

# **WESTLAKE HIGH SCHOOL**



**2018-2019**

**STUDENT PLANNER**

**Westlake High School  
2018-2019**

**Westlake HS Main Number: 769-8311**

<b>Office</b>	<b>Prompt</b>
<b>Attendance</b>	<b>1</b>
<b>Main Office</b>	<b>2</b>
<b>Principal</b>	<b>3</b>
<b>Assistant Principal</b>	<b>4</b>
<b>Nurse</b>	<b>5</b>
<b>Guidance</b>	<b>6</b>
<b>Athletics</b>	<b>7</b>
<b>Pupil Personnel and Student Services</b>	<b>8</b>
<b>Staff Directory</b>	<b>9</b>

Westlake High School website:  
<http://whs.mtplcsd.org>

**This agenda belongs to:**

**NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY/TOWN** \_\_\_\_\_ **ZIP CODE** \_\_\_\_\_

**PHONE** \_\_\_\_\_

**WESTLAKE HIGH SCHOOL  
825 Westlake Drive  
Thornwood, NY 10594**

Dear Students:

As you begin the 2018-2019 school year, it is our sincerest hope that you achieve the goals that you have set for yourself. Remember that every individual at Westlake High School is here to assist and guide you in this quest.

The information within this handbook serves as just one source of information for you and your parents to use, but remember that we are always here to answer any questions that you may have about anything throughout the year.

After reading through this handbook, please keep it in a safe place so that you may refer to it as needed. Following the guidelines discussed within these pages will be a crucial step to ensure that you achieve your academic goals. We are all certain that you have the potential and we all wish you greatest success this year.

Yours truly,

A handwritten signature in dark ink, appearing to read 'KS', followed by a long horizontal line extending to the right.

Keith Schenker  
Principal

**WESTLAKE HIGH SCHOOL 2018-2019  
DAILY BELL SCHEDULE**

<b>Block Class</b>	
<b>Block 1</b>	<b>7:45 - 9:10</b>
<b>Block 2</b>	<b>9:16 - 10:37</b>
<b>Block 3</b>	<b>10:43 - 12:45</b>
<b>Block 4</b>	<b>12:52 - 2:17</b>

**WESTLAKE HIGH SCHOOL 2018-2019  
EARLY DISMISSAL & HALF-DAY  
BELL SCHEDULE**

<b>Block Class</b>	
<b>Block 1</b>	<b>7:45 - 8:30</b>
<b>Block 2</b>	<b>8:34 - 9:16</b>
<b>Block 3</b>	<b>9:20 - 10:24</b>
<b>Block 4</b>	<b>10:28 - 11:10</b>

**WESTLAKE HIGH SCHOOL 2018-2019  
TWO HOUR DELAY BELL SCHEDULE**

<b>Block Class</b>	
<b>Block 1</b>	<b>9:45 - 10:43</b>
<b>Block 2</b>	<b>10:47 - 11:43</b>
<b>Block 3</b>	<b>11:47 - 1:12</b>
<b>Block 4</b>	<b>1:16 - 2:17</b>

**WESTLAKE HIGH SCHOOL 2018-2019  
ACTIVITY BELL SCHEDULE**

<b>Block Class</b>	
<b>Block 1</b>	<b>7:45 - 8:50</b>
<b>Block 2</b>	<b>8:57 - 9:56</b>
<b>Block 3</b>	<b>10:04 - 11:36</b>
<b>Block 4</b>	<b>11:44 - 12:44</b>
<b>Activity Event</b>	<b>12:55 - 2:17</b>

**WESTLAKE HIGH SCHOOL 2018/2019  
Combined (Meeting) A/B Schedule**

<b>A Day Schedule</b>	
<b>Block 1</b>	<b>7:45 - 8:25</b>
<b>Block 2</b>	<b>8:28 - 9:09</b>
<b>Block 3</b>	<b>9:12 - 10:13</b>
<b>Block 4</b>	<b>10:16 - 10:57</b>
<b>B Day Schedule</b>	
<b>Block 1</b>	<b>11:00 - 11:40</b>
<b>Block 2</b>	<b>11:43 - 12:23</b>
<b>Block 3</b>	<b>12:27 - 1:29</b>
<b>Block 4</b>	<b>1:32 - 2:17</b>

**STUDENT INFORMATION DIRECTORY**

---

The following list is intended to direct students to the person or place where assistance may be found to resolve some frequently encountered problems. Students should always feel free to seek assistance from their guidance counselors or any other staff member who might be able to help.

Accident Forms.....	Nurse
Attendance, Absence or Lateness.....	Attendance Assistant Principal
Auto Registration.....	Main Office
Change of Address .....	District Office Registrar
Change of Telephone .....	Main Office
College Information and Catalogs.....	Guidance
Drug & Alcohol Problems.....	Social Worker Guidance Counselor
Early Dismissal.....	Attendance
Locker Problems.....	Main Office
Lost & Found.....	Nurse's Office
Personal Problems.....	Guidance Counselor, Social Worker, Psychologist, Principal, Assistant Principal, Nurse, Teacher
Scholarship or Financial Aid.....	Guidance Counselor
Schedule/Study Problems.....	Guidance Counselor, Teacher
Transcripts.....	Guidance Office
Visitors.....	Main Office
Working Papers.....	Nurse

**Nurse – 914-769-8311 Prompt 5**

Mary Jane Au

**Secretarial Staff 914-769-8311**

**Main Office - Prompt 2**

Mrs. Christine Cerrato  
Mrs. Catherine Santini

**Guidance - Prompt 6**

Mrs. Debbie DeRosario

**Athletics – Prompt 7**

Mrs. Michelle Kopicki

**Attendance - Prompt 1**

Mrs. Cheryl Ferrante

**Special Education – Prompt 8**

Mrs. Corrine Cunnington

**WESTLAKE HIGH SCHOOL  
CRISIS INFORMATION**

**First Aid and Fire**

Valhalla Fire Department.....	<b>emergency only 911</b>
Valhalla Volunteer Ambulance.....	<b>emergency only 911</b>
Mt Pleasant Police Department .....	<b>emergency only 911</b>
(Non-emergency).....	769-1941

**Youth Officer**

TBD .....	
Det. Lauren Valentino.....	742-2361

**24 HOUR HOTLINES**

**Abuse**

Child.....	1-800-342-3720
Domestic Violence.....	1-800-942-6906
Rape/Sexual Abuse/Incest.....	684-9877

**Alcohol Abuse**

Alanon/Alateen.....	722-4005
---------------------	----------

**Drug Abuse**

Day Top Village.....	949-6640
Drug Abuse.....	591-4357

**Human Services**

Suicide Prevention.....	347-6400
Poison Control.....	1-800-336-6997
National Runaway & Suicide	
Switchboard.....	1-800-621-4000

**Outpatient Counseling & Crisis**

Northern Westchester Guidance Clinic.....	666-4646
Westchester County Medical Center.....	493-7000
New York Hospital – White Plains.....	1-888-694-5700
Mental Health Association.....	949-6741

**Business Hours 9:00 a.m. – 5:00 p.m.**

**Human Services Numbers**

Planned Parenthood.....	1-800-230-PLAN
Teen Pregnancy.....	1-800-522-5006
Westchester County Community	
Health Department.....	637-4985
Teen Hotline.....	946-0121

**Administrative and Pupil Personnel Services**  
**914-769-8311 Prompt 8**



**Board of Education**

Mr. Vincent Graci  
Mr. Michael Griffin  
Mr. Michael Horan  
Ms. Maria Jost  
Mrs. Colleen Scaglione Neglia  
Mrs. Laura Olszewski  
Mr. Chris Pinchiaroli

**District Administration**

Dr. Kurtis Kotes  
*Superintendent*  
TBD  
*Dir. Curr. & Instructional Services*  
Traci Holtz  
*Dir. of Pupil Personnel and Student Services*  
Eric Strack  
*Director of Facilities*

**High School Administration**

**914-769-8311**

Mr. Keith Schenker  
***Principal***

Mr. Daniel Novak  
***Assistant Principal***

**Health, Physical Education and Athletics**

**914-769-8311 Prompt 7**

Ms. Donna Pirro, Director

**Department of Pupil Personnel and Student Services**

**914-769-8311 Prompt 8**

Mrs. Traci Holz  
***Director of Pupil Personnel  
And Student Services***

Jill Cook  
***Supervisor of Secondary  
Special Education***

**Guidance**

**914-769-8311 Prompt 6**

Mr. Nick DiPaolo  
Ms. Denise Longano  
Mrs. Tina Matusiak  
Mr. Timothy O'Dwyer

**Technology**

**914-769-4297**

Ms. Nasrin Rouzati  
Mrs. Ioana Joerg  
Mr. Phil Helmers

Mrs. Kelly Iodice, ***Social Worker***  
Dr. Gilian Goldman, ***Psychologist***

## **Staff**

### **Art/Music**

Mrs. Claudia Abate  
Mr. Carlo Capano  
Mrs. Carolyn Frawley  
Mrs. Elizabeth Melito  
Mrs. Lauren Morris  
Ms. Claudia Papazian

### **ELL**

Mrs. Karyn Palladino  
Ms. Raquel Dalrymple

### **English**

Mr. Matthew Dachik  
Mr. Christopher D'Ippolito  
Mr. Vincent Iovane  
Mr. Michael Laterza  
Mrs. Lauren Muller  
Mr. Kevin O'Connor  
Ms. Anne Taylor

### **Health Education**

Ms. Carolyn Kaufman

### **Library**

Mrs. Mary Knopp

### **Mathematics**

Mr. Ken Amann  
Mrs. Teresa Barbuto  
Mr. David Calamari  
Mrs. Marissa Fata  
Mrs. Danielle Locher  
Mr. Brian McClintock  
Mrs. Sarah McFadden

