

THE TUCKAHOE HIGH SCHOOL  
65 SIWANUY BOULEVARD  
EASTCHESTER, NEW YORK 10709

*“Prepare Every Student for Excellence”*

## STUDENT HANDBOOK 2017-2018

The District is a partnership of students, educators, families and the community dedicated to encouraging and celebrating the lifelong learner in all of us. We are committed to the concept of shared decision making and believe that parents, teachers, administrators, and students need to work together to make decisions that affect the school system and its operations. Our strengths lie in our diversity and our dedication to providing standards of excellence in education, as well as in our vision of the student as a whole being.

Students are entitled to an education that enables them to think independently, to speak and write with clarity, and to appreciate the values and joys of the humanities, arts and sciences. Students are entitled to learn in an environment which nurtures their abilities and talents, and offers a multitude of opportunities for effective interaction and personal growth.

We seek to help students fulfill their individual academic potential and to equip them with the many social and cultural skills they will need to succeed in our ever changing world. We strive to offer our students a broad, rich curriculum in their growing years, based on the belief that all students can learn.

Together we face the future cognizant of our need to utilize all available technological advancements and the collaborative efforts of the entire community in our persistent endeavor to meet the changing needs of our students. Working in harmony, we share a vision of the future in which we help develop students who are versatile, productive, contributing members of society, and who are well equipped to deal with the many changes in their future lives.

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

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

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_

## **THS FACULTY EMAIL ADDRESSES**

Teacher email addresses can be found on the Tuckahoe Union Free School District website [www.tuckahoeschools.org](http://www.tuckahoeschools.org) by clicking Schools - Tuckahoe High School-Directory- Teacher Email addresses.

## **ATTENDANCE**

Regular attendance at school is vital for all students. Good attendance habits are an important part of every student's education. Absences from school should be only for illness or any other valid reason. New York State defines the following reasons as UNEXCUSED: visiting, traveling, vacation, shopping, needed at home, caring for baby, work and oversleeping, even with the knowledge and consent of a parent or guardian.

## **COURSE CREDIT POLICY**

Classroom participation is an integral part of the student's grade. Therefore, a student will receive credit for a course by maintaining a minimum of a 65 average and maintaining an acceptable attendance of not more than **18 illegal absences** in a full year course and **9 illegal absences** for a semester course. **Absences in excess of the stated minimum requirement will result in no credit for the course.** Excused absences include the following: personal illness, family illness/death, impassable roads, religious observance, required court appearances, emergency medical/dental appointments, authorized presence in administrative or nurse's offices, approved college visits (not to exceed 4 per school year), approved work programs, military obligations, music sectionals, and approved school sponsored activities. **All other absences will be considered unexcused and therefore subject to the Tuckahoe School's attendance policy.**

## **ABSENCES**

In the event of a student absence, parents should call the Attendance Hotline at ext.1248 prior to 8:00 A.M. A note from home detailing the reasons for the absence must accompany the student back to school and be given to the person in charge of attendance WITHIN 24 HOURS. This note must include date(s) of absence, reason, and parent/guardian signature.

## **ILLNESS (HEALTH SERVICES)**

Any student who becomes ill in school is to report the illness to the teacher of the class being attended. The teacher will then give the student a pass to the school nurse. If the student is too sick to remain in school, the school nurse will contact the parent/guardian to arrange transportation home. No student is to leave the building without first reporting to the Health Office.

## **10<sup>th</sup> GRADE PYSICALS**

All 10<sup>th</sup> grade students are required to have a physical exam. Any 10<sup>th</sup> grader who has not returned a physical exam form signed by his/her family doctor and dated after April 30, 2017, or who has not had a sports physical by the school doctor will have a physical completed by the school doctor.

### MEDICINE IN SCHOOL

If, under special circumstances, it is necessary for a student to receive medication during school hours, New York State law requires the following:

1. a written note from the doctor with medication name, dose and frequency of use;
2. written permission from the parent/guardian to administer the medication;
3. medicine in the original container. This applies to all medicines, including over the counter medicine.

