

# GREENPORT HIGH SCHOOL

720 Front Street  
Greenport, NY 11944  
Telephone: (631) 477-1950

## STUDENT HANDBOOK



### 2024-2025

Ryan Case  
Assistant Superintendent of Administration and  
Technology

Dr. Philip Kenter  
School Business Official

Gary Kalish  
Secondary School Principal

Joseph T. Tsaveras  
Elementary Principal & Director of Special  
Education

Brian Toussaint  
Athletic Director

#### Board of Education

Jaime Martilotta  
Kirsten Droskoski  
Emily Whitecavage  
Amanda Clark  
Samuel G. Strickland, Jr.

#### District Clerk

Marcia R. Kucera

#### Student Support Staff

Brandi Hopkins, Counselor  
Avery Reisig, Counselor  
Courtney Europe, School Psychologist  
Jillian Johnstone, Social Worker  
Jean Lucero, Social Worker

#### Attendance Officer

Jessica Rodriguez

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**GREENPORT HIGH SCHOOL FACULTY  
2024-2025**

**ENGLISH**

Burke, Carolyn  
Conti, Luke  
Charters, Kaitlin  
Finder, Dylan  
Viggiano, Mindy

**FINE ARTS**

Cabral, Erika  
Davies, Mike  
Onunu, Elizabeth  
Reese, Kyle

**LANGUAGE**

Franzese, Cora  
Labrozzi, Julia  
Oswald, Shatisha  
Richards, Marie  
Salgado-Acosta, Nicole

**MATHEMATICS**

Anselm, Uwe  
Dlhopolsky, Gregory  
Dlhopolsky, Jessica  
Iannone, Nicole

**NJROTC**

Major Grigonis, William  
Master Sergeant Ibanez, Juan

**PHYSICAL EDUCATION**

Fioretti, Nicholas  
Tabor, Madison

**SCIENCE**

Buckley, Chris  
Correnti, Owen  
Martilotta, Jack

**SPECIAL EDUCATION**

Damon, Karriann  
Douglass, Melanie  
Elak, Carolyn  
Kollen, Lauren  
Kluber, Alyssa  
Maningo, Martin  
Sage, Mike

**SOCIAL STUDIES**

Charnews, Jennifer  
Golden, Christopher  
Holt, Brian  
Toussaint, Brian

# **SECONDARY SCHOOL SCHEDULE**

## **Regular Daily Schedule**

Doors open for students to go to class at 7:15 am

<b>Period 1</b>	<b>7:30 to 8:10 am</b>
<b>Period 2</b>	<b>8:13 to 8:53 am</b>
<b>Period 3</b>	<b>8:56 to 9:36 am</b>
<b>Period 4</b>	<b>9:39 to 10:19 am</b>
<b>Period 5</b>	<b>10:22 to 11:02 am (Lunch)</b>
<b>Period 6</b>	<b>11:05 to 11:45 am (Lunch)</b>
<b>Period 7</b>	<b>11:48 am to 12:28 pm</b>
<b>Period 8</b>	<b>12:31 to 1:11 pm</b>
<b>Period 9</b>	<b>1:14 to 1:54 pm</b>
<b>Period 10/ ADVISORY</b>	<b>1:57 to 2:25 pm</b>
<b>Bus departure:</b>	<b>2:30 pm</b>

## **MISSION STATEMENT**

Greenport School strives to offer a broad and challenging educational program to students from diverse cultural backgrounds. Greenport School is committed to inspiring students to achieve the highest standards of intellectual and personal development through a stimulating and comprehensive program. Within a caring, respectful, multicultural environment, the school is committed to instilling in each student a desire to learn, to take appropriate risks, and to accept challenges. The school community is committed to developing students who are resilient and adaptable, equipped with the knowledge, skills, and disposition to continue their education and become personally fulfilled, interdependent, socially responsible adults.

## **NON-DISCRIMINATION POLICY**

In accordance with the requirements of Title IX of the Educational Amendments of 1972 (non-discrimination on the basis of sex), the following procedures were adopted by the Board of Education on December 15, 1976:

### **Policy Statement**

The Greenport School District, Greenport, New York, does not discriminate on the basis of sex or sexual orientation in the education programs or activities, which it operates; and it is required by the Title IX of the Education Amendments of 1972 not to discriminate in such a manner. This policy of non-discrimination includes the following areas: recruitment and appointments 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 the compliance with Title IX is the Superintendent of Schools, Front Street, Greenport, New York 11944, phone (631) 477-1950. This official will provide information, including complaint procedures, to any student or employee who feels that his/her rights under Title IX have been violated by the District or its officials.



**GREENPORT SCHOOLS**

**SECTION I: GUIDANCE AND STUDENT SERVICES**

**ACCELERATION**

**8th grade Science and Math**

Students in grade 8 may be enrolled in High School level courses in Science and Math which bear credit towards graduation requirements. These courses culminate in required regents examinations. Students are recommended for acceleration if they meet the following criteria:

1. Grade of 90 or higher in the previous course (Math 7 or Science 7)
2. Teacher recommendation
3. Students must complete an enrollment form with a parent signature.

Students who meet the criteria will receive an enrollment form that must be completed by both student and parent to officially request the advanced course of study. Students who are not recommended may appeal to the principal for admittance.

**Honors and Advanced Placement**

Greenport School District believes that the entire student body should have access to all courses offered and have the opportunity to academically challenge themselves through a variety of rigorous, multi-leveled classes available. In the event that a student chooses to enroll in an Honors or Advanced Placement (AP) course without meeting the recommended criteria and/or teacher recommendations listed in the Greenport High School Course Catalog, the following protocol will be used:

- Student/Family will complete an enrollment form and submit it to their counselor for review.
- All requests for entry will be approved by the Principal
- Student progress will be monitored, students who are not meeting standards are subject to be assigned a default course that may result in significant adjustment to the entire student schedule.

**AP SCHOLARS AND AP CAPSTONE DESIGNATION**

The school offers a number of advanced placement courses in addition to several accelerated college entrance courses. Students earning 3 grades of 3 or better (1-5 scale) on 3 AP exams will receive the AP scholar designation.

**AP CAPSTONE PROGRAM AND DIPLOMA**

AP Capstone Program is a diploma program from the College Board. It is based on two year long AP courses: AP Seminar and AP Research

Students can earn the AP Capstone Diploma or the AP Capstone Seminar and Research Certificate. Students who earn scores of 3 or higher in AP Seminar and AP Research and on four additional AP Exams of their choosing receive the AP Capstone Diploma™.

Students who earn scores of 3 or higher in AP Seminar and AP Research but not on four additional AP Exams receive the AP Seminar and Research Certificate™.

## **AUDITING**

All decisions concerning auditing of courses will be made by the Secondary School Principal. Auditing a course means that a student is required to attend all classes, complete all work and assignments but receive no credit.

## **ACADEMY @ WARD TECHNICAL CENTER PREREQUISITE (ES BOCES)**

In order for a student to attend Occupational Education at BOCES, the State Testing Standards offered prior to the beginning of the student's junior year must be met. Students who have not met the aforementioned State standards must be enrolled in Greenport HS courses leading to the student meeting the state standard. The Superintendent may exercise discretion in allowing students to participate in career exploratory occupation education or the General Education Diploma program. Students entering the BOCES Occupational Education Program as seniors will be afforded two years to complete the same program even if they have graduated.