### **Physical Education**

Ms. Nicole Dacchille  
Mr. Nicholas Romeo

### **Science**

Ms. Gabriella Castillo  
Mrs. Lauren Cherchia  
Mrs. Joanne Massi  
Mr. Lawrence McIntyre  
Mrs. Mary Newell  
Mr. Schuyler Smith  
Mrs. Michelle Speisman  
Mr. Raymond Szczerba

### **Social Studies**

Mr. Frank Chiera  
Ms. Mandy Goldstone  
Mr. Joseph Harras  
Mr. Christopher Moreno  
Mrs. Tricia Oliveras  
Mr. Anthony Paduano  
Mr. Christopher Sheehan

### **Special Education**

Mrs. Lisa Alterio  
Mrs. Jennifer Avella  
Ms. Debbi DeNoia  
Ms. Theresa DiLeo  
Mr. Justin Dupree  
Ms. Donna Gelard  
Mr. Mark Mammola  
Ms. Donna Murphy  
Mr. Robert Pasquale  
Mrs. Patricia Ryan

### **Speech**

TBD

### **World Language**

Mrs. Francesca Bellomusto  
Mrs. Rosanna Caringi  
Mrs. Maria Mittelman  
Mrs. Melinda Vilches

## GRADUATION REQUIREMENTS

### REGENTS DIPLOMA

#### *Required Courses*

<b>English Language Arts</b>	<b>4</b>
<b>Social Studies</b>	<b>4</b>
<b>Math*</b>	<b>3</b>
<b>Science</b>	<b>3</b>
<b>World Languages**</b>	<b>1</b>
<b>Art / Music</b>	<b>1</b>
<b>Health</b>	<b>.5</b>
<b>Physical Education</b>	<b>2</b>
<b>Sequence Electives</b>	<b>3.5</b>
<b>(LOTE, CTE, The Arts)</b>	
<b>Total</b>	<b>22.0</b>

<b>Required Exams</b>
<b>Passing Score of 65 and Above</b>
<b>English Language Arts</b>
<b>Algebra</b>
<b>Regents Global Studies</b>
<b>Regents U.S. History</b>
<b>Regents Science</b>

\* An integrated course in mathematics/science/technology may be used as the third required unit of credit in mathematics or science.

\*\* Students are required to have completed one unit of credit in a world language. This can be accomplished by either (a) a 2 year sequence of 7<sup>th</sup> and 8<sup>th</sup> grade world language in the middle school, along with a passing grade on the corresponding school based assessment or (b) 1 year of a high school level world language.

New York State offers different types and variations of diplomas. Please see your counselor for details.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **A. 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 or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Receive a copy of school rules and, when necessary, receive an explanation of those rules from school personnel.
4. Respectfully express his/her opinion without being penalized.
5. An atmosphere conducive to learning.
6. An environment, which protects his/her welfare and safety.
7. Have a faculty member or another individual intercede on his/her behalf concerning a teacher/student disagreement.
8. A student's property is considered private; however, if there is reasonable suspicion, appropriate action may be taken.

### **Dignity for All Students (DASA)**

The Mt. Pleasant Central School District will ensure that every student, regardless of actual or perceived race, national origin, ethnic group, religion, sex, gender identity or expression, sexual orientation or disability, can attend school free of harassment, discrimination, bullying and cyberbullying. Bias harassment, like all bullying, is an issue that goes directly to the educational and school safety environment of a school. (see Bullying DASA on p.18 for a more detailed explanation)

### **B. Student Responsibilities**

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React to direction given by teachers, administrators and other School personnel in a respectful, positive manner.
6. Ask questions when they do not understand.
7. Seek help in solving problems that might lead to discipline.
8. Dress appropriately for school and school functions.
9. Accept responsibility for their actions.

10. 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.
11. Seek help for themselves or others.

### **UNACCEPTABLE BEHAVIOR**

Unacceptable behavior is a form of student behavior that infringes upon and/or violates the basic rights of individuals and/or the school property or disrupts school activity.

### **ACCIDENTS**

All injuries should be reported to the school nurse or main office. If a student is hurt during school hours, report injury to school nurse or main office. If a student is injured after school hours, student should report to activities advisor and parent should be contacted.

### **ATHLETIC CODE**

#### **Philosophy**

Interscholastic athletics are offered as an integral portion of the overall secondary school educational experience. Sports competition provides educational experiences not otherwise attainable such as the development of a student's physical, mental, social and emotional growth. It is precisely for these benefits accruing both the student-athlete and student-spectator that such programs are offered.

Viewing sports at Westlake in this manner, the administration wishes to remind all participating parties that the value of athletics lies in striving to attain one's best result rather than the importance of conquest. In doing so, one succeeds only when one learns to work together with peers and authorities to win within the law and spirit of the sport's rules; one displays a level of sportsmanship that reflects favorably upon both the individual and his school; and one accepts the decisions of officials and the game's results with similar grace in defeat as well as victory.

This guidebook is provided to each participant as an important reminder that one must never lose sight of life's important priorities amongst the desire and pressure to win a game. It is the working toward success and not necessarily the success itself that we grow the most.

#### **Rules of Personal Conduct**

Because sports participation is a privilege, and because that privilege is provided primarily to aid students' growth as a human being, that privilege may be revoked when an individual's behavior does not meet school standards. Athletes and spectators represent both themselves and their school and are expected to do so in a manner reflecting well on both.

Furthermore, participants in athletic programs must maintain a favorable academic standing while conforming to all rules set down by the school and his/her specific coach in order to retain the privilege of participation.

### **Academics**

Prior to the start of each athletic season, all coaches will provide a comprehensive roster of athletes to the entire faculty. Students listed on that roster will be expected to perform up to their academic potential. Should a student be identified through the administration as not meeting his/her academic responsibilities, a review committee consisting of the appropriate coach and administrator and counselor will examine the case. Should the committee deem disciplinary action to be in the best interest of the student athlete, he/she may be suspended from the team until such time as his/her academic performance merits reinstatement.

### **Attendance**

Classroom attendance is expected to be exemplary. Repeated truancy will result in disciplinary action, including possible suspension of athletic privileges.

***An athlete with an unexcused absence from school on any given day will not be eligible to attend team functions on that day. The Athletic Director will consider any extenuating circumstances.***

***All college visits are considered "EXCUSED ABSENCES" AND SHOULD BE SCHEDULED SO THAT STUDENTS WILL NOT MISS CLASS TIME WHENEVER POSSIBLE. Any student returning from a college visit (with documentation of the visit from the college) is eligible to participate in co-curricular activities and athletics.***

***A student must be in school five (5) consecutive periods in order to participate in a school activity that takes place after school.***

### **Suspension**

Student/athletes issued out-of-school suspension may not participate in any inter-scholastic sports activities during the duration of that suspension. Suspensions, which do not conclude on Friday, but continue through Monday, exclude a student from participating in weekend athletic and social activities.

### **Training**

Student/athletes will conform to all laws concerning the use of foreign substances. The consumption of illegal drugs and/or alcohol is not permitted.

1. The initial violation will result in a minimum of a one game suspension from the team. The length of the suspension will be determined by the coach, counselor, athletic director, and appropriate administrator.
2. Any further violations may result in expulsion from all athletic programs for up to an entire calendar year.
3. All aspects of the Code of Conduct will be applied.

In either case, official notice of any disciplinary action taken will be provided to all members of the review committee and to the parent(s) of the athlete involved.

### **Practice and Game Attendance**

Student/athletes are expected to attend every practice and game unless specifically excused by their coach. In addition, punctuality is required. Violators of these rules will be subjected to the discipline of the coach under the following guidelines:

1. Discipline for initial transgression not to exceed suspension from more than one game (and all practice and related activities during that period.)
2. Continual violations may result in dismissal from the team. Again, parents must be notified when any disciplinary action is taken, as well as being informed that further misconduct on the student's behalf could result in expulsion from the program. It is the coach's responsibility to notify the appropriate parent or guardian.
3. **Students are required to be in attendance for five (5) full periods of school in order to attend games or practices.**

### **Athletic Equipment Return**

Student/athletes are responsible for each piece of athletic equipment issued to them by their coach. Failure to return all equipment in good condition for any reason will result in the student/athlete being billed for the full replacement value of said equipment and/or report cards being held. Until all equipment has been returned in satisfactory condition, and/or restitution has been made, the student/athlete is ineligible to participate in any inter-scholastic sports activities. Furthermore, student/athletes whose athletic eligibility has expired may face non-sports related sanctions until such time as restitution has been made.

### **Personal Conduct**

In any athletic contest, all school rules apply for co-curricular activities. Westlake students are expected to conduct themselves as sportsmen/women on and off the playing field. Behavior while practicing, playing in a match, traveling on school buses or in any capacity while representing an athletic team must be exemplary. Furthermore, all students are expected to conform to these standards while attending sporting events. Anyone failing to meet these standards may:

1. Be suspended from their team, and or,
2. Be forbidden to attend interscholastic sports activities.
3. Be held accountable under the Code of Conduct that applies to all sanctioned school activities.

### **Respect for Authority**

Student athletes are expected to exhibit appropriate respect toward all coaches - both Westlake's and those of rival institutions - as well as toward all athletic officials. Insubordination toward a coach and/or inappropriate behavior towards referees, opposing coaches and/or spectators, may result in a one game suspension. The case may be referred to the Assistant Principal for additional disciplinary action.

### **Eligibility – Transfer Students**

Transfer students into Westlake High School are subject to the New York State guidelines for residency eligibility. Each case should be discussed with the Athletic Director and Administration prior to participation.

In addition, a student must be in school in order to participate in a school activity that takes place after school. Truancy or class cutting on the day of an event will result in the student's suspension that day from any after school activities. If truancy occurs on the last day of the event and cannot be confirmed until a later date, the student will be suspended from the next event after the truancy has been confirmed.

