you in determining conditions which may require medical or dental care.

Illness and emergency care providers:

1. Necessary first-aid is given for sickness or injuries that happen in school. If you are injured at school, the school nurse will notify your parent.
2. If you become ill in school and it is necessary for you to return home, your parents will be notified. Your parent must report to the Health Office to sign you out of school.
3. The school nurse, according to the New York State Education Law, may not give treatments, change dressings, or treat injuries that happened at home.

Medication procedures:

1. Education law prohibits the school nurse from administering medication unless under the written direction of an attending physician. Medication applies to "over the counter" as well as to prescribed drugs.
2. Students are not permitted to bring medication to school. However, if medication is prescribed by a physician to be taken during school hours, the parent must bring the medication to the school nurse, along with written instructions from the physician. The medication will remain in the Health Office.
3. Unused medication, unless picked up by a parent, will be disposed of at the end of the school year.

Related health care services:

The Health Office arranges immunizations clinics, offers information concerning clinics available in the county, and communicates with clinics and agencies regarding health problems and disabilities.

Parent consultation services:

Your parents are welcome to call at any time and speak with the nurse concerning your health, or to call for an appointment for a conference.

CAFETERIAS

During periods 4 through 7 a "type A" hot lunch is provided along with food court items. A la carte service is provided. Lunches brought from home must be eaten in the cafeteria. Students are not permitted to take food out of the cafeteria for any reason unless they have a pass signed by an administrator.

All students are expected to show proper courtesy and respect to each other and to the supervisors and cafeteria personnel at all times. Normal dining room rules will apply. All students at each table are responsible for the cleanliness of their table and the floor surrounding it.

Cafeteria supervisors reserve the right to make specific seat and table assignments where it is deemed necessary for the preservation of good dining room conditions.

Only seniors may leave school grounds for lunch with written permission from parents which must be on file in the assistant principals' office. Students who have permission on file will be granted a pass.

Departure and return must be via sidewalks, not across the lawn. **No students are permitted to drive off grounds for lunch.**

Card playing of any kind or the playing of chance is prohibited in the cafeterias and on school grounds. Students are not to gamble or take part in any game or activity that could be interpreted as gambling, while in the cafeterias or on school grounds.

Students should be prepared to show their school I.D. card to any teacher or monitor who so requests.

Students are not to sit on radiators, ventilation units or window sills in the lunch rooms.

Good student behavior in the Cafeterias is expected at all times. Disruptive or discourteous behavior will result in disciplinary action appropriate to the offense, which may include loss of cafeteria privilege, detention or suspension from school.