## **EARLY GRADUATION PROCEDURE**

**Students may apply to graduate early, please see the curriculum guide for more information.**

## **ELIGIBILITY FOR PARTICIPATION IN COMMENCEMENT CEREMONIES**

1. Students must have satisfactorily completed all requirements for Graduation as set forth by New York State Education Law, and the policies of the Greenport Board of Education.
2. Foreign exchange students who have graduated from their home school, and who have met New York State basic competency, and who have successfully completed one full academic year at Greenport High School will be invited to take part in Commencement ceremonies.
3. Commencement exercises are considered an extracurricular activity. Students who violate school policies may be subject to losing this privilege.

## **FAILURE POLICY**

A student who fails a required course in grades 9-12 will be required to:

1. Go to an approved summer school / credit recovery program and pass the course, or
2. A student may clear a course at the conclusion of the first semester provided he/she has a 75% average and passes a final examination with approval by the principal.

## **GRADING POLICY**

**There are four interim progress reports. The final grade is computed by averaging the four-quarter grades. Midterm and final exams are combined and comprise a 5th grade (20%) when they are administered. Not all classes include a midterm and/or final.**

**Students must pass the course in order to receive credit. Students passing the Regents Examination but not passing the course will receive Regents credit but not credit toward graduation.**

## **GRADE CONVERSION CHART**

**Grade Conversion Chart:**



<u>Letter</u>	<u>Grade</u>	<u>4.0 Scale</u>
A+	100	4.2
A	96	4.0
A-	92	$3.75 \leq x < 4.0$
B+	89	$3.5 \leq x < 3.75$
B	86	$3.0 \leq x < 3.5$
B-	82	$2.75 \leq x < 3.0$
C+	79	$2.5 \leq x < 2.75$
C	76	$2.0 \leq x < 2.5$
C-	72	$1.75 \leq x < 2.0$
D+	69	$1.5 \leq x < 1.75$
D	66	$1.0 \leq x < 1.5$
D-	65	$0.75 \leq x < 1.0$
F	50	Below 0.75

### **GRADE WEIGHTING**

Greenport High School weighs courses to determine each student's Grade Point Average and Class Rank. Ranking occurs in the seventh semester. Weighted grades do not appear on student report cards. All courses on the student register are calculated into their Grade Point Average. Student transcripts will show both weighted and unweighted Grade Point Averages..

- Weighting is determined as follows:
  1. All courses have a value of 1.0
  2. Courses culminating with a NYS Regents Exam are weighted with a factor of 1.04 with the following conditions:
    - a. Weight is factored when the student passes the corresponding Regents Exam. Failure to pass the exam results in the course being weighted at 1.0.
    - b. Course sequences having only one Regents Exam in a sequence will have the weight applied to all courses in the sequence when the exam is passed.
      - i. Examples: Foreign Language, Global History
  3. Advanced Placement, Honors and College Level Courses are weighted with a factor of 1.1
    - a. Weight is factored when the student completes the requirements of the course and corresponding assessments.

### **GUIDANCE SERVICES**

Appointments to see counselors may be made in the Guidance Office either before homeroom, during lunchtime, or after school. Students should leave a request form for an appointment and will receive an appointment slip in homeroom within the next few days. Students are not permitted to leave a class to go to the Guidance Office without an appointment slip from a counselor. Students who are excused from a study hall must have a pass from the study hall teacher before reporting to Guidance. Students will sign the guidance log upon entering the Guidance Office and present their pass to the secretary.

## **HONOR ROLL**

**Students must take at least 5½ credits, including Physical Education. Pass/Fail courses are not included. Students must receive a passing grade in all subject areas, including Physical Education.**

Students with an incomplete in any subject (including Physical Education) are ineligible for the honor roll. Students must have an 85% average.

Students with an average of 91% or higher will be designated as High Honor Roll students.

## **HONOR SOCIETY, HIGH SCHOOL AND JUNIOR HIGH SCHOOL**

The National Honor Society chapter of Greenport High School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, service, leadership, and character. Students are selected for membership by a majority vote of a five-member principal-appointed faculty council, which bestows this honor upon qualified students on behalf of the faculty of our school each spring.

Students in grades 10, 11 and 12 are eligible for membership. For the scholarship criterion, a student must have a cumulative weighted GPA of 90 or better. Each spring those students who meet this criterion are invited to complete a Candidate Form that provides the faculty council with information regarding the candidate's leadership and service.

To evaluate a candidate's character, the faculty council uses two forms of input. First, school disciplinary records are reviewed. Second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, and leadership.

Any solicited faculty input and all Candidate Forms are carefully reviewed by the faculty council to determine membership. A majority vote of the council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all four criteria that led to their selection.

## **PASS/FAIL OPTION**

Students may select a Pass/Fail option for a maximum of one credit per year for elective courses only; this option must be recorded with the guidance counselor no later than the end of the first progress report period. Pass/Fail courses will not be calculated in the GPA, the minimum average for a passing grade in the Pass/Fail system is 75%.

## **RANKING**

Class rank is assigned after the first semester of the senior year. A student who transfers on or before the end of the first semester of grade 10 will have grades computed for class rank. Letter grades will be converted according to the conversion chart unless conversion is part of official transcript received by the former school.

## **REPORT CARDS**

Report cards are issued four times each year on the dates listed on the Greenport Public School's calendar.

## **REQUIREMENTS FOR GRADUATION**

The Board of Education minimum standards and the New York State Regents minimum standards are required for graduation from high school.

All school programs have one main purpose even though they provide a variety of experiences to students. This purpose is to help all students develop and acquire the skills, abilities, knowledge, and attitudes necessary to

work towards high school graduation and success in the workplace or further education. Students eligibility for a diploma will be determined by the High School Principal on the basis of the official high school record. Students who meet the requirements may be issued a diploma.

All students must meet New York State Department of Education requirements, based on the year they first entered 9th grade. Refer to the Counseling Center for additional information.

### **SCHEDULE CHANGES**

Once student schedules are released, students and families are expected to review their schedule carefully. Designated schedule change days will be posted prior to the first day of classes. Students may attend these days in the counseling office to make changes to their schedule. No schedule changes will be made the first week of school. Once classes begin, students must schedule an appointment with their counselor to discuss the change. Students will need to complete a schedule change form with approval from their teacher, parent and counselor. Changes after the first quarter will result in a Withdraw Passing or Withdraw Failing indication on their transcript. Exceptional circumstances may be considered by the principal.

### **WORK RELEASE/WORK CO-OP**

Students interested in working during the school day and are in good academic standing may apply for work release/work co-op through the counseling office. Students may earn up to one credit per year and are required to maintain appropriate records.



**GREENPORT SCHOOLS**

## **SECTION II: POLICIES AND PROCEDURES**

### **ACCIDENTS**

Any accidents in the school building or on the grounds or buses must be reported to the teacher in charge and/or the school nurse as soon as possible. For insurance purposes the accident must be reported before the end of the day that it occurred. The appropriate accident report must be filed with the school nurse as soon as possible.

### **ADVISORY**

The Advisory program is intended to provide students with an opportunity to engage with the faculty in a non-instructional capacity for the purposes of advisement in the areas of attendance, academic progress, discipline, academic and extracurricular programs, parent-school communications and other possible areas determined as needed.

#### **MANDATORY FOR ALL STUDENTS**

- **Tuesday-Thursday: Advisory**  
Students are required to remain in their home Advisory. Advisement in areas of attendance, academic progress, discipline, academic and extracurricular programs, parent-school

communications and possibly other areas.

- **Monday-Wednesday-Friday: Academic Support**

Following a sign-out procedure with their Advisor, students with permission may attend another teacher's class during this time for the purposes of Academic Support. To sign-out, students must provide their advisor with a pass from the teacher they wish to see for that day. Advisory passes will be included in the student handbook.