**A student must be in school five (5) consecutive periods in order to participate in a school activity that takes place after school.**

A student who has been suspended from school a second time loses the right to be involved in any extra-curricular activities as a participant or spectator for a period of at least ten (10) school days and the intervening weekends. Any student who is suspended from school for a third time during a given year will forfeit his/her right to be involved in extra curricular activities for a period of time to be determined by the principal.

## **ATTENDANCE**

### **Absence and Tardiness from School**

It is the responsibility of the parents or guardians to insure that their children attend school (90% of all assigned classes / 162 class days) in accordance with the school district calendar. The following are considered EXCUSED absences by the New York State Board of Education:

- Personal Illness verified by an excuse note from parent/guardian
- Sickness or death in the family
- Excused absence for part of the day (i.e., doctor or other professional consultations)
- Approved school field trips
- Military Obligations
- Approved religious observations not regularly scheduled in school calendar
- Quarantine
- Court appearance
- Attendance at health clinics
- Approved work program as it pertains to regular educational programs
- Approved college visits (Junior or Senior year) appointment verification with Guidance Department required.

**All other absences will be considered illegal and, therefore, subject**



**to the Attendance Policy.**

**Personal family vacations that require students to miss school are not legal absences and, therefore, may cause the student to be in danger of loss of credit due to excessive absences. Students must attend school regularly in order to participate in special school functions, such as the Senior Prom and Senior Class Trip.**

The legal absences listed above are the only valid reasons for absences. They are uniform through New York State and used in our school district. For the purpose of our Attendance Policy, we do not differentiate between legal and illegal absences.

When a student returns from an absence, he/she must report to the Attendance office with a note. **The note must be written by the parent/guardian explaining the absence and verifying the date(s) of the absence. Retroactive excuse notes may not be accepted by the Attendance Office.**

**Assignment Make-Up:** Upon return to school from a legal absence, a student should meet with his/her teacher to identify any work to be made up (this includes tests, quizzes, projects, homework, etc.) and agree to a time when this work needs to be submitted (typically no more than one week from the date of the absence). If submitted by the revised due date, this work will not be penalized for lateness. Any student who is absent and is able and capable of making-up work while absent should make every attempt to do so.

Students returning to school after an illegal absence should meet with his/her teacher to identify any work missed during the period of absence. Teachers are not obligated to accept and/or grade any make-up work from a period of illegal absence.

***The Administration reserves the right to request a doctor's note for students who have chronic absences or tardiness.***

#### **Early Dismissal**

In the event that a student must leave school early for a doctor's appointment, court, college visit, etc., they must bring a note to the Attendance Office the morning of the dismissal. A call will be placed home to verify the note and the student will then be given a pass to leave at the designated time.

#### **Truancy**

Truancy is defined as an illegal absence from school without parent/guardian knowledge or consent. Schoolwork missed due to truancy may only be made up at the discretion of the teacher.

### **Student Tardiness**

- A. Students are expected to be in class at the beginning of the period. Therefore, students who arrive to school after 7:44 a.m. are tardy.
- B. A student who arrives to his/her class after 8:05 a.m. without a legitimate reason will be marked absent from his/her first period class and will be given a "cut."
- C. A student who arrives late to class must be admitted by the teacher, but he/she will be penalized. Teachers are encouraged to impose after-school detention for lateness to class. See pages 41-46 for Disciplinary Sanctions.

### **BOCES: BOARD OF COOPERATIVE EDUCATIONAL SERVICES**

Westlake High School is proud of our students who are participating in the BOCES program. We encourage their involvement and compliment them on their successful efforts to gain valuable experience in their chosen field.

To provide this experience, the expense to the local Board of Education and the community, is a large sum of money. To insure the best use of these monies and provide the best opportunities available to you, we have formulated the following:

#### **Credit for BOCES**

The BOCES program is a full year four-credit program. Students enrolled in the program must attend the entire year in order to receive full credit; however, if attendance problems occur, reduced credit is given in the program.

- 1. Up to 10 accumulated absences\* a student will earn 4 credits
- 2. 11 to 15 accumulated absences a student will earn 3 credits
- 3. 16 to 18 accumulated absences a student will earn 2 credits
- 4. 18 or more accumulated absences a student will earn 0 credits

\*Absences will accumulate until we receive information from parents, which excuse any of these recorded absences. When such written verification is received, records will be updated and appropriate credit may be earned. It is a student's responsibility to provide information regarding excused absences to the Assistant Principal. All absences must be verified with a written note from a parent or guardian. These notes must be submitted to the office of the Assistant Principal within three days of the absence. The school administration will not accept retroactive absence notes.

A student receiving 10 absences in a BOCES program will be required to have a parent/administrator conference before he/she is permitted to continue in the program.

**BOCES Attendance**

Westlake High School Attendance Policy supersedes the BOCES Attendance Policy and denial of credit may be imposed at the discretion of the Administration

**Dropping BOCES**

1. A student may drop his/her BOCES program during the first three weeks of the school year without penalty before October 1. Other courses may be substituted at this time.
1. After the first week of October, students dropping BOCES will receive a penalty grade of failing and WILL NOT be allowed to substitute courses until the second semester.
2. A student may be withdrawn from the BOCES program based on their discipline accord, either at their home school or at a BOCES campus.

**BOCES Buses**

When a bus for BOCES is missed, the student is not allowed to loiter on campus grounds. If this occurs, a parent will be contacted and requested to provide transportation to the BOCES campus or home. The afternoon BOCES bus will depart the Westlake Campus at 11:50 A.M.

**BOCES Transportation**

Bus transportation to BOCES will be provided except when Westlake HS has a previously scheduled half-day. BOCES will be alerted by the district office in advance of these dates and students will be excused from their afternoon BOCES classes. *If students are interested in driving themselves to BOCES to attend classes, arrangements for parking must be made in advance through the Offices of both the Assistant Principal at Westlake High School and the Principal at BOCES.*

**BULLYING** (DASA - Dignity for All Students Act)

Systematically and intentionally inflicting physical hurt or psychological distress on one or more students or District employees.

Bullying is further defined as:

- Unwanted purposeful written, verbal, nonverbal, electronic (via any form of social media) or physical behavior, including but not limited to any threatening, insulting, or dehumanizing gesture, by an adult or student, ***that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation,*** is carried out repeatedly and is often characterized by an imbalance of power.

For the purposes of this policy, “respect for others” and “dignity for all” shall include awareness and sensitivity to discrimination or harassment and civility in the relations of people of different races, weights, national origins, ethnic groups, religions, religious practices, mental or physical abilities, sexual orientations, genders and sexes.

Bullying may involve, but is not limited to:

- Unwanted teasing, threatening, intimidating, stalking, cyber stalking, cyber bullying, physical violence, theft, sexual, religious, or racial harassment, public humiliation, destruction of school or personal property, social exclusion, including incitement and/or coercion, and rumor or spreading of falsehoods.

**The extent of bullying and possible disciplinary measures must be based upon factual accounts of incidents and not rumors of alleged incidents or actions. All individuals reporting credible incidents and who are acting in good faith shall be protected against retaliation from bullying and/or cyber bullying. Reported and verified incidents will be subject to disciplinary measures at the discretion of the building administration and be in compliance with the Mt. Pleasant Central School District's Code of Conduct.**

**COURSE ENROLLMENT**

All students not enrolled in a BOCES program are required to enroll in a minimum of six (6) courses per semester, one of which is Physical Education. Exceptions to this policy must be approved by the administration.

**COURSE CREDIT**

Students should continually check the appropriateness of all courses in which he/she is enrolled. Though a grade may be recorded, no credit towards graduation will be given for any course, in which credit has previously been awarded or if the Attendance Policy has been violated.

### **LOSS OF CREDIT POLICY**

The State Education Department (SED) has mandated that all schools take attendance for all periods of the day. This includes **study halls**, but excludes **lunches**. In addition, the SED presently requires that students achieve a final average of 65 or better and attend 90% of all assigned classes (162 class days), as per District Attendance Policy, to be awarded graduation credit. **However, the new regulation requires that if a student exceeds 18 absences in a yearlong course that meets daily (40 minutes per class), or 9 absences for a yearlong block course (80 minutes per class), or 5 absences in a semester long block course (80 minutes per class and has not made an effort to make up the time,** he/she will not be considered prepared for the completion of the course work and will not be allowed to sit for the final exam for the courses where absences are applicable. In addition, an incomplete grade will be given to the student and he/she will be required to make up the course through summer school or other alternatives as determined by the Building Principal.

**Attendance warning letters will be sent by teachers at the following intervals:**

**Yearlong course in a daily 40 minute class: 5, 10, 15, 17 absences**

**Yearlong 80 minute class: 3, 5, 7 absences**

**Semester long 80 minute class: 2, 3, 4 absences**

### **COURSE CHANGE POLICY AND PROCEDURE**

- Every effort has been made to provide each student with an accurate and appropriate schedule. Please note, schedules are changed by the Guidance Department to reflect courses requested by the students, courses that were failed, and those courses that were taken in summer school. Schedules are also changed to reflect teacher recommendations and course prerequisites.
- It is possible that some oversights were made or that the Guidance Department was not notified in adequate time to make some necessary and appropriate changes.
- Where possible, an effort has been made by the Guidance Department and administration to balance class loads.
- The following policy has been established for students to make schedule changes. Your cooperation and understanding will make this policy more effective.
- Changes requested after June 30 require parent/counselor or administrative conference; however, changes also can be made for the following reasons:
  - a. No schedule available for student.
  - b. Subject failures affecting graduation and sequence requirements.

- c. Teacher change when repeating subject previously failed with that teacher, when requested only.
- d. Error or conflict in schedule.
- e. Summer school adjustments.
- f. Medical exemptions from physical education.
- g. Add-ons when schedule permits.