**All medicine must be in the nurse's possession.**

### ACCIDENTS

Accidents must be reported at once to the teacher in charge or to the Main Office. Any student who becomes injured should report to the nurse.

If an injury occurs during an interscholastic sporting event the coach will notify the parent/guardian and proper emergency medical authorities if the injury is serious enough. The nurse should be notified by the coach the following day of any injuries sustained by a student.

### EMERGENCY INFORMATION CARD

An emergency information card must be completed by the parent/guardian for each student and is kept on file in the Nurse's Office. In case of an emergency, the information on this card can mean the difference between prompt medical attention and serious delay. It is the responsibility of the parent/guardian to assure emergency information is current. Parents/guardians should return an updated emergency information card annually.

### LATENESS AND EARLY DISMISSAL PROCEDURES

Students who arrive to school after the beginning of the first period must sign in at the Main Office with a parental note stating the reason for lateness. A phone call from a parent/guardian may be accepted provided that the call is received by noon of the same day. Oversleeping and missing the bus are not valid excuses for lateness to school and may result in disciplinary action.

Students may be released from school only with parent/guardian permission. The permission must be communicated to the school secretary by the parent or guardian **BEFORE** the student leaves the building.

High School seniors and juniors who have study halls before their first period of instruction may report to school after study hall provided they have parental permission. Also, juniors and seniors with a Period 8 study hall may leave after Period 7 provided they have parent permission. If a junior/senior has study halls Periods 7 and 8 they may leave after their last academic class with parental permission.

### LATE TO SCHOOL

Students who arrive at school after the first period has begun/ended are to report to the Main Office immediately, to be marked present and to obtain a reinstatement to class. Chronic cases will result in detention/suspension. Students who are habitually absent from their first period class (and therefore "late" for school) will be addressed on an individual basis in accordance with the policies cited in this handbook.

### LATENESS TO CLASS

All students are expected to arrive on time to all of their classes. Any student who is not in the assigned room when the bell rings shall be considered late. Students who are late to class disrupt the educational process of the entire class. The monitoring of student lateness to class is the responsibility of the classroom teacher. Should there be a repeat lateness, the teacher will

contact the home and notify the Principal of the action taken. Chronic lateness may result in detention and/or suspension or any other action deemed necessary by the Principal.

A student who is detained by a teacher has an obligation to ask that teacher for a written pass before the student reports to his/her next class assignment. Any student who reports to class without such a pass after the bell is considered late. Student lateness will result in the appropriate progressive discipline.

**Discipline**

First set of 3 lates	1 detention
Second set of 3 lates	2 detentions
Third set of 3 lates	1 in-school suspension/parent conference

**EMERGENCY CLOSING**

When unsafe weather conditions exist and there is the need for the closing of school, communication will be made via the Blackboard Connect system and will be announced over local news outlets and on television, Channel 12.

**VALUABLES**

Students should not bring valuable items or large sums of money to school. Ipods, iPhones, cameras, jewelry, etc. can easily be lost or stolen. Students who violate this do so at their own risk and can be subject to disciplinary action. The school cannot be responsible for lost or stolen property.

**LOST AND FOUND**

The Lost and Found is located in the Main Office. Students should remember to write their names on their notebooks and in the labels of their textbooks so that they are identifiable when they are found.

**PASSES**

Students must have an official pass when walking in the halls during class time.

**DETENTION**

Detention for the 2017-2018 academic year will take place after school from 2:40-3:10 P.M. Students assigned to school detention for a violation of the discipline policy will always be given the courtesy of 24 hours notice. Once assigned to detention, it is the student's responsibility to adjust his/her schedule so he/she may fulfill the commitment. Detention will take priority over any school activity or non-school activity i.e.: work, including lab make-up, review, test make-up, athletic practices, club meetings, intramurals, etc.

**Cutting detention will result in the following:**

1 <sup>st</sup> cut	Assigned another detention
2 <sup>nd</sup> cut	½ day in school suspension
3 <sup>rd</sup> cut	Full day in school suspension

Students who do not arrive to detention by 2:40 P.M. are considered late and are subject to an additional consequence for insubordination.

## SUSPENSION

Suspension is an extreme form of discipline and will be reserved for particularly serious or chronic situations.