## **AHERA NOTIFICATION**

In 1988 the building was initially inspected for asbestos containing materials and has been re-inspected every three years. The building was last inspected in the spring of 2011. Asbestos is contained in the building under the floor tiles on the 2<sup>nd</sup> and 3<sup>rd</sup> floor, in castable joints on the roof and in the plaster on the domed roof of the high school library. Any disturbances or damage to areas should be reported to the Superintendent of Schools.

## **ATTENDANCE**

Students are to be in school every day that school is in session. Class participation and work done during class time can significantly affect a student's grade. Upon arrival at school students are expected to use the attendance kiosks at the entrances.

Notes signed by a parent or guardian are required for each absence and lateness. Absence notes are to be given to the attendance officer on the day that the student returns. The parent or guardian should also call the attendance officer at 477-1950 ext. 1222 on the day of an absence or late arrival. Late notes should be turned in to the attendance officer when getting a late pass. Legal reasons for absence and lateness are death in the family, impassable roads or weather, religious observance, requirement to be in court, music lessons, attendance at health clinics, approved cooperative work program, approved college visits and military obligations. Other absence requests are to be approved by the principal.

Early dismissal is granted in emergency situations and when appointments (medical, dental, etc.) cannot be made on other than school time. A written note from the parent requesting such dismissal and clearly noting the date, time and reason for early dismissal must be handed in to the attendance officer on the morning of the requested dismissal. Legal reasons for early dismissal are as stated above.

No students, except one with official permission, are to leave school grounds during the school day except during their lunch period. This privilege is subject to revocation for disciplinary actions. Students who fail to observe this regulation will face disciplinary action.

Since attendance becomes part of the official school records, it is important that students report to class and have their attendance officially taken. If a student arrives at school after the beginning of the regular school day, he/she must report to the attendance officer immediately upon entering the building and obtain a late pass. Detention will be assigned to students who arrive late without a legal excuse. Detention will be assigned to students if they do not have their agenda/hall pass.

All students wishing to be dismissed early must be working and enrolled in the Co-op Program; a student losing his job or dropping out of the Co-op must attend school for the entire day.

## **ATTENDANCE POLICY: CLASS CREDIT**

Students are permitted to make up work and tests when they are legally absent, conversely evaluated work & tests may not be made up when there is an illegal absence. There is no substitute for actual class participation in class. Regular attendance is essential for academic progress. When a student's lack of attendance interferes with his/her academic success, the teacher will contact the parents and notify the administration for the purpose of improving the student's attendance, which is another reason why it is important to be in school everyday

unless there are extenuating circumstances. If a student is going to be absent from school for a long period of time, home instruction should be requested so the student does not fall behind in his/her studies.

The following attendance policy will be in place for the school year. The purpose of the policy is to emphasize the importance of regular attendance as part of the student development of a healthy work ethic.

1. Credit may be withheld and a no credit (NC) may be listed on their report card when a student exceeds twenty (20) days of absence from a full-year course. All absences from class count toward the 20<sup>th</sup> day limit, with the exception of any school sponsored activities. The Principal will conduct a hearing to review the individual case with the student and family and make a determination regarding credit for the course.
2. Classes, which meet for a semester or on alternate days, have a 10-day limit. Trimester courses have a 7-day limit for the school year.
3. For the purpose of this policy, a student who misses more than twenty (20) minutes of a class will have it counted towards the absence.
4. The school will call the parent or guardian of every absent student on the day of the absence.
5. Parents will be notified by mail when a student reaches half of the maximum number of absences allowed for a course. A copy of the notification will be issued to the teacher.
6. A parent-student-administrator- conference will be requested when a student reaches two-thirds of the maximum allowable absences (14/20, 7/10, & 5/7). Teachers will receive a copy of the notification.
7. Students on home instruction are considered to be present.
8. The requirement of minimum attendance levels will be listed on report cards.
9. In order to be permitted to attend Summer School, a student must be in attendance at least 90% of the remaining classes after exceeding the attendance requirement.
10. Students attending BOCES programs will be governed by BOCES attendance policies.
11. Students enrolled in the secondary summer program will be required to attend all scheduled sessions. Any student who misses a session will be dropped from the program. A separate summer school individual contract details additional requirements of the program.
12. In addition to school sponsored activities, second semester juniors and seniors will be permitted two days each school year for the purpose of college visitations which will not count towards the absence limits. Upon submission of a verification of a college visit by an admission office these absences will not count towards the minimum attendance requirement.
13. A student may appeal to the principal the count of the number of absences recorded to assure the count is accurate and ensure that no violation of the Federal Individuals with Disabilities Act or Section 504 of the Rehabilitation Act has occurred.

### **DAILY ANNOUNCEMENTS**

Daily announcements will be read following the Pledge of Allegiance. They will be posted on the District website. Announcements must be submitted via email to the HS Office, no later than 7:00 am to be included on that day's announcements and must first be approved by the administration.

### **DIGNITY FOR ALL STUDENTS, DASA**

New York State's Dignity for All Students Act (The Dignity Act) seeks to provide the State's students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function. Any student experiencing such harassment should report it to the HS Office and the DASA Coordinator. More information is available on the district website or in the HS Office.

### **DISMISSAL**

Students who wish to be dismissed from school early must be signed out by a parent or guardian at the attendance office. Telephone requests for dismissal shall be granted only at the principal's discretion.

## **DRIVING AND PARKING REGULATIONS**

The permission to drive on public roads is subject to control by government authorities. The school may regulate automobile usage on its campus for the sake of the students and its community. With bus transportation provided, students should avail themselves of this service. Student parking will be granted at the discretion of the administration. Students must complete a registration form to receive a parking permit to park in UNMARKED parking stalls in the East Parking Lot. Vehicles parked improperly or in a non-designated area may be towed at the owner's expense.

Students parked in a teachers parking lot without permission:

1st offense: Detention

2nd offense: Detention, loss of parking permit.

## **ELECTRONIC DEVICES**

Registered personal electronic devices (e.g. iPads, Chromebooks, notebook computers, cell phones), district owned devices, and peripherals (e.g. headphones, speakers) may be used on school grounds as long as such use does not cause a disturbance or hazard.

1. The district is not responsible for securing such devices & peripherals nor their repair, upkeep, or replacement.
2. All devices that access the internet must be registered with the district.
3. All access to the internet or any outside servers must go through district servers. No outside internet providers may be accessed (e.g. 3G, 4G, 6G, satellite, or cable provider wifi networks).
4. An administrator or teacher has the absolute right to ask a student to put such devices away at any time.
5. In hallways or common areas, any staff member has the absolute right to ask a student to put such devices away at any time.
6. Devices are not to be used in areas where privacy is expected (e.g. bathrooms, locker rooms).

## **AUDIO/VIDEO DEVICES**

Audio and video recording devices are permitted with the following restrictions:

1. All video and audio recording requires permission of a staff or faculty member before recording.
2. No video or audio recording should be made without the consent of the individuals being recorded. If in the classroom, permission from the teacher must be given prior to making the recording.

## **ELEVATOR USE**

The use of the elevator by students is restricted to those who are incapable of navigating the stairs, either temporarily or permanently. Riding the elevator without permission may result in disciplinary action.

## **EMERGENCY CLOSING OF SCHOOL**

On the rare occasion school is closed the information will be made available through the following outlets: the District Web Site [www.gufsd.org](http://www.gufsd.org), email through the district email system, channel 12 news on TV and the following radio stations: WLNG 92 fm, WALK 1370 am, WBAZ 101.7 fm, WRIV 1390 am, EHM 96.9/92.