**Course Level Change Request Policy**

In the best interest of student performance, changes in course levels can be considered **throughout the first semester** for a full year course. When there is a legitimate reason, the principal, counselor, student and parent can decide that a course level change is valid.

When a course level change is made the grade earned in the previous level will be transferred to the new course level.

**1. Course Level Change Request by Parent:**

When a counselor receives a call for any course level change request he/she will ask the parent to express this in writing to the principal.

- The principal will render a decision and will inform the counselor and/or parent of any decision. Only the building administration is authorized to implement schedule changes after the allotted add/drop period.

**2. Course Level Change Request by Student:**

The Counselor will inform students to have a parent submit the request in writing to the Principal.

The Principal will inform the Counselor and/or parent of the decision. Only building administration is authorized to implement schedule changes after the allotted add/drop period.

**Add/Drop Policy**

Students may request to add or drop courses after the beginning of the school year but **must** follow the below protocol in doing so:

1. **For a full year course**, students must add or drop the desired course before the 1<sup>st</sup> quarterly report card date (as indicated on the district calendar) – OR – must accept a **WITHDRAW PASS** (if they are passing the course at the time of add/drop) or **WITHDRAW FAIL** (if they are failing the course at the time of add/drop). Please note that in either **WITHDRAW** scenario, a student and parent/guardian must have a formal Course Withdrawal Meeting and give written consent of their decision to withdraw. Also note that a W/D Pass or W/D Fail will appear on the student’s official transcript.
2. **For a half-year course**, students must add or drop the desired course before the 1<sup>st</sup> quarterly progress report date (as indicated on the district calendar) – OR – must accept a **WITHDRAW PASS** (if they are passing the course at the time of add/drop) – OR – **WITHDRAW FAIL** (if they are failing the course at the time of add/drop). Please note that in either **WITHDRAW** scenario,

a student and parent/guardian must have a formal Course Withdrawal Meeting and give written consent of their decision to withdraw. Also note that a W/D Pass or W/D Fail will appear on the student's official transcript.

**Full Year Courses**

**Under ordinary circumstances, no full year course will be added after the third week of school. A full year course can be dropped prior to the second week of October without receiving a penalty grade. However, no additional course can be substituted. After that time, a penalty grade of failing will be recorded for any course dropped after end of second week in October.**

**BOCES Courses**

Any BOCES program can be dropped the first week in October and other courses can be substituted. Students dropping BOCES courses after that are not able to schedule first semester classes. A new schedule will be provided for the second semester. For further details, see the BOCES section of the handbook.

**COMMUNITY SERVICE PROGRAM**

The major purpose of the Community Service program at Westlake High School is to communicate to our students that a well-rounded education is more than achievement in the core curriculum, but it involves a total commitment and responsibility to their school and community. Traditionally, students have been concerned with grades, grade point average, class rank, and SAT/ACT scores as the most important "rites of passage" from high school to college and the working world. For balance, we would like to "reward" those students who give of themselves voluntarily by recognizing this unselfishness; students' service hours are affixed to their transcripts. One (1) graduation credit will be awarded for 60 hours of community service.

For more specific guidelines concerning what counts as community service, refer to "Service (NHS)" in this handbook.

**The recommended schedule is listed below. See Guidance Counselor.**

<b>9<sup>th</sup> Grade</b>	<b>15 hours</b>
<b>10<sup>th</sup> Grade</b>	<b>15 hours</b>
<b>11<sup>th</sup> Grade</b>	<b>15 hours</b>
<b>12<sup>th</sup> grade</b>	<b><u>15 hours</u></b>
	<b>60 hours</b>

**CLOSED CAMPUS**

Westlake High School has a closed campus. Students are to remain on campus until they are dismissed. Students involved in authorized off campus programs are permitted to leave at designated times. Approval must be obtained from the administration for early release and late

arrival. A senior may be given senior privileges **WITH WRITTEN PARENT PERMISSION** to leave the school campus **during lunch if, and only if, there is a double lunch scheduled (Periods 5 and 6 or 6 and 7).**

#### **CELL PHONES/ELECTRONIC DEVICES**

- a. Cell phones may be used during the school day; however, they are not to disrupt classroom instruction and may not be used to take anyone's photograph without their permission. Cell phones may be used for instructional purposes under the explicit direction of the teacher
- b. iPods are not permitted to be used during class time. They may be used **ONLY** in the **CAFETERIA, MAIN LOBBY AND OUTDOORS.**
- c. This includes any electronic media in the school.
- d. ***Any electronic device found to be in view during any testing block will result in the student's test being confiscated and the student will receive a zero (0).***

#### **CLASSROOM ENVIRONMENT**

- a. A positive classroom environment is essential to both the process of teaching and the process of learning.
- b. A student who wishes to learn is entitled to a learning environment free of behavior which undermines, suspends, or disrupts the educational process.
- c. A student must assume personal responsibility for his or her own behavior.
- d. Parents need to assume an active role in helping the student control, modify and improve classroom behavior.
- e. Administration reserves the right to impose measures that will protect the learning environment.

#### **DETENTION**

After school detention is from 2:30 PM to 3:00PM Monday through Thursday.

#### **DISHONESTY/PLAGIARISM**

Offenses such as: cheating, ghost writing (writing papers for other students), plagiarism (copying or imitating the language, ideas, and thoughts of another author and passing off the same as one's original work), forgery/altering notes or passes, taking and/or sharing images of quizzes, tests, or assignments where sharing has not been approved by a teacher are considered unacceptable behavior. Student work determined to have been plagiarized, in any form, to include ghost writing or other methods of cheating, will be given a zero (0) for a grade and the parent will be notified.

#### **DISMISSAL**

In the event that a student must leave school early for a doctor's appointment, court, college visit, etc. they must bring a note to the



Assistant Principal's office the morning of the dismissal. A call will be placed home to verify the note and the student will then be given a pass to leave at the designated time. All students must be cleared through the Assistant Principal's office in order to leave Campus (this does not apply to Senior's with double lunch or early release periods). Any student failing to follow the proper sign out procedures may be considered truant from school.

#### **DISPLAYS OF AFFECTION**

Inappropriate displays of affection are unacceptable in school, at school functions, or on the school campus. Staff and administrative intervention may be warranted and actions may be subject to the Discipline Code.

#### **DRESS CODE - STUDENTS**

The administration reserves the right to make judgments, based on community standards, regarding what is appropriate, in good taste and not distracting in the learning environment. 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 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 hair style/color, jewelry, make-up and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely revealing garments such as shorts, skirts, tops, spaghetti straps, plunging necklines (front and/or back) and see-through garments are not appropriate.
3. Ensure that underwear is completely covered with outer clothing and not visible.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include the wearing of hats in the classroom except for a medical or religious purpose.
6. Not include items that are vulgar, obscene, and libelous or denigrate others.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-

school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

**DRIVING PRIVILEGE POLICY - students**

**Only Seniors** are eligible to apply for driving privileges on the Westlake campus. Seniors must file an application and receive a parking permit before his/her automobile will be permitted on the campus. Seniors driving to school must park in their assigned spaces only. Parking in any other location might result in the vehicle being towed at the owner's expense.

**Juniors are not permitted to park on the Westlake Campus as per the Board of Education policy.** Juniors found to be illegally parked on campus may have their vehicle towed, face disciplinary consequences (pg. 42) and may be denied future parking privileges.

**VEHICLES**

Recreational vehicles such as trail bikes, mini-bikes, quads, motorcycles, mopeds and snowmobiles are not allowed on the Mt. Pleasant School District property.

Registered motorcycles are prohibited on the property at all times. This is a Board of Education policy.

All student vehicles must be properly registered with the Assistant Principal's office or the vehicle may be towed at the owner's expense.

**Student parking privileges will be revoked for the remainder of the quarter after students accumulate 5 tardies or absences within that quarter marking period.**

**Juniors are prohibited from parking anywhere on the Westlake Campus as per the Board of Education Policy.**

**ELIGIBILITY POLICY – Clubs and Athletics**

**Co-Curricular Academic Eligibility Policy**

It is the district's policy to determine student eligibility for participation in all extracurricular activities based upon the following guidelines specified in the Academic Eligibility Policy:

**If a student has one failure:**

1. The student and parent/guardian will receive notification of the course presently failing and the calculated average from progress reports or quarterly report cards. It is recommended

that the guidance counselor structure a temporary remediation program with the student as soon as possible.

**If a student has two failures:**

1. The student will be placed on a 5-week probationary period. While on probation, the student will be permitted to participate in co/extra-curricular activities.
2. The parents will be notified by the Assistant Principal's office.
3. The guidance counselor will arrange for a mandatory meeting with the student, and in accordance with the classroom teacher, will develop a support plan that will require additional instruction a minimum of twice per week. These sessions will be coordinated between student and teacher and will take precedence over participation in co-curricular activities.
4. Upon conclusion of the 5-week probationary period, if the student has two or more failures **in any subject**, he/she will be declared ineligible and may not participate in any co/extracurricular activities for the subsequent 5-week period.
5. ***Final course grades\*\* will be used to determine eligibility for preseason training of fall sports and other co-curricular activities until the 1<sup>st</sup> quarter progress report of the upcoming school year. Successful completion of summer school coursework may replace final course failures; however, the replaced coursework must match identically the course failed. Successful replacement of coursework may allow students to be eligible for co-curricular activities.***

**If a student has three or more failures or has two consecutive 5 week blocks of 2 failures:**

1. The student will be ineligible to participate in all co/extracurricular activities (practices and games) for a 5-week period. The same procedure for probationary students will be followed by their guidance counselor to assist the student in being removed from the ineligibility list.

In addition, a student must be in school in order to participate in a school activity that takes place after school. Truancy or class cutting on the day of an event will result in the student's suspension that day from any after school activities.

If truancy occurs on the last day of the event and cannot be confirmed until a later date, the student will be suspended from the next event after the truancy has been confirmed.