Out of school suspensions will be utilized when other methods of discipline have proven unsuccessful, when the student's offense is serious, or when a student's presence in school constitutes a danger to himself/herself or others. A parent conference with the principal will be required regarding a suspension. Parents have the right to waive this in school conference with a telephone conference. However, the principal reserves the right to insist upon a conference if necessary.

## STUDENT CONDUCT

Students, whether in school, on school grounds, or at a school activity are expected to conduct themselves in a manner that is appropriate and which reflects respect for themselves and others. The main purpose of this school is to provide a quality education in a safe environment. **Anyone who interferes with or hinders this process will be subject to disciplinary action.** Fighting, destruction or theft of property or disruption of instruction will result in particularly serious consequences. Students are reminded that inappropriate displays of affection are also considered unsuitable conduct.

Respect for others is a fundamental responsibility of all persons in a school building. If a student feels he/she has been treated unfairly he/she should report such instances to the administration. Arguing, shouting, or creating a scene is not acceptable behavior and subject to a consequence. Every effort will be made to support and respect a student's rights. It must be remembered, however, that no student has the right to:

1. refuse to comply with any reasonable request made by a staff member;
2. refuse to give his/her full name when it is requested by a staff member;
3. use language or engage in behavior that is inappropriate.

Students who are insubordinate or insolent in the above or similar manner will be subject to disciplinary action involving detention or suspension.

## CLASSROOM BEHAVIOR

Students are expected to arrive to class and to study hall promptly and to have with them all necessary materials, including a notebook, Chromebook, pen or pencil and any books they are instructed to bring. Students are not permitted to go to lockers during study hall. I pods, cell phones, etc. may not be operated in class or in halls between classes unless permission is granted.

## CONDUCT AT ATHLETIC EVENTS

Students are expected to exhibit proper behavior at both home and away games. This includes no fighting, no booing or heckling, no throwing or dropping of refuse, and no loitering in the immediate area before or after a game. Students are expected to be responsible and follow the Code of Conduct at all athletic and after school events, whether at Tuckahoe or at another location. School policy prohibiting the use or possession of drugs or alcohol applies at all athletic events in which the school is involved, regardless of the site. Any student exhibiting non-sportsmanlike behavior will be ejected from the sporting event. Offenders may lose the privilege of attending any "at home" or "away" sporting events and may be subject to serious consequences including suspension from school.

### **CHEATING/PLAGIARISM**

Cheating and plagiarism are forms of stealing and will not be tolerated at The Tuckahoe High School. Students who are caught cheating on any quiz, test or major exam or plagiarizing any materials will be given a grade of zero on that exam or assignment. Likewise, any student discovered assisting a fellow student in attempting to cheat or plagiarize will also be given a grade of zero and will not be given the opportunity to make up the test/assignment. Accordingly, detentions may also be assigned.

Cheating on a N.Y.S. exam is a very serious offense. Students who are confirmed as cheating will be graded per the SED policy. Discipline will be administered as per the Code of Conduct.

### **THEFT**

Stealing is not tolerated at The Tuckahoe Schools. Any student who is discovered to have stolen any item(s) from the school or from a fellow student, or, who has tampered with another person's computer file or locker will be disciplined accordingly. Furthermore, computer tampering will result in the student's loss of access to the school computer network.

### **DRESS CODE**

A student who is properly dressed gets more from the learning process than one who is trying to draw attention by his/her unusual attire. A student has the right to be able to learn without being offended or distracted by the clothing of others. For example, extremely brief garments which expose the midriff and garments such as tube tops, net tops, midriff tops, halter tops, spandex, spaghetti straps, plunging necklines, hip-huggers, cut-off shorts, mesh shirts, tank tops, short skirts or shorts and see through garments present distractions to the educational environment for students and staff alike. Students coming to school with inappropriate attire will be asked to change at school provided they have appropriate clothing to change into, or the parent/guardian will be called to bring a change of clothing to the school.