## **EMERGENCY DRILLS, FALSE ALARMS**

Hold-In-Place - Used to limit movement of students and staff while dealing with short term emergencies. ( e.g. when rescue is called )

Shelter-In-Place - Used to shelter students and staff inside the building. ( e.g. Weather related storms)

Lockdown - Used to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school.

Lockout - Used to secure school buildings and grounds during incidents that pose an imminent concern of the

school.

Evacuate/Fire Drill - Used to evacuate students and staff from the building.

## ELIGIBILITY

**In addition to the below policy, student-athletes must satisfy the criteria set forth in the district's Athletic Contract.**

1. Students must be in legal attendance during the day in which they are to participate in an activity. In the event an activity falls on a weekend or a holiday, the student must be in legal attendance during the day prior to the activity. Exception will be made for early dismissal and late arrivals based on the following reasons:
2. On a weekly basis, teachers are asked to examine the eligibility list that is distributed from the Athletic Office. The name of any student whose name appears on that list who has exhibited inappropriate behavior or who has missing assignments, has not fulfilled certain course requirements, and is not performing at the level that is expected by the teacher should be identified and circled by that teacher. Two or more identifications will warrant the following within that activity's season:
  - a. **FIRST OCCURRENCE:** Student will be ineligible to participate in contests or events for one week. Student may participate in practice and attend contests.
  - b. **SECOND OCCURRENCE:** Student is suspended from all team activities for two weeks.
  - c. **THIRD OCCURRENCE:** Student is removed from the team for remainder of season.
3. Students who fail two (2) or more courses the previous school year and do not enroll in a credit recovery program are ineligible to participate during the following fall athletic season.
4. Students who receive detention may practice or play after detention is served.
5. Students must be in attendance by Period 4 (10:15 AM) to be eligible to participate in any activity.
6. Attendance at extracurricular activities as a spectator is a privilege, which may be suspended for disciplinary reasons.
7. Appeals may be made to the Athletic Director for situations that involve extenuating circumstances.

## EXTRA-CURRICULAR ACTIVITIES

### Athletics

Team sports are available to all students in grades 7-12. The following programs are usually offered:

#### Boys

Basketball    Football    Track    Cross-Country  
Baseball    Lacrosse    Wrestling  
Soccer    Tennis    Golf

#### Girls

Basketball    Golf    Track  
Softball    Tennis    Volleyball  
Soccer    Field Hockey    Cross-Country

**Clubs** Listed below are some of the activities available to students:

Newspaper	HS Musical	Honor Society	DECA	Student Council
Interact Junior	Yearbook	Cheerleading	Small Engines Club	Acapella Group
Foreign Language	NJROTC	GPO TV	Model UN	Robotics

## EXTRA HELP

Any student who feels he/she needs extra help should speak with his/her teacher to arrange for such help.

## FIELD TRIPS & EXTRA CURRICULAR TRIPS

Field trips are considered an integral part of the school curriculum. All school-sponsored activities are considered field trips if they take place when school is in session. Before the field trip, students who are eligible to attend the trip are responsible for seeing all teachers and receiving work and assignments prior to the field trip.

Assignments are to be placed in the teacher's mailbox prior to the departure of the field trip. Students will be considered eligible for field trips if their academic standing, attendance at school, and overall behavior is satisfactory. Students are required to return a permission slip signed by the student and parent/guardian prior to leaving the school grounds. Field trips after May 1 are strongly discouraged. The person in charge of any trip may, at their discretion, permit a student to return from an event with a parent. This does not apply to any overnight trips. All overnight trip participants must return to the school with the other attendees.

## **FUNDRAISING**

All fundraising that takes place for the purpose of raising funds for a school-sponsored activity or club, must have approval before being able to begin fundraising. Each activity requires the completion of a fundraising form that is submitted to the Student Council. Approval requires a vote through the student council and approval by the Principal. Certain fundraisers may need approval by the Board of Education.

## **GRIEVANCE PROCEDURE**

### **STUDENT, PARENT AND EMPLOYEE COMPLAINTS AND GRIEVANCES**

The Board of Education believes it is necessary that students, parents or employees be given an opportunity to be heard on complaints and grievances they may have.

A student, parent or employee filing a complaint or grievance alleging that there is an action affecting them which is prohibited by Title IX of the Education Amendments of 1972 and/or Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act, Age Discrimination Act of 1975 or any other federally prohibited form of discrimination shall be provided with information regarding the prompt and equitable resolution of the complaint or grievance. Furthermore, they shall have the right to present complaints and grievances in accordance with the procedure free from coercion, interference, restraint, discrimination or reprisal. Title IX prohibits discrimination on the basis of sex, Section 504 and the ADA prohibit discrimination on the basis of disability, the Age Discrimination Act prohibits discrimination on the basis of age.

#### Annual Notification

At the beginning of each school year, the district shall publish the established grievance procedures for resolving complaints of discrimination due to sex, age and/or disability to parents/guardians, employees, students and the community.

The resolution of complaints alleging any action will be prohibited by Title IX, Section 504, the ADA or the Age Discrimination Act or any other form of federally prohibited discrimination shall be dealt with in the following manner:

#### Steps

1. For informal conciliation, persons should confer with the appropriate teacher or school personnel and compliance officer to achieve prompt resolution.
2. In the event the grievant or accused is not satisfied with the disposition of the grievance at the informal level or in the event no determination has been rendered within two days the grievance shall be presented in writing to the Compliance Officer designated by the Board, within five (5) school days after the decision at Step 1. Within five (5) school days after receiving the written grievance, the Compliance Officer shall make any investigation of the complaint deemed necessary and communicate with any interested parties and resolve the complaint, reporting the decision or results in writing to the aggrieved person, the accused and the Superintendent. If the complaint is against the compliance officer the superintendent will serve in that capacity.
3. In the event the aggrieved or accused person is not satisfied with the disposition at Step 2, the matter shall be referred to the Superintendent, who within five (5) school days from the receipt of the complaint shall try to resolve the complaint and eliminate actions, if any which would be prohibited



under Title IX, Section 504 of the Rehabilitation Act, the ADA, or the Age Discrimination Act or any other form of federally prohibited of discrimination.

4. In the event the grievant or accused is not satisfied with the disposition of the grievance by the Superintendent, either may then within five (5) school days after receipt of the disposition by the Superintendent, appeal the decision of the Superintendent to the Board of Education. Upon receipt by the Board of the grievance, the Board shall within 30 days render a decision to the grieved and accused.

### **HEALTH SERVICES**

Any student who must use the Health Office should have a pass from the teacher responsible for him/her at that

time. The decision to send a student home is made by the school nurse, teacher or parent. The parent must make arrangements for the student to be picked up by a neighbor if the parent cannot come personally.

Anyone required to take medication during the school hours must have a doctor's note, and written parent permission to take the medication. The medication must be taken in the Health Office with the exception of students with asthma who may carry and use a prescribed inhaler. Any student with a specific medical problem should inform the school nurse of the nature of the problem. Parents should call the nurse at ext. 1208 to discuss dispensing medication.

Parents are reminded that the use of crutches or canes is prohibited unless a doctor's certificate is obtained.

### **HOMELESS STUDENTS**

The McKinney-Vento Act ensures that students in transitional housing have a right to attend school. They do not need a permanent address to enroll. They can not be denied enrollment because school records or other enrollment documentation are not immediately available. Homeless students have a right to stay in their home school if their parents so choose. Students have a right to transportation services to and from the school of origin. The student also has a right to participate in extracurricular activities and all federal, state or local programs for which he/she is eligible.

### **HOMEWORK**

Obtaining homework assignments is the student's responsibility. Students or parents should contact their teacher(s) to make arrangements for any missed assignments. Should it be necessary to get books from school, an absent student is to make arrangements to have his/her parents, guardians or friend pick up the necessary materials.