***A student must be in school five (5) consecutive periods in order to participate in a school activity that takes place after school.***

A student who has been suspended from school a second time loses the right to be involved in any extra-curricular activities as a participant or spectator for a period of at least ten (10) school days and the intervening weekends. Any student who is suspended from school for a third time during

a given year will forfeit his/her right to be involved in extra-curricular activities for a period of time to be determined by the principal.

Students may appeal their eligibility status by having their Parent/Guardian petition the Principal in writing and requesting a committee review.

### **EMERGENCY DRILLS**

Teachers will review the details of the drills during the first week of school. During the year, fire and emergency drills must be conducted. Students are expected to adhere to all rules and regulations listed:

- a. Students may not go to their lockers first during a fire drill.
- b. Signs are posted in conspicuous spots designating fire exits.
- c. Students must remain away from the building and be clear of all fire lanes.
- d. Students are not permitted to sit in vehicles during an emergency drill.
- e. Students are to stay with their classroom teacher at all times.

### **EXAM EXEMPTION QUALIFICATION – SENIORS ONLY**

***Seniors only*** will be exempt from taking final exams pending qualification through the formula listed below:

***Seniors only*** must accumulate an average of **92 or better for each of the four grading quarters and also score a 92 or better on the midterm exam** in order to be exempt from course final exams.

For Semester Courses, an average of **92 or better for each of the two grading quarters** is required.

**No more than 3 unverified absences will be allowed in order to qualify for exemption.**

**This policy is extended for yearlong and semester courses.**

Final averages in full year courses are determined by doubling each of the four marking periods, then add the mid-term and final examination grade and divide by 10.

Final averages in semester courses are determined by doubling each of the two marking periods, then add the final examination grade and divide by 5.

### **FREE TIME/PERIODS**

Before/after school, during free periods and during lunch periods, students may use the following authorized areas:

- |               |                        |
|---------------|------------------------|
| a. Library    | c. Main Lobby          |
| b. Cafeterias | d. Front of Entry Area |

Students are not allowed on the second floor during lunch periods without a pass. (Seniors are exempt from passes.)

The Westlake Campus is **not** an open campus. Seniors may only leave campus during authorized periods. All other students are expected to use their unscheduled time effectively and meet in study groups or with faculty and advisors.

**GRADING**

All academic and Physical Education courses are graded numerically. No grade less than 50 is assigned for 1<sup>st</sup> through 3<sup>rd</sup> marking periods and mid-term exam (although the student’s average may actually be lower than 50). Grades lower than 50 may be given for any quarter or exam and final average with administrative approval. If a student is unable to complete required assignments for a quarter due to legitimate and unusual circumstances, a grade of “INCOMPLETE” may be issued only with administrative authorization. Administration will also authorize the maximum number of days allowed for the student to complete all outstanding work not to exceed 10 school days from the end of the marking period quarter.

Academic courses are Regents or Honors. Passing grades in Honors and A.P. programs are weighted .5% on transcripts.

It is important to note that report card and transcript grades are rounded to the nearest whole number. However, for ranking purposes, course averages are calculated at the hundredths place.

<b><u>POSTING OF GRADES</u></b>		
<b><u>Parent Portal Quarter Midpoint</u></b>	<b><u>End of Quarter</u></b>	<b><u>Report Cards</u></b>
October 5, 2018	November 2, 2018	November 7, 2018
December 7, 2018	January 25, 2019	January 30, 2019
March 8, 2019	April 12, 2019	April 17, 2019
May 17, 2019	June 26, 2019	June 28, 2019

**HALL BEHAVIOR**

Students always need the explicit permission of their teacher/monitor to be in the hallway at any time during the school day other than change of classes or lunch. Students are authorized to travel only where they have been given permission and should do so by the fastest route possible and be out of class for the shortest time possible. Failure to observe these guidelines may result in the loss of hall access during class, in all cases, except emergencies and additional disciplinary sanctions as appropriate.

**HARASSMENT/DEFAMATION OF CHARACTER** (DASA also see Bullying p. 18)

Westlake High School consistently implements a program of progressive discipline for multiple, similar violations of the Mt. Pleasant Central School District's Code of Conduct and also reserves the right to use administrative discretion in administering all disciplinary sanctions. The term "harassment" shall mean communication (verbal, written or electronic via any form of social media) and/or physical conduct based on an individual's actual or perceived race, color, creed, religion, national origin, political affiliation, sex, sexual orientation, age, weight, marital status, military status, veteran status, disability, or use of a recognized guide dog, hearing dog or service dog that:

- a) ***Has the purpose or effect of substantially or unreasonably interfering with a student's academic performance or participation in an educational or extracurricular activity, or creates an intimidating, hostile or offensive learning environment; and/or effectively bars the student's access to an educational opportunity or benefit;***
- b) Otherwise adversely affects the employment and/or educational opportunities and benefits provided by the District.

**HARASSMENT/SEXUAL (See Board Policy No. 7551)**

The Board of Education affirms its commitment to non-discrimination and recognizes its responsibility to provide for all District students and personnel an environment that is free of sexual harassment and intimidation. Sexual harassment is a violation of law and stands in direct opposition to district policy. Therefore, the Board prohibits and condemns all forms of sexual harassment by employees, school volunteers, students, and non-employees such as contractors and vendors which occur on school grounds and at all school-sponsored events, programs and activities including those that take place at locations off school premises or via any form of social media. Generally, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication of a sexual nature when:

- a) **Submission to or rejection of such sexually harassing conduct and/or communication by a student affects decisions regarding any aspect of the student's education, including participation in school-sponsored activities.**
- b) **Conditions exist within the school environment that allow or foster obscene pictures, lewd jokes, sexual advances, requests for sexual favors or other harassing activities of a sexual nature; and**
- c) **Such conduct and/or communication has the purpose or effect of substantially or unreasonably interfering with a student's academic performance or participation in an educational or extracurricular activity, or creating an intimidating, hostile or offensive learning environment; and/or effectively bars the student's access to an educational opportunity or benefit.**

**Sexual harassment may include** a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending upon the circumstances, **these behaviors may include, but are not limited to:**

- **Unwanted sexual advances**
- **Subtle or overt pressure for sexual favors**
- **Sexually oriented practical jokes**
- **Sexually oriented innuendoes**
- **Advances or propositions**
- **Verbal abuse of a sexual nature**
- **Graphic, verbal or electronic commentary about an individual's body, sexual prowess or sexual deficiencies**
- **Leering, whistling, touching, pinching, assault, coerced sex acts or suggestive, insulting, or obscene comments of gestures**
- **Display on school property of sexually suggestive objects, pictures, gestures, or physical actions.**
- **Wearing sexually suggestive garments**
- **Other physical, verbal, or visual conduct of a sexual nature**

In determining whether sexual harassment has occurred the totality of the circumstances, expectations, and relationships should be evaluated including, but not limited to, the ages of the harasser and the victim; the number of individuals involved; and the type, frequency and duration of the conduct. Sexual harassment can originate from a person of either sex (student or District employee) against a person of the opposite or same sex, and from a third party such as a school visitor, volunteer, or vendor, or any other individual associated with the School District.

Sexual harassment may occur from student-to-student, from student-to-staff, as well as staff-to-staff. The District will designate at a minimum, two (2) Complaint Officers that must have a nexus back to school, one (1) of each gender at the high school.

The District will take corrective measures as may be necessary, it is essential that any student who believes he/she has been a victim of sexual harassment in the school environment, as well as any other person who is aware of and/or who has knowledge of or witnesses any possible occurrence of sexual harassment, immediately report such alleged harassment; such report shall be directed to or forwarded to the District's designated Complaint Officers through informal and/or formal complaint procedures as developed by the District. Such complaints are recommended to be in writing, although verbal complaints of alleged sexual harassment will also be promptly investigated in accordance with the terms of this policy (DASA Reporting/Investigative Procedure). In the event the Complaint Officer is the alleged offender, the complaints shall be referred to the next level of supervisory authority.

### **Investigating a Complaint or Incident**

Upon receipt of an informal/formal complaint (even an anonymous complaint), the District will conduct a thorough investigation of the charges. However, even in the absence of a complaint, if the District has knowledge of or has reason to know of or suspect any occurrence of sexual harassment, the District will investigate such conduct promptly and thoroughly. To the extent possible, within legal constraints, all complaints will be treated as confidentially and privately as possible. However, disclosure may be necessary to complete a thorough investigation of the charges, and any disclosure will be provided on a "need to know" basis.

Based upon the results of the investigation, if the District determines that an employee and/or student has violated the terms of this policy and/or accompanying regulations, immediate corrective action will be taken as warranted. **Should the offending individual be a student**, appropriate disciplinary measures will be applied, up to and including suspension, in accordance with District policy and regulation, the Code of Conduct, and applicable laws and/or regulations. **Should the offending individual be a school employee**, appropriate disciplinary measures will be applied, up to and including termination of the offender's employment, in accordance with legal guidelines, District policy and regulation, the Code of Conduct and the applicable collective bargaining agreement (s). **Third parties (such as school volunteers, vendors, etc.)** who are found to have violated this policy and/or accompanying regulations will be subject to appropriate sanctions as warranted and in compliance with law.

The School District encourages individuals who believe they are being harassed to promptly notify the offender that his/her behavior is unwelcome (recommended but not required).

The Board prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participated in the investigation of a complaint of sexual harassment. Follow-up inquiries shall be made to ensure that sexual harassment has not resumed and that all those involved in the investigation of the sexual harassment complaint have not suffered retaliation.

### **Finding That Harassment Did Not Occur**

At any level/stage of investigation of alleged harassment, if a determination is made that harassment did not occur, the Complaint Officer will so notify the complainant, the alleged offender and the Superintendent of this determination. Such a finding does not preclude the complainant from filing an appeal pursuant to District policy or regulation and/or pursuing other legal avenues of recourse.