A student is expected to come to school looking neat, clean and dressed in a manner that is accepted as being in good taste. Sneakers or shoes must be worn. Wearing sunglasses is not permitted. Dress and grooming must not endanger the safety and health of other students. No advertising of alcoholic beverages, cigarettes, drugs, nor are obscene or suggestive slogans, pictures or patches permitted. Under no circumstances will half-shirts be accepted. Shorts are only acceptable if they are a proper length that does not distract others. Students are also not allowed to wear hats or head garments including headbands in the classrooms or in the hallways between class periods.

### **EXTRA HELP CLASSES**

Each teacher sets aside a minimum of one hour a week after school to meet with students to provide extra help. A schedule posted in every school classroom indicates where and when these extra help classes take place.

### **VISITORS**

All visitors must sign into the building at the front security desk, show proper identification and wear a visitor's badge. Protocol posted at the front desk must be followed. Visitors are to report to the Main Office for permission to visit anyone or any part of the high school. Permission shall be granted at the discretion of the school administration. Prospective THS students may arrange a school visit through the Guidance Office. Otherwise, visits by non-THS students are strongly discouraged.

## LOCKERS

Locker assignments are made by the Assistant Principal's Office and are given to students. Each student in the high school will be assigned a locker which must be secured by an authorized combination lock sold in the Main Office. Unauthorized locks will be cut off.

It should be noted that lockers are the property of the school and are subject to administrative inspection at any time during the school year. Students are responsible for the care and cleanliness of their lockers. It will be the responsibility of the student to ensure that his/her locker is not damaged or defaced. Any damages and cleaning charges will be the student's responsibility.

To maximize the security of their lockers, students should not share their combinations with others. **Students are advised not to keep valuable possessions or large sums of money in their lockers. Stolen property is *not* the responsibility of the school.**

All problems with lockers, including locks which need to be cut, must be reported to the Main Office. No student is permitted to break off a lock. Vandalism to lockers will result in a serious disciplinary action as well as financial liability for any damage caused to school property.

## LIBRARY/MEDIA CENTER

The school Library/Media Center contains a wide variety of reference materials, fiction and non-fiction, periodicals, and audio and visual computer software designed to meet the research and academic information needs of students. A copy machine is available for student use for a nominal fee. Students wishing to use the library must either obtain a pass from a teacher or report during their lunch periods. They must sign into the Library/Media Center.

Students using the Library/Media Center are expected to conduct themselves in a responsible manner. Careful use of books and equipment, and prompt return of borrowed material are required. The privilege to attend the Library/Media Center may be withdrawn for those students who do not follow school and library rules. To reach the Library/Media Center, please dial 337-5376, ext. 1235.

## SCHOOL BUSES

Students who ride school buses must keep in mind that the vehicle is an extension of the school and all school policies are in full effect on the bus. Any student who is smoking, fighting, etc. on a school bus is subject to the same disciplinary action as if it were on school property. All students are expected to comply with any reasonable request made by the driver, since the welfare and safety of the students is the responsibility of the operator.

Bus riding privileges can be suspended for any student who violates the rules. Students are also subject to consequences in addition to loss of bus privileges including possible suspension from school.

## LUNCH/EATING AREAS

The cafeteria is the designated eating area in the school. Students are not allowed to eat in other areas of the building such as the music suite, hallways, etc. Students may eat outdoors in the picnic area. **Eating in the halls, stairwells, or lavatories is not permitted. Food and drinks are not allowed in classrooms during instructional time.**

Since time does not allow, students are not permitted to purchase food from the cafeteria between periods.

## CAFETERIA

The Cafeteria provides a place for the student to eat the school lunch or one brought from home. It is up to everyone to make the Cafeteria a pleasant place to eat.