### **HONESTY**

Greenport students are encouraged and expected to be truthful and honest even when it means acknowledging wrongdoing.

### **INTERNET USE POLICY**

Students are required to read and sign the Internet Use Policy. Violation of the policy may result in loss of use of the internet and/or the privilege to use a device.

### **LEAVING THE BUILDING**

For safety and security reasons, a student must have the consent of an administrator to leave the building. Any student who has a valid reason for leaving the building must present evidence of this to the principal, must sign out in the Attendance Office and must sign in upon return. Failure to do so will result in suspension. Students with permission to leave campus during their lunch period must use their student ID card at the kiosks to tap out during the lunch periods.

### **LIBRARY AND COMPUTER LABS**

Students who sign into the library/computer labs during different periods must adhere to the code of conduct.

Disruptive behavior will not be tolerated. Students may lose the privilege for repeated behavior and be subject to disciplinary consequences.

### **LOCKS AND LOCKERS**

Each pupil in grades 7-12 will be assigned his/her own locker. Pupils must use the assigned locker and issued locks only. Non-school locks will be removed if the owner cannot be located to remove them. Pupils are cautioned not to reveal their lock combinations to any student, including friends.

Pupils are expected to keep their lockers locked at all times when they are not in use. Teachers will supervise pupils' use of lockers and periodically inspect the lockers. If a lock or locker is out of order, it should be reported to the High School office.

**The school exercises exclusive control over school property and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Students are responsible for whatever is contained in desks or lockers issued to them.**

### **LOST AND FOUND**

Lost and Found boxes are located in the Main Office, cafeteria, and gym. Students may check for lost articles during lunch period and after school.

### **LUNCHTIME PROCEDURE**

Students are not permitted to eat food, drink or have an open container in the halls at any time. Students must report to the cafeteria and other areas if supervision is established (i.e. Gym, Library)

Students in all grades may leave the building only with written parental approval. Students are responsible to tap out at the kiosks with the ID card upon leaving and reentering the building during the lunch period.

### **MEDICATIONS**

All medications that must be taken during school, including short and long term medication, whether prescription or non-prescription, require a written order by a physician or duly licensed prescriber and written consent from the parent. The parent or guardian must assume responsibility to have medication delivered directly to the Health Office in a properly labeled original container. Medications are not to be transported on the bus with students or transported daily to and from school. No medication should be brought into school without knowledge of the Health Office. All medications, except as otherwise arranged, will be properly stored and dispensed in the Health Office. If a parent or physician request in writing that a student needs to carry and self-administer medications, such decisions will be made on an individual basis and in accordance with the following criteria:

1. Severity of health care problems, particularly diabetic, asthma or allergic conditions.
2. Physician's order directing that the student be allowed to carry and self-administer the medication along with written parental consent and a signed student agreement.
3. School nurse assessment and instruction to ensure that the student is self directed and can assume responsibility for carrying and self-administering properly labeled medication in the original container.
4. Parent contact made to clarify parental responsibility regarding the monitoring of the student on an ongoing basis to insure that the student is carrying and taking the medication as ordered.
5. Students with asthma may carry and use a prescribed inhaler during the school day with the written permission of a physician and parental consent.

### **PASS SYSTEM**

All students are required to have passes signed or approved by their teacher in order to leave their class or assigned area.

## **PHYSICAL EXAMINATION**

Physical examinations are required for all students participating in extracurricular activities and for students in various grade levels. A schedule of these exams will be announced during the year.

## **STUDENT GOVERNMENT**

Class Officers - Class meetings will take place during the first week of school to elect officers.

Student Government Officers:

1. In order to be eligible to run for the Student Council President, a student must have a cumulative average of 80% or above.
2. In order to be eligible to run for the Student Council Vice President, a student must have a cumulative average of 75% or above.
3. Homeroom representatives are elected from each homeroom during the first few days of the school year.
4. Meetings are held once a week during the school year, usually Wednesday evenings.

Class officers are elected at the beginning of the school year during class meetings. All class officers for grades 9 - 12 are members of the GHS Student Council and, as part of the responsibility of being a class officer, are required to attend Student Council meetings and participate in activities. Other interested students in grades 9 - 12 are welcome to join.

The purpose of the GHS Student Council is to promote school spirit and pride in our school. The Council will also promote achievement in our school and provide service to school and community. They are a group of leaders who serve all of the school community. The Council meets on a regular basis either before or after school to plan activities and address any issues and concerns brought to them by the student body.

## **STUDY HALL**

Appropriate behavior is expected in study hall as defined by school behavior codes. Students will at all times remain quiet in supervised study unless directly addressed by the teacher. Students will work on constructive tasks during the time they are in supervised study. Attendance is taken in study halls. When a study hall student is in any other area of the school, he/she must be in possession of a pass approved by the study hall teacher.

## **TEXTBOOKS, COMPUTERS AND OTHER SCHOOL MATERIAL**

Any student who mutilates, destroys or loses any schoolbook will have to pay the price of the book at the Business Office. The same applies for any other material issued to students for use (calculators, cameras).

## **VISITORS**

In order to maintain an academic environment, student visitors are not permitted in the classroom or building during the school day except during the student's lunch period. All individuals who feel they have exceptional reasons to visit must report to the appropriate office to receive a visitor form and must have it completed and approved prior to the visitor's arrival.

## **SECTION III: STUDENT CONDUCT**

All members of the Greenport School community, K-12; deserve to be treated courteously and with dignity and respect. One of the important attributes of our district is our cultural diversity for which we must demonstrate

understanding and consideration. Everyone should be able to devote all energies towards achieving the highest level of academic achievement without fear of others or interruption. No one has the right to interfere with anyone else's opportunity to learn. All individuals are expected to follow any reasonable request or directive of any person of authority in the district. Students who exceed three repetitions in any of the following offenses may be required to participate in a meeting with the principal. Parents and other related personnel may attend if the meeting is requested by the parents. Students may be required to develop a student contract with the principal and/or participate in an educational life skills program to address the repetitive behavior. A complete text of the SAVE Code of Conduct policy is available from the Superintendent's office.

- Other offenses will be handled by the Administration in a manner that is consistent with the basic discipline philosophy of the Greenport School District
- **The Administration reserves the right to amend or adjust minimum consequences based on frequency or severity of behaviors**

### Quick Reference Chart

Offense	Discipline Protocol Minimum
Academic Dishonesty	No credit for missed work, detention
Bullying/Harassment as determined by administration	based upon severity and/or frequency
Bus Misconduct	Detention, loss of bus privilege
Cutting Class	1 detention--ISS
Damaging, destroying or stealing property	Restitution and ISS
Dishonesty, Lying to staff	Detention
Disruptive behavior	1 detention
Electronic Equipment, cell phone use	Loss of privilege, detention
Fighting	OSS
Forging notes	ISS
Gambling	ISS
Harassment of an individual based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender bias, or anything else	OSS to be determined
Harming anyone	2 days ISS
Inappropriate Behavior, Displays of Affection	Detention, parent conference
Inappropriate/unsafe behavior	Detention, ISS
Insubordination, refusal to obey the directives of an employee	2 days ISS
Lateness to school or class	1 detention
Possession or use of a weapon	1 year suspension (see Board policy)
Possession, consumption or exchange of drugs, THC, or alcohol	Criminal charges, OSS, ISS
Profanity	1 detention
Smoking, e cigarettes	ISS
Stealing	1 detention, restitution
Tardiness/Lateness	ISS
Threatening anyone	1 day ISS

Threatening with an object with intent	2-3 days ISS
Trespassing	ISS
Truancy	ISS
Vandalism	ISS, restitution
Verbally abusing, pushing or hitting staff	3-5 days OSS
Violation of dress code	1 hour detention minimum (refer to dress code policy)

**Out of school suspension (OSS):** Students are not permitted in the building or on campus for the duration of the suspension period. They may not participate in extracurricular activities on the day of suspension.