However, even if a determination is made that harassment did not occur, the Superintendent/designee reserves the right to initiate staff awareness and training, as applicable, to help ensure that the school community is not conducive to fostering harassment in the workplace.



In all cases, the Superintendent will inform the Board of Education of the results of each investigation involving a finding that harassment did not occur.

**Knowingly Making False Accusations**

Employees and/or students who *knowingly* make false accusations against another individual as to allegations of harassment may also face appropriate disciplinary action.

**Development And Dissemination Of Administrative Regulations**

Regulations will be developed for reporting, investigating and remedying allegations of sexual harassment. An appeal procedure will also be provided to address any unresolved complaints and/or unsatisfactory prior determinations by the applicable Complaint Officer(s).

Such regulations will be developed in accordance with federal and state law as well as any applicable collective bargaining agreement(s).

The Superintendent/designee(s) will affirmatively discuss the topic of sexual harassment with all employees and students, express the District's condemnation of such conduct, and explain the sanctions for such harassment. Appropriate training and/or "awareness" programs will be established for staff and students to help ensure knowledge of and familiarity with the issues pertaining to sexual prohibited conduct. Furthermore, special training will be provided for designated supervisors and managerial employees, as may be necessary, for training in the investigation of sexual harassment complaints.

A copy of this policy and its accompanying regulations will be available upon request and may be posted at various locations in each school building. The District's policy and regulations on sexual harassment will be published in appropriate school publications such as teacher/employee handbooks, student handbooks and/or school calendars.

**Privacy Rights**

As part of the investigation, the District has the right to search all school property and equipment including District computers. Rooms, desks, cabinets, lockers, computers, etc. are provided by the District for the use of staff and students, but the users do not have exclusive use of these locations or equipment and should not expect that materials stored therein will be private.

**HAZING**

Hazing is defined as injurious, abusive or humiliating actions involving a student or students by way of initiation. Hazing issues will be dealt with in the same manner as harassment and may result in disciplinary action.

**HONOR ROLL**

Westlake High School publishes its Honor Roll after each marking period. The criteria for honors are as follows:

There will be three Honor Rolls: Summa 95+, Magna 90+, and Laude 85+. Courses will be taken at weighted value for Honor Rolls.

Incompletes or a failure will keep a student off the Honor Roll. A failure in an Honors course will not be weighted for the Honor Roll.

To be eligible for the Honor Roll, he/she must be a full-time student, and must receive five (5) grades.

#### **INAPPROPRIATE EXCHANGES**

All high school students should remember that they represent WHS and serve as the senior-most students in our entire district. Therefore, WHS students should carefully monitor their exchanges with younger students (e.g. middle school), ensure any such exchanges are completely appropriate, and ensure that they are acting fairly and representative of their more senior standing.

#### **INAPPROPRIATE LANGUAGE/OFFENSIVE GESTURES**

Inappropriate language and/or offensive gestures or the use of abusive or vulgar language/gestures either in general communication or directed at a student, staff, or community member will not be tolerated.

#### **INSUBORDINATION**

Insubordination occurs when a student willfully disregards or disobeys a reasonable directive issued by any staff member and will not be tolerated and disciplinary action may be imposed. In addition, student behavior that prevents students from learning and denies teachers the opportunity to instruct or otherwise disrupt the normal routine of school will also be considered insubordinate behavior. Insubordination may result in suspension.

#### **LIBRARY: WESTLAKE HIGH / MIDDLE SCHOOL**

The Library serves both the middle school and the high school. Using print and non-print materials, network Databases and telecommunications technology, the library staff provides a full range of information access to students and staff.

#### **Hours**

7:35 a.m. to 3:15 p.m. during the school year.

#### **Volunteers**

The Library Media Center welcomes student volunteers. There are openings for volunteers to work at the circulation desk and the Library office. Students are encouraged to speak to the librarian about these opportunities.

#### **Passes**

The Library operates under the school-wide pass system. To be admitted to the Library, students must have passes signed by a teacher or the study hall teacher. Students must sign in upon entering the

Library. Seniors are exempt from passes but must sign in to the library upon entry.

### **Student Responsibilities**

Books and other Library materials must be signed out of the Library at the circulation desk. Students are responsible for the cost of these materials if they are lost or stolen. Materials should be returned on the date due. Reference books will circulate overnight only.

### **LOCKERS** (student)

Each student will be assigned a hall locker and a lock for his/her individual use. Only the owner of the locker will receive the combination. Do not give other students your combination. Report any locker damages, malfunction, or theft to the Assistant Principal's office. Lockers are property of the school district and may be searched at any time. **Student lockers are required to be locked at all times. Students should use the same lock for all four years. See the Main Office for a replacement lock. All items left in lockers after locker cleanout will be removed and may be discarded or donated to charity.**

### **LOST AND FOUND**

Lost and found items are turned in to the Nurse's office. Proper identification is necessary in order to regain lost and found items. **Lost textbooks should be reported to the teacher first and then to the main office.**

### **NATIONAL HONOR SOCIETY**

Membership in the National Honor Society is one of the highest honors that can be awarded to a high school student. There are more than 22,000 chapters of the National Honor Society in high schools across this nation. The four ideals of the National Honor Society are **scholarship, leadership, character and service**. No student is simply inducted into the NHS because of a high academic average. The National Honor Society strives to recognize the total student; one who excels in all these areas. Westlake High School has a Chapter of the National Honor Society. To be selected for membership, students are required to meet the following criteria:

#### **Scholarship (NHS)**

Students must have a minimum 88 academic average. Students are considered in the fall of their junior year and in the fall of their senior year.

#### **Service (NHS)**

***Please note that all service forms must be turned in before the end of classes and prior to Regents Exam Week in June. Students with summer service hours must submit the appropriate forms no later than September 30<sup>th</sup>. This is the only procedure for submission of school/community service hours for qualification to the National Honor Society review panel.***

The student is expected to demonstrate a pattern and commitment to service rather than isolated projects. Students will need a minimum of 40 hours of verified service to meet the service requirement of the NHS. Service completed as part of a club membership, i.e. Service Club, Cheerleaders, Football Team, etc. is counted as club leadership, **not service for NHS purposes. Babysitting and family chores are not bona fide service hours for NHS purposes.** Food Drive and other donations may be considered for a maximum of one hour of community service (one time per year) at the discretion of the faculty advisor overseeing the event.

For student's service hours to be accepted, they must first return the **School Community Service Form** to the High School MAIN OFFICE where the service will be reviewed. Once the service hours have been approved and validated by an appropriate sponsor's signature, they are then entered into the computer record system.

#### **Leadership (NHS)**

Leadership experiences can be drawn from school or community activities while working with or for others. The students must be **actively involved in a minimum of three different activities**, one of which can be a club. Mere membership in an activity does not qualify as leadership. Students must have been members of the activity for a significant period of time and/or make a definite contribution to the activity. An active commitment to, and involvement with an activity are what is expected. Such things as holding office, organizing an activity, taking the initiative to get things done or representing the school in a debate or academic contest are examples of important leadership criteria. Evidence of leadership in the classroom is also required. Such things as completing assignments and projects on time, adhering to class rules, respecting others, consistent work habits and proper class behavior is what is expected. An NHS student should be a role model to others in his/her classes and/or activities.

#### **Character (NHS)**

The student should exhibit such qualities as responsibility, honesty, courtesy, cooperation and adherence to school rules and policies. The student should show respect to others and be a positive influence in the classroom, school and community. An overall positive pattern of behavior with no disciplinary referrals must be in evidence.

Membership in the NHS is more than an honor. It requires the responsibility and obligation to continue to demonstrate those outstanding qualities that resulted in membership selection. As a member of the NHS at Westlake High School, you will be expected to participate in the chapter service projects, maintain an 88 average, contribute time to tutoring or some other individual service project, and maintain a positive character example and involvement in activities. Each marking period, it is the responsibility of the advisor to warn you if

you are not meeting any of the criteria for membership. Failure to uphold the NHS standards could result in dismissal from the chapter.

#### **Selection Procedure (NHS)**

Only juniors and seniors will be considered for induction. The induction ceremony will take place in February. An individual interview is part of the process. Once a student has been a member for a year, they will go through a membership review in January. Attendance at meetings, participation in chapter projects, as well as maintaining the standards of scholarship, leadership, character and service will be reviewed. Students lacking in any of these areas, could be placed on a probationary membership status. Seniors would have that stated on their activities list sent to colleges. Serious deficiencies could result in dismissal. The Faculty Council consists of five voting members of the faculty and the NHS Advisor (non-voting member). No administrator can serve on the Faculty Council. The Faculty Council is responsible to review select candidates for membership, assist the advisor in program planning and the review of current members. The advisor is responsible for conducting activities, meeting regularly with members, organizing the induction ceremony and overseeing the membership. Students and parents/guardians have the right to appeal the decisions of the Faculty Council. Appeals will be reviewed by the building administration on a case by case basis.

#### **OFFICE HOURS**

Teachers offer office hours for additional instruction during designated free periods during the school day (7:45 a.m. - 2:12 p.m.). Check with specific teachers for these times as the teacher's schedules vary according to the letter day. Teachers are also available for extra help from 2:12 p.m. - 2:45 p.m. Students should ask their 9<sup>th</sup> period teachers to see another teacher at 2:12 if needed.

#### **PLAGIARISM**

Westlake requires that all student work submitted for practice of actual grading be thoroughly authentic with all appropriate materials formally cited. All teachers have the ability to submit any student's work for review through [turnitin.com](https://www.turnitin.com) to detect any attempt at plagiarism. A student who offers his work freely to another student runs the risk of being cited for plagiarism where all sanctions cited on p.41 may be put into effect.