Upon completion of lunch, students have the option of remaining in the Cafeteria or to go only to one of the following places:

1. Athletic Field
2. Library
3. Computer Lab
4. Gymnasium

## STUDENT DISCIPLINARY CODE

A student may be suspended from school or subject to other disciplinary action when the student:

- A. Engages in conduct that is;
  1. disorderly, i.e. intentionally causing public inconvenience, annoyance or alarm, interfering with learning, or recklessly creating a risk thereof by:
    - a. fighting
    - b. making unreasonable noise
    - c. using abusive or obscene language or gestures
    - d. disturbing any lawful assembly or meeting or persons
    - e. creating a hazard or physically offensive condition by any act that serves no legitimate purpose
    - f. gambling
    - g. videotaping, taking photos or recording any school activity without permission from a teacher or an administrator.
- B. Endangers the safety, morals, health or welfare of others by:
  1. fighting or engaging in violent behavior
  2. smoking and/or chewing any tobacco based product
  3. using or possessing any electronic nicotine or non-nicotine delivery system (including, but not limited to, e-cigarettes and/or vape pens).
  4. smoking, selling, using or possessing alcohol, drugs or other controlled substances, or drug paraphernalia
  5. selling, using or possessing weapons, fireworks, lighters, or other dangerous instruments or contraband
  6. downloading, selling, using or possessing obscene materials
  7. phoning or setting false alarms or bomb threats
  8. using profane, vulgar or abusive language (including ethnic slurs)
  9. hazing
  10. engaging in lewd behavior
  11. engaging in harassing or intimidating behavior
  12. inappropriately using personal or school technology
- C. Engages in any of the following forms of academic misconduct:
  1. lateness for, missing or leaving school or class without permission or excuse
  2. cheating (including but not limited to copying, using unauthorized help sheets and the like, illegally obtaining tests in advance, substituting for a test-taker, and other forms of unauthorized collusion)
  3. plagiarism
- D. Engages in conduct which violates the Board of Education's Rules and regulations for Maintenance of Public Order on School Property.



- E. Engages in conduct outside of school that impacts the educational environment in school. Inappropriate behavior off school grounds can lead to disciplinary consequences including suspension out of school.

### **RANGE OF PENALTIES**

The range of penalties which may be imposed by violations of the Student Disciplinary Code include the following:

1. verbal warning
2. written warning
3. written notification to parent/guardian
4. counseling
5. probation
6. reprimand
7. detention
8. suspension from transportation
9. suspension from athletic participation
10. suspension from social or extra curricular activities
11. suspensions of other privileges
12. exclusion from a particular class
13. in-school suspension
14. involuntary transfer
15. out of school suspension

Depending on the nature of the violation, the Board of Education desires that if feasible student discipline be progressive; i.e., a student's first violation should merit a lighter penalty than subsequent violations. The Board desires that an employee or agent take into account all relevant factors in determining an appropriate penalty. The above penalties may be imposed alone or in combination.

### **GUIDELINES OF DISCIPLINARY ACTIONS**

*All consequences are subject to the discretion of the principal.*

#### **Cutting Class:**

- 1<sup>st</sup> offense: Administrative detention, referral home by administrator.  
2<sup>nd</sup> offense: 2 administrative detentions.  
3<sup>rd</sup> offense: 1 day in-school suspension  
Subsequent: 1 to 5 days detention, in-school suspension

#### **Illegal Lateness to School:**

- 3<sup>rd</sup> offense: 1 detention, parent notification  
4<sup>th</sup> offense: 1 detention, parent notification  
5<sup>th</sup> Offense: 2 detentions, parent notification  
Subsequent: In-school suspensions

#### **Leaving School without Permission:**

- 1<sup>st</sup> offense: 1 day in-school suspension, parent notification  
2<sup>nd</sup> offense: 1 to 5 days in-school suspension, parent notification  
3<sup>rd</sup> offense: Additional suspensions (in/out-of-school)

#### **Truancy:**

- 1<sup>st</sup> offense: Parent notification, in-school suspension  
2<sup>nd</sup> offense: 1 to 3 days suspension, parent conference  
3<sup>rd</sup> offense: 3 to 5 days suspension, parent conference  
Subsequent: Superintendent's Hearing

**Disruptive Behavior:**

- 1<sup>st</sup> offense: Removal, referral, parent notification, detention/suspension (in/out-of-school)
- 2<sup>nd</sup> offense: Administrative conference with teacher/student, student may not return to class without parent notification, detention/suspension
- 3<sup>rd</sup> offense: Student may not return to class without parent/teacher/student/administrative conference, detention/suspension.
- Subsequent: 1 to 5 detentions, suspension