**In school suspension (ISS):** Students are assigned to a supervised suspension room to complete school work for the duration of the suspension period. They may not participate in extracurricular activities on the day of suspension.

#### ACADEMIC HONESTY

Students are responsible for the integrity of their own work. A student's name on an exercise or assessment (homework, report, notebook, performance, project, quiz, examination or research paper etc.) is taken as an assurance that the work submitted is the direct result of the student's own thoughts, stated in his or her own words, and produced without the assistance of others. Any violation of this standard is regarded as cheating.

Cheating is defined as actions including, but not limited to, copying in testing situations, using unauthorized help sheets, illegally obtaining tests or individual test questions, providing test questions and/or answers to another student, and all forms of unauthorized collusion as well as copying any document(s) without giving proper credit, copying another student's work, allowing one's own work to be copied, purchasing or downloading any work written by another, and copying and paraphrasing another's ideas without giving proper credit (plagiarism).

Consequences for cheating are the following. On any assessment (as defined above) the student will receive a zero, the parent or guardian will be contacted by the teacher, and the incident will be documented in the student's file. On any external assessment (SAT, ACT, RCT, AP, Regents Examinations, etc.) the administering entity protocols are applicable.

#### ATTENDANCE

##### CUTTING CLASS

All students are expected to adhere to their schedule. Failure to do so without permission will result in the following:

1. First class cut: 1 detention
2. Second class cut: 2 detentions
3. Third class cut: ISS

Any student who is found to be cutting class will receive a zero score for the class/coursework that

was missed. This will also be counted as an unexcused absence and may affect the class participation portion of the class grade.

Any student who cuts class and cannot produce proof of his/her whereabouts in the building will be considered as leaving the building without permission and assigned ISS.

### **TARDINESS**

Students are given adequate time to move from one class to the next; the responsibility of being on time to class rests with the student. Teachers will record all instances of lateness to class. Three instances of lateness to class will result in the assignment of 1 hour of detention; the next three (and any subsequent three) latenesses will result in 1 hour of detention being assigned. Any lateness exceeding ten minutes will be reported to the High School Office, and two such instances will result in the assignment of detention.

### **LATENESS TO SCHOOL**

Students who are late must report to the attendance officer. Students without a legal excuse from a parent or guardian will receive detention after three incidents. Any student who is not legally excused and does not arrive before period 4 will be considered truant. Students who are late returning from lunch will receive one (1) hour detention and may be assigned ISS for any classes missed after the lunch period without permission.

Legal reasons for lateness or absences are: sickness or death in family, attendance at health clinic, quarantine, impassable roads or weather, approved college visits, military obligations, religious observance, music lessons, approved cooperative work program, requirement to be in court.

Students who arrive at school by 11:30 am, with a note explaining their absence may participate in and/or attend extra-curricular activities on that day. Students who arrive at school on time and are in attendance until at least 11:30 am are permitted to participate in and/or attend extra-curricular activities.

### **TRUANCY**

Absences from school without permission will not be authorized by the school. If a student is truant from school, he/she will be issued up to a one-day in school suspension. Unexcused absences from three classes or more in a day is considered truancy. Should truancy occur, the proper legal authorities may be notified.

### **BUSES AND DRILLS**

Regulations for the school buses are as follows:

1. The bus driver is the sole authority on the bus.
2. Riders should be on time at the bus stop.
3. Riders should wait until the bus stops before getting on or off.
4. Riders should enter and leave the bus only with the consent of the driver.
5. Riders should keep head and limbs inside the bus at all times.
6. Do not discard papers or other waste at bus stops, on buses, or out the windows.
7. Smoking is never permitted on a school bus.
8. Accidents and injuries on the bus must be reported immediately to the Health or Main Offices.

Written reports of violations are reported to the building administration. Chronic or serious infractions will result in suspension from bus transportation. Students are expected to maintain behavior in accordance with the student code of conduct. When a child is suspended from riding a bus, it becomes the parent's responsibility to transport the child.

Bus drills requiring evacuation from the emergency exits will take place throughout the year.

## **CO-CURRICULAR ACTIVITIES**

**Participation in cocurricular activities is a student privilege and therefore students may be eligible to participate in accordance with the eligibility policy.**

## **CORRIDOR RULES/LOITERING**

1. Students must be out of the corridors by the ringing of the bell for class or advisory.
2. Loitering in the corridors, at lockers, in lavatories at any time of the day is not allowed.
3. Students are expected to respect the rights, property and person of others. Displays of affection are not permitted in school.
4. Students will keep to the right while passing in the corridors and on the stairs. Any student in the hall during classes must have a pass.
5. While passing through the corridors, students are not permitted to run, be unruly, or make other unnecessary noises or disturbances.

## **DETENTION**

**Teacher Detention/Lunch Detention:** Students are expected to do all work, arrive to class on time, be orderly, and conduct themselves so as not to interfere with the education of those around them while in the classroom. Students whose classroom conduct or work is not acceptable may be kept by the teacher after school or during lunchtime. Failure to serve teacher detention may result in the doubling of detention time or referral to administration.

**Detention:** Detention may be assigned by the administration for tardiness, truancy, class cutting, vandalism, insubordination, profanity, disobedience, disrespect, etc.

1. Students will serve their detention time when assigned regardless of their participation in the work co-op program, athletics, music, or other extra-curricular activities.
2. Students will serve detention the day it is assigned; however, a student may request a 24-hour extension if transportation is not available.
3. An extension may apply if a student can demonstrate a need to postpone detention, such as a medical reason. These extensions must be requested of the principal the day detention is assigned.
4. If a student cuts detention, it will be doubled the following day and ISS may be assigned until detention is served.
5. Detention will be served from 2:35 pm-3:35 pm in a location designated by the administration.
6. Alternative arrangements are at the discretion of the administration.

**Failure to serve detention will prohibit participation/attendance in or at any after school activity.**

## **DISCIPLINE PROCEDURE**

Students dismissed from class for disciplinary reasons must report to the Secondary School Principal's office immediately. A referral from the teacher must follow as soon as possible.

## **DISTURBANCES, NOISES, ETC.**

Teachers may request students put away any object that they feel is creating a disturbance. Failure to comply will be considered insubordination.

Possession of laser light pens, lighters, matches, water balloons, water pistols, poppers, smoke bombs, snaps, snowballs and the like is prohibited; or possession of the same will be considered endangerment.

## **DRESS CODE**

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

and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance, including hairstyle/color, jewelry, makeup and nails, shall be safe, appropriate and not disrupt or interfere with the educational process. Furthermore, the following standards apply:

1. Extremely brief garments such as tube tops, bare midriffs, net tops, halter tops, plunging necklines, single shouldered garments, see-through garments, Bra straps which are not covered, spaghetti straps which are less than 1/2 inch wide, tank tops, blouses which make cleavage visible, shorts or skirts which are not longer than a person's fingertips when arms are held in a relaxed fashion, with fingers straight at the person's side are not appropriate. Shirts that ride up and expose skin above the pants are unacceptable and must be covered. If the student is unable to cover the shirt that rides up they will be issued a tee-shirt to wear from the office until the end of the day.
2. Students must ensure that underwear is completely covered with outer clothing
3. Students must have footwear on at all times. Footwear that is a safety hazard will not be allowed.
4. Hats are normally not to be worn in the classroom, library or other academic areas unless students are given permission by the individual teacher. Clothing may not include wording or pictures that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability. Display of the Confederate flag on garments or any other item on school grounds is prohibited.
5. Clothing may not promote and/or endorse the use of alcohol, cannabis, tobacco or illegal drugs and/or encourage other illegal or violent activities.
6. Slogans on clothing that may cause a substantial disruption or hostility are prohibited on the school grounds. Injurious inscriptions or offensive comments are also prohibited.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item (when informed of the violation) 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 placement in ISS for 1 day for the dress code violation. 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. The principal may relax the dress code for formal dances, homecoming parade, team uniforms, and the like.