#### **PARKING (STUDENTS)**

Parking Privileges are reserved for Seniors only with an authorized permit. Students with authorized permits must also park in the designated student parking area. Juniors are not authorized to park on the Westlake Campus as per Board of Education policy. Excessive tardiness, absences or discipline referrals may result in loss or suspension of parking privileges. All assigned spots are final; although accommodations will be made on a case by case basis for medical conditions that prohibit participation in P.E. and limit regular physical mobility.

### **SENIOR LOUNGE**

Only seniors are authorized to use the senior lounge during lunch periods. At any other time, underclassmen must be invited by a senior to use the area or given permission by the study hall monitor.

### **STUDY HALL**

Students are expected to observe normal class behavior during study hall and the study hall environment should be quiet and orderly, allowing students to focus on their work. Any student wishing to access outside resources (e.g. library) during study hall must receive a pass from the study hall monitor. A maximum of 5 students may visit the library from study hall during WHS lunch periods unless explicit permission is given by library staff that more students can be accepted.

### **SCHOOL SECURITY BREACH**

Compromising the physical security of the school, to include propping school doors, allowing individuals access through unauthorized entrances, or otherwise making the school accessible to others in an inappropriate way, creates a security risk for the school and such action will be subject to the Discipline Code.

### **SMOKING**

Students are not permitted to smoke or chew tobacco or any other legally regulated substance (e.g. vape products) inside the school building or anywhere on school grounds. This includes electronic cigarettes or other similar devices. (Federal Law Reference: Pro-Children's Act of 1994 That All Public Schools Must Be Smoke Free).

### **SUSPENSION: In-School (ISS)**

In-school suspension will be imposed when the administration deems it necessary for students with unacceptable behavior. In-school suspension is considered an excused absence. Students placed in ISS are required to report for a normal day of school.

### **SUSPENSION: Out of School (OSS)**

Out-of-school suspension will be imposed when the administration deems it necessary for students who are insubordinate or disorderly, or whose conduct or physical or mental condition endangers the safety, morals, health or welfare of themselves or others. Out-of-school suspension is considered an excused absence for make-up work. Parents and Guardians have up to thirty days to appeal a student suspension. To appeal a suspension the legal guardian must submit a written letter of appeal to the Superintendent of Schools within thirty days of the suspension date.

### **TELEPHONE**

The office telephones are for school business and should be used by students for emergencies only. Westlake High School Main Office (914) 769-8311.

### **THEFT**

A person commits theft when he/she takes possession or control of the property of another, or property in the possession of another. This applies to school as well as personal property.

### **VANDALISM/GRAFFITI/DESTRUCTION OF SCHOOL PROPERTY**

Vandalism/graffiti/destruction of school property is the intentional and willful damage to the property of the school district, or of any person, which necessitates cleaning, repair, elimination, or replacement of the property damaged. Local authorities may be contacted when necessary. Disciplinary action and/or financial restitution may be imposed.

### **VISITORS**

All visitors must report to the Greeter located in the main lobby. Visitors will be signed in and receive a Visitor's Badge via an electronic scanning device. Official identification is required. Visitors will be granted access to the building for official business only. Any visitor refusing to comply with the visitation procedure will be denied access to the building. No student day visitors will be permitted on campus.

### **DANGEROUS WEAPONS AND OTHER CONTRABAND**

No student shall possess any object, which may include, but not be limited to the following:

- a) Any weapons such as firearms, switchblades or knives, smoke or stink bombs, explosive substances or devices, or any object that would endanger the health, safety and welfare of themselves or others.
- b) Possession of any object, which is considered illegal by the Penal Law of the State of New York including fireworks and firecrackers. No student may possess any object, which may be considered dangerous.
- c) Any object used or threatened to be used as a weapon.

### **WORKING PAPERS**

According to the New York State laws, any minor between the ages of 14-18 must have working papers to secure employment.

A student must **apply in person at the Nurse's Office** for working papers. Working paper applications must be signed by parent or guardian.

To qualify for working papers, proof of a physical examination within one year of application date is required.

There are three types of working papers:

1. **Vacation Work Permit** - This allows students aged 14 to 16 to work from 3:00 p.m. to 6:00 p.m. on the days school is in session and other days from 8:00 a.m. to 6:00 p.m. This permit is not valid for factory work.

2. **Employment Certificate** - (a) For 16 and 17 year old minors in school, this allows employment for four hours on school days or eight hours on non-school days. (b) For 16 and 17 year old minors out of school, this allows full-time employment.
3. **Newspaper Carrier Certificate** - Must be obtained by students between 12 to 17 years of age who deliver and sell newspapers from door to door.

**WESTLAKE HIGH SCHOOL  
STUDENT CODE OF BEHAVIOR**

The following rules and regulations will be enforced on school grounds during extra-curricular activities, field trips, and on buses.

**Mount Pleasant Central School District Attendance Policy #7110**

The Mount Pleasant Central School District recognizes that attendance is essential for individual student achievement and quality classroom programs: WHEREAS, it is further recognized that attendance is essential for individual student achievement and quality classroom programs. NOW, THEREFORE, BE IT RESOLVED, that the **Mount Pleasant Central School District Board of Education adopts a requirement that students must attend 90% of their scheduled classes (162 class days)**. As a preventive measure, an Attendance Committee, composed of faculty members from the High School as well as administrators, will review each individual case on an ongoing basis during the school year to determine the number of absences and applicability of this policy. Based on the ongoing review, **after 5, 10, 15, 17 absences in a daily 40 minute class or 3, 5, 7 absences in a yearlong 80 minute class or 2, 3, 4 absences in a semester long 80 minute class the Committee will determine alternatives** such as research project, internship with a mentor, community based project with accountability, to allow the student to make up the time. **If a student exceeds 18 absences in a yearlong course that meets daily (40 minutes per class), or 9 absences for a yearlong block course (80 minutes per class), or 5 absences in a semester long block course (80 minutes per class)** and has not made an effort to make up the time, he/she will not be considered prepared for the completion of the course work and will not be allowed to sit for the final exam for the courses where absences are applicable. In addition, an incomplete grade will be given to the student, and he/she will be required to make up the courses through summer school or other alternatives as determined by the Building Principal.

BE IT FURTHER RESOLVED, that the Building Principal, who shall have discretionary authority to modify the parameters of the policy when



extraordinary circumstances prevail, administers this policy. An appeal process is established, which includes the parents appealing at the first level to the Principal in terms of a decision by the Attendance Committee. Second level of appeal would be to the Superintendent of Schools and the third level appeal to the Board of Education.

***This policy applies to all absences legal and illegal.***

NOTE: Implementation of this revised policy would commence with the start of the second semester of the 1997-98 school year. Full implementation would take effect thereafter. Also, see Policy #7410. Adopted by the Board of Education: 11/19/97

### **MOUNT PLEASANT CENTRAL SCHOOL DISTRICT SAFE SCHOOLS PROCEDURE**

In the event that a student is suspected of being under the influence of alcohol or drugs in school, the following procedure will be followed:

The student will be escorted to the school Health Office by appropriate school personnel. The school nurse will be notified of the basis for suspecting that the student is under the influence of alcohol or drugs.

The school nurse will assess the student's medical status. If, in the opinion of the school nurse, the student is under the influence of alcohol or drugs, an administrator will be notified. The student will be treated medically as necessary.

- If the student appears to be in a medical emergency, an administrator or other appropriate school personnel will make every effort to contact the parent/guardian. If the parent/guardian is unavailable, the school physician will be contacted. An ambulance may also be called depending upon the circumstances.
- Regardless of whether there is a medical emergency or not, the administrator or designee will advise the parent/guardian of the situation and have the parent/guardian come to the school or hospital, as appropriate. The administrator or designee may request the written consent of the parent/guardian to conduct urine testing of the student pursuant to the Education Law. The administrator or designee may also recommend that, for the safety of the student, he/she be taken by the parent/guardian for a drug-screening test.
- The student's locker may be searched by the administrator or other appropriate school personnel.

**NOTE: Lockers are the property of the School District and may be searched at any time.**

- If his/her medical status permits, the student will be interviewed by the administrator. He/she may be directed by the administrator to empty his/her pockets and other belongings. The student will be subject to discipline in accordance with the Student Handbooks, Co-Curricular Pledge, District Policy and/or Education Law. Such discipline may include expulsion, out-of-school suspension, in-school suspension, detention, removal from participation in interscholastic sports or extra-curricular activities, etc. The matter may also be

referred to the local police department. When the student returns to school, he/she will be referred to the Student Assistance Counselor for a minimum of three sessions to determine if the student has problems with alcohol or drugs. During the sessions, the Student Assistance Counselor will evaluate the student as well as offer counseling or other helps in remedying any problems.

If the student subsequently has another incident involving alcohol or drugs, he/she will again be referred to the Student Assistance Counselor. The number and frequency of the sessions will be determined by the Student Assistance Counselor based upon the circumstances. The student's parent/guardian may also be asked to attend one or more of the sessions. The student may be referred for further services, as appropriate.

MT. PLEASANT CENTRAL SCHOOL DISTRICT Code of Conduct has been mailed to all households. If you wish to obtain another copy please contact the district Office at (914) 769-5500
---

The Administration will implement the Code of Conduct using a sequence of steps known as Progressive Discipline. Progressive Discipline allows for the student's entire disciplinary record for this school year to be considered when applying disciplinary sanctions to violations of the Code of Conduct. A student's disciplinary file may be viewed by a parent or legal guardian at any time; however, a formal request must be submitted.

**THE ADMINISTRATION CONTINUES TO MAINTAIN THE RIGHT TO ADDRESS BEHAVIORAL STANDARDS AND/OR SITUATIONS AND IMPLEMENT WHATEVER ACTION DEEMED APPROPRIATE IN ORDER TO ENSURE AND SUSTAIN THE INTEGRITY OF THE EDUCATIONAL ENVIRONMENT ON THE WESTLAKE HIGH SCHOOL CAMPUS.**

## BEHAVIOR CODE FOR STUDENTS

BEHAVIOR	FIRST	SECOND	THIRD	FOURTH
<b>Arson/Bomb Scare/False Alarm</b>	Parent/police notification, 5 days Out of School Suspension, Supt's. Hearing			
<b>Bullying</b> (written, verbal, non-verbal or via any means of social media)	1 day In-School Suspension – 5 days Out of School Suspension	2-5 days Out of School Suspension	5 days Out of School Suspension and a Supt's Hearing	5 days Out of School Suspension and a Supt's. Hearing
<b>Card Playing, Games of Chance, Gambling or Betting</b>	Detention or warning, In-School or Out of School Suspension			
<b>Class Cuts Any Class (Cumulative) (Admin. Referral)</b>	1 Detention, phone contact to parent by teacher	2 Detentions, counselor referral, administrative parent contact	In-School Suspension, parent conference	
<b>Cutting Admin./ Teacher Detention</b>	2 Detentions	1 day In-School Suspension, parent conference	3 days In-School Suspension, parent conference	Principal's Hearing
<b>Disorderly Conduct / Inappropriate Behavior</b>	1-5 days Detention, parental notification, up to suspension	1-5 days Possible In-School Suspension parental notification or Out of School Suspension	1-5 days Out of School Suspension, parental notification	
<b>Driving to BOCES without permission</b>	1 Detention, parent contact	2 days Detention	1 day In-School Suspension	2 days In-School Suspension, parent conference
<b>Driving Recklessly/ Speeding on Campus</b>	3 days In-School Suspension, suspension of driving privileges	2 days Out of School Suspension, suspension of driving privileges	5 days Out of School Suspension, suspension of driving privileges	

<b>BEHAVIOR</b>	<b>FIRST</b>	<b>SECOND</b>	<b>THIRD</b>	<b>FOURTH</b>
<b>Explosives Substances</b> (Firecrackers Cherry Bombs, etc.)	5 days Out of School Suspension, parent/ police notification, Supt's. Hearing			
<b>Forgery Altering</b> (Teacher Passes)	1-2 days Detention, parent contact	1day In-School Suspension, parent conference	3 days In-School Suspension, parent conference	5 days Out of School Suspension, Supt's. Hearing
<b>Harassment, Harassing Threats (racial, etc.)</b> (Student to Staff Member, Student to Student including electronic via Social Media) <b>Refer to BOE Policies 6121 &amp; 3420</b>	1 day In-School Suspension up to Out of School Suspension and possible Superintendent's Hearing	1 day Out of School Suspension and possible Superintendent's Hearing	5 days Out of School Suspension and possible Superintendent's Hearing	5 days Out of School Suspension and a Superintendent's Hearing
<b>Hazing</b> <b>Refer to BOE Policy 7552</b>	1 day In-School Suspension or 1 day Out of School Suspension	1 - 3 days Out of School Suspension	3 - 5 days Out of School Suspension and possible Supt's. Hearing	
<b>Illegally Leaving School Grounds During School Day</b>	1 day In-School Suspension, parent contact, suspension of parking permits 1 week.	2 days In-School Suspension, parent conference, loss of parking permit 1 marking period	5 days In-School Suspension, loss of parking permit for the year, parent conference	
<b>Illegally on School Grounds</b>	Police notification			
<b>Illegal Parking on School Grounds (No parking permit)</b>	1 Detention	1 day In-School Suspension, parent contact, possible denial of parking privilege	2 days In-School Suspension, possible denial of parking privilege	
<b>Inappropriate Attire/Dress Code</b>	Change clothing, parental notification	Change clothing, 1 day Detention, parent contact	Change clothing, 1day In-School Suspension, parent conference	
<b>Inappropriate Displays of Affection</b>	Staff discretion Verbal warning	Admin. notification, parent contact	Admin. Notification, parent conference	

<b>BEHAVIOR</b>	<b>FIRST</b>	<b>SECOND</b>	<b>THIRD</b>	<b>FOURTH</b>
<b>Inappropriate Language Offensive Gestures (General Use)</b>	Staff discretion 1-5 days detention or possible In-School or Out of School Suspension	Admin. notification, 1-5 days Detention or possible In-School or Out of School Suspension	1- 3 days In-School Suspension, parent conference	1-5 days Out of School Suspension
<b>Inappropriate use of electronic devices, cell phones</b>	Verbal warning. A "0" may be given if a cell phone is in view during testing period.	Confiscation until parent conference and possible suspension	Confiscation until the end of the year and possible suspension	
<b>Insubordination</b>	Depending on severity, Detention or In-School Suspension/Out of School Suspension	Depending on severity, Detention or In-School Suspension/Out of School Suspension	3 days Out of School Suspension	5 days Out of School Suspension, Supt's Hearing
<b>Leaving Class Without Permission</b>	1 Detention, phone contact to parent by teacher	2 Detentions, counselor referral, administrative parent contact	In-School Suspension, parent conference	
<b>Lewd or Obscene Behavior</b>	2 days In-School Suspension	3-5 days Out of School Suspension	5 days Out of School Suspension, Supt's. Hearing	
<b>Misbehavior During Detention</b>	Parent contact, removal of student with 2 days additional Detentions	Parent contact with 1 day In-School Suspension	3 days Out of School Suspension, parent contact	5 days Out-of-School Suspension parent contact
<b>Misuse of Car/Parking/ Driving</b>	Suspension of parking permit (up to 2 weeks)	Extended loss of parking permit for a marking period	Loss of parking permit for the year	
<b>Not Signing Into School When Tardy</b>	1 Detention, parent contact	3 days Detention, parent contact	1 day In-School Suspension, parent conference	3 days In-School Suspension, parent conference

<b>BEHAVIOR</b>	<b>FIRST</b>	<b>SECOND</b>	<b>THIRD</b>	<b>FOURTH</b>
<b>Plagiarism/ cheating/ knowingly ghost writing or offering personal work to another student (see p. 35 turnitin.com)</b>	"0" for any school assignment and parent notification	"0" for any school assignment, 2 days In-School Suspension, parent notification	"0" for any school assignment, 5 days Out of School Suspension, Supt's Hearing	
<b>Possessing, Selling, Passing or Administering Alcohol and/or Legal/Illegal Chemical Substances While on School Property or at a School Activity</b>	Parent contact, police notification, 5 days Out-of-School Suspension, Supt's. Hearing			
<b>Reckless Physical Behavior</b>	Detention or up to 1 day in school suspension to 5 days out-of-school suspension, possible Supt's. Hearing, parent contact (depending on severity)			
<b>School Security Breach</b>	1-5 days Detention or possible In-School Suspension	1-5 days Detention or possible Out of School Suspension	In-School Suspension or possible Out of School Suspension w/ a Superintendent Hearing	
<b>Sexting</b> (sending, receiving or forwarding sexually suggestive comments or nude or nearly nude photos through text message or email or other social media or electronic means)	3 days Out of School Suspension, parent and police notification or up to 5 days Out of School Suspension and a Superintendent's Hearing.			
<b>Smoking</b> (includes electronic cigarettes)	Parent contact, 1 day In-School Suspension	Parent contact, up to 3 days In-School Suspension	Parent contact, 3 days Out of School Suspension.	

<b>BEHAVIOR</b>	<b>FIRST</b>	<b>SECOND</b>	<b>THIRD</b>	<b>FOURTH</b>
<b>Smoke/Stink Bombs</b>	1 day Out of School Suspension, parent notification, parent conference	3 days Out of School Suspension, parent notification, parent conference	5 days Out of School Suspension, Supt's. Hearing	
<b>Tardy to Class</b>	1-5 Tardies Parent contact by teacher and/or teacher detention, possible loss of parking privilege.	6-10 Tardies discipline referral and Office Detention(s.), loss of parking	11-15 Tardies multiple Detentions or 1-3 days In-School Suspension	
<b>Tardiness to School (Per Marking Period)</b>	1-5 Tardies Parent contact by 1 <sup>st</sup> period teacher and/or teacher Detention, Suspension of parking privilege	6-10 Tardies Discipline referral and Office Detention(s), Suspension of parking privilege.	11-15 Tardies Parent conference before school, 1-3 days In-School Suspension, loss of parking privilege	
<b>Theft</b>	Detention / In-School Suspension, depending on the incident	5 days Out of School Suspension, Supt's. Hearing, police notification		
<b>Truancy</b>	1 day In-School Suspension, "0" issued for all grades for absences unverified	2 – 3 days In-School Suspension, "0" issued for all grades for absences unverified	1–3 days Out of School Suspension.	3-5 Days Out of School Suspension and Supt's Hearing
<b>Under the Influence of Alcohol or Drugs (Legal or Illegal) at Any Time on School Property</b>	Parent contact, 5 days Out of School Suspension, police involvement, social worker referral, Supt's. Hearing	Parent contact, 5 days Out of School Suspension, police involvement, social worker referral, Supt's. Hearing		
<b>Weapons or any object used as a weapon to threaten or to do harm to an individual</b>	Parent/Police notification, 5 days Out of School Suspension, Supt's. Hearing			

<b>BEHAVIOR</b>	<b>FIRST</b>	<b>SECOND</b>	<b>THIRD</b>	<b>FOURTH</b>
<b>Vandalism, Graffiti or Destruction of School Property</b>	Detention to 5 days Out of School Suspension, depending on situation restitution/restoration of destroyed property, parent conference, Supt's. Hearing, police notification	5 days Out of School Suspension, restitution / restoration of destroyed property, parent conference, Principal's Hearing	5 days Out of School Suspension, restitution / restoration of destroyed property, parent conference, Supt's. Hearing	
<b>Act of Violence Against Teacher or Staff Member or Student</b>	1 day In-School Suspension to 5 days Out of School Suspension, Supt's. Hearing. Possible police notification			