### **Dress Code Discipline Example**

1. Student violation-teacher informs student-complies-end
2. Student violation-teachers inform student-students fails to comply-teacher removes student from class-Principal intervenes-student complies-student returns to class, 1 hour of detention assigned.
3. Student violation-teachers inform student-students fails to comply-teacher removes student from class-Principal intervenes-student fails to comply-call home, student assigned 2 days ISS (repeat behavior would indicate OSS).

### **ELECTRONIC EQUIPMENT**

Cell Phones are permitted in school. Students may use their devices before the start of the school day, in the hallways, during lunch and after school. Once inside a classroom, cell phones, headphones and any electronic devices must be turned off and stored in a location not visible to the teacher. Cell phones/electronic devices may be used for educational purposes in the classroom with teacher permission only. If a cell phone/ electronic device rings, vibrates or is used without teacher permission in a classroom, a faculty or staff member may confiscate the device. Refusal to surrender the device when asked will be considered insubordination and will result in disciplinary consequences up to and including suspension. Violations to this policy will result in the following:

**First Offense: The device will be held in the HS Office until the end of the school day**

**Second Offense: The student will be responsible to drop off the device at the start of school and picked up at the end of the school day for one week, detention assigned.**



**Third Offense: The student will be responsible to drop off the device at the start of school and picked up at the end of the school day for two weeks, detentions assigned.**

#### **FALSE ALARMS**

Setting off a false alarm or making a false emergency report is a safety threat. Any student who sets off a false alarm or makes a bomb threat will be suspended and charges may be filed. The matter may also be referred to the Superintendent of Schools for further disciplinary action or the police will be notified.

#### **FIGHTING**

Fighting will not be tolerated on school property or in the school vicinity or during school hours off campus. Fights occurring on the way to and from school or during lunch will be considered to fall under this policy. Students who are involved in fights will be suspended. The district Code of Conduct mandates a minimum period of suspension for students involved in a violent incident.

#### **FORGING OF NOTES**

A student who forges any type of note or pass will be issued a suspension for the first offense.

#### **FORMAL REMOVAL OF DISRUPTIVE STUDENTS BY A TEACHER**

A student's behavior can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. In most instances the classroom teacher can control a student's behavior and maintain or restore control over the classroom by using appropriate research-based classroom management techniques. On occasion, a student's behavior may be such that the student needs to be removed from class. A complete detailed procedure for removal is included in the Code of Conduct.

#### **GAMBLING**

No gambling is permitted on school property. A student will be issued a warning for the first offense and a school detention for the second offense. A suspension will be issued for a third offense for gambling.

#### **INAPPROPRIATE BEHAVIOR--DISPLAYS OF AFFECTION**

The school premises are not an appropriate environment for the display of certain types of affection that include, but are not limited to kissing, caressing or embracing. Students will be issued detention after an initial warning for the first offense. A parent conference will be held if an additional problem occurs. If there are any further incidents, a one day suspension may be issued.

#### **INSUBORDINATION**

Students are encouraged and expected to conduct themselves in a reasonable manner. Students are expected to follow requests and directives of staff members. Failure to do so will be considered insubordination. Consequences may include detention, ISS or OSS.

#### **PLAGIARISM**

See Academic Honesty

#### **PROFANITY**

Students are encouraged to respect themselves, to treat others respectfully and are expected to use appropriate language, in the classroom and in the hallways. Profanity is not to be used and is not considered appropriate for school. Students using profanity will be referred to the HS Office. A minimum of detention may be issued.

#### **REMOTE LEARNING**

In accordance with the NYS Department of Education, the district may elect to educate students in a remote capacity. Remote learning may take place in a hybrid or full remote model. The following guidelines will serve

as the district guidelines and expectations with respect to conduct within the remote learning models. **Violation of the following rules will result in appropriate disciplinary action.**

All individuals, including students, their parents/guardians, and their family members are prohibited from:

- Recording, taking photos or taking a screenshot(s) of a video conference session or any content presented in any form during the remote learning session.
- Altering a videoconference session or any content presented during remote learning.
- Sharing, posting, or otherwise distributing, in any manner either physically or electronically, via email, text or social media (such as Twitter, Snapchat, Instagram, Facebook, TikTok, etc) any video conference session, any part of a videoconference session, or any altered content, whether they have created or have received the recorded or altered content.
- Using the remote learning platforms for any purposes other than their intended use as directed by their teacher.
- Sharing any links, ID numbers, passwords or invitations to a school video conference session with anyone.
- In the remote learning environment, students are to behave at all times as if they were at school. Inappropriate behavior that will not be tolerated includes, but is not limited to:
  - a. Making inappropriate faces, gestures, or comments
  - b. Displaying an inappropriate virtual background or profile
  - c. Projecting or displaying inappropriate image
  - d. Bullying cyberbullying of other students or the teacher
- Complying in all respects with the Code of Conduct

**General rules of etiquette that students should follow when participating in an online learning session include the following:**

1. To enable the students to fully participate in their learning activities, students should be seated at a desk or table and set up their workspace in a quiet place that is free from distraction (such as siblings, pets, television, food, drinks, etc.). Pencil and paper should be at hand to use, as needed.
2. To avoid disruptions in access to the online learning session, students should ensure that the batteries of their devices are charged, or that they are plugged in to power.
3. Students should not have out or should not use any other electronic devices, such as cell phones or video game consoles, which might distract from learning.
4. Students should consider using headphones or earbuds while engaging with audio or video content, as it will help them focus on learning and not be distracted.
5. An online learning session should be regarded just like being in school. Students should maintain respect in speaking, in writing, and in appearance. Students must dress appropriately.
6. Students should aim to arrive early to their online learning session, usually three to five (3 to 5) minutes before the scheduled start of an online learning session. This will enable the teacher to take attendance and to promptly begin the online learning session. Once the

online learning session has started, the teacher has the sole discretion to prohibit late entry by locking the “room”.

7. Students must type their first and last name and enable their online learning session so that the teacher can identify and see each student before allowing them into the session.
8. Where applicable, students will be admitted to the “waiting room” and their teacher then will individually admit students into the online learning session.
9. Students should be entering the online learning session with their microphones on “mute”. If a student would like to speak, has a question or something relevant to contribute to the session, they should raise their hand, and the teacher will unmute them or allow the student to unmute themselves.
10. Unless otherwise instructed by their teacher, students must keep the video feature on at all times. Students should not change their virtual background during an online learning session, as changing it is distracting to other students.
11. At the teacher’s discretion, the chat feature may be enabled for students to use to ask questions. When utilizing the chat feature, students must be considerate and polite, and should utilize proper spelling and grammar.
12. If technical assistance is needed, teachers or students should contact the School District’s administrative offices.

### **SEXUAL HARASSMENT**

Any student who believes that he/she has been subjected to sexual harassment should report the alleged misconduct to the principal or superintendent who will follow the Board policy in investigating the complaint.

### **SMOKING**

No student is allowed to smoke or use tobacco products inside the school building or on school grounds. Students are not allowed to be in possession of any tobacco product including e-cigarettes or related products. Any student who violates the smoking policy will be subject to the following: The following minimum consequences will be applied for students violating the Code of Conduct.

1. The Possession or use of cigarettes, tobacco products or an e-cigarette or vaporizer will result in significant disciplinary consequences including suspension from school.
2. Consistent with past practice, any student caught using or possessing an e-cigarette vaporizer containing illegal drugs such as THC will be suspended for (5) days and a referral will be made to the Superintendent of Schools for a disciplinary hearing.
3. A referral to local law enforcement may be made.

### **SPECTATOR CODE OF ETHICS AS ADOPTED BY THE SUFFOLK SECTION XI ATHLETIC COUNCIL**

1. Spectators are an important part of the game and should at all times conform to accepted standards of good sportsmanship and behavior.
2. Spectators should at all times respect officials, coaches, and players as well as guests in the community and extend all courtesies to them.
3. Enthusiastic and wholesome cheering is encouraged.
4. Booing, stamping of the feet and disrespectful remarks should be avoided.
5. Bells, whistles, or noisemakers of any kind are not acceptable or proper for indoor athletic activities.
6. Taunting, foul and abusive language, noisemakers, inflammatory remarks, and disrespectful signs and behavior are not acceptable. Violations during a free throw attempt will be penalized by repeating the free throw if missed. The officials will make this decision.
7. Spectators should observe and obey the rules and regulations of the school concerning smoking, food

and soft drink consumption, use of lavatory facilities and parking of cars.

8. **At Greenport, smoking is not permitted for adults or students on school grounds at any time.**
9. Food and soft drinks are not permitted in the gym.
10. New York State Law prohibits alcoholic beverages of any kind on school property; the Law further prohibits any person under the influence of alcohol to be on school property.
11. Spectators should respect and obey all school officials, marshalls, and police at all athletic contests.
12. For flagrant or repeated violations of the Code, spectators will be evicted from the area.
13. Students must be in attendance at school in order to attend school events as spectators on that day. Students not in school on the day of an event who show up on school grounds after the last period of the day will be prohibited from attending any spectator events for at least one month for the first offense.

### **STEALING**

Stealing is a very serious offense. Students found guilty of stealing face a minimum of two-day suspension from school, retribution may be sought and prosecution may result.

### **SUBSTANCE ABUSE POLICY, DRUGS**

The Board of Education is committed to the prevention of alcohol, tobacco, and other substance abuse. The use of controlled substances is illegal and therefore any use of them violates this policy. In addition, the policy also extends to the abuse of legal substances, such as alcohol, over-the-counter medications and inhalants. No person may use, possess, sell or distribute alcohol or other drug substances, nor may use or possess drug paraphernalia, on school grounds or at school-sponsored events, except drugs as prescribed by a physician. Persons shall be prohibited from entering school grounds or school sponsored events who exhibit behavior, conduct or personal or physical characteristics indicative of having abused alcohol or other substances and whom school personnel have reasonable grounds to suspect of having used alcohol and/or other substances. The use of alcohol or drugs on school grounds is unlawful. The Board of Education may from time to time utilize trained dogs to search the building, premises or persons for prohibited or illegal items.

Students judged to be under the influence / possession of drugs or alcohol will deemed to be in violation of this policy will result in action taken in the following manner:

1<sup>st</sup> Offense – 2 days of ISS, suspension from all extracurricular activities for a minimum of two weeks. If a student self discloses and informs a coach or other school official about an abuse problem, suspension may be waived if the student is willing to take immediate action in order to address the problem.

2<sup>nd</sup> Offense – Minimum 2 days of ISS, suspension from all extracurricular activities for a period of twelve months from the infraction. Including events such as dances, sports, clubs, graduation, senior breakfast and other non-curricular school sponsored activities. On the 2<sup>nd</sup> offense, students may petition the superintendent after serving five months of their restriction if they have demonstrated documented service, character and scholarship during that time.

### **SUSPENSION**

Students may be suspended from school by the administration for insubordination, disorderly conduct, or endangering the safety, morals, health or welfare of others. The suspension can be of an in-school or out-of-school nature at the discretion of the administration.

Any student who is suspended from classes or school will be expected to make up all work missed during the suspension. A student will not be permitted to participate in any extracurricular activity on the day(s) of suspension. In the event an activity falls on a weekend or holiday, and a student is suspended the day prior to the activity, the student will not be permitted to participate in the extracurricular activity.

#### **In-School Suspension (ISS)**

1. Students will report at 7:30 am to the High School Office where attendance will be taken until they are escorted to the ISS room.
2. Students will not talk; they are to do the work assigned by the classroom teacher or the ISS supervisor. Assignments will be handed in to the ISS supervisor.
3. Students will remain in the ISS room until dismissed by the supervisor.
4. Students will be escorted during the day to the cafeteria for lunch.
5. Students are not permitted on school grounds after dismissal from ISS during the day(s) of suspension unless permission is granted by the Secondary School Principal; however, if a student has detention, the student must serve detention immediately after the ISS.
6. Students will be escorted to the restroom by the ISS teacher.

**Out-of-School Suspension (OSS)**

1. The student will not report to school.
2. The student is not permitted in school or on school grounds for any reason during the day(s) of suspension unless permission is granted by the Secondary School Principal.
3. Home instruction is possible at the parent’s request for students who have not completed the year of school when they turn sixteen or younger.

**TRESPASSING**

Misbehavior and mischievous behavior on school grounds after hours will be treated as trespassing. Persons who are banned from school grounds will be charged with trespassing if they are present. Students found to be trespassing on school grounds, will be assigned consequences accordingly.

**VANDALISM**

Willful destruction or misuse of school property is prohibited. Those apprehended will pay for the damage and face suspension. Vandalism is considered a violent act under state law and the District Code of Conduct.

**WEAPONS AND DANGEROUS INSTRUMENTS**

Dangerous instruments, including but not limited to knives, guns, ammunition, pellet guns, box cutters, razor blades and such are not to be brought to school. Any such items will be confiscated and turned over to the police.

Incendiary devices, such as firecrackers, smoke bombs, and stink bombs are illegal and are not allowed in school. Students possessing or using any of these items will be subject to disciplinary action as per the code of conduct . Parents will be notified and the police may be contacted. A Superintendent’s hearing may be convened, the result of which could be removal from school for an extended period of time. See the District Code of Conduct for additional information. New York State and federal law mandates periods of suspension for students who bring weapons to school.

**YOUTH COURT**

Southold Town sponsors a Youth Court program where students may be referred to as a disciplinary alternative at the discretion of the Principal. Students and families must agree to participate and complete the appropriate forms and release documents.

## **SECONDARY SCHOOL SCHEDULE**

Delayed Opening Schedule

Doors open for students at 9:15 am

<b>Period 1</b>	<b>9:30 to 10:00 am</b>
<b>Period 2</b>	<b>10:03 to 10:33 am</b>
<b>Period 3</b>	<b>10:36 to 11:06 am</b>
<b>Period 4</b>	<b>11:09 to 11:39 am</b>
<b>Period 5</b>	<b>11:42 am to 12:12 pm (Lunch)</b>
<b>Period 6</b>	<b>12:15 to 12:45 pm (HS Lunch)</b>
<b>Period 7</b>	<b>12:48 to 1:18 pm</b>
<b>Period 8</b>	<b>1:21 to 1:51 pm</b>
<b>Period 9</b>	<b>1:54 to 2:24 pm</b>
<b>Bus departure:</b>	<b>2:30 pm</b>

**Guardian and Parent Review:**

I have reviewed the student handbook with my child.

Student Name:

Parent Name:

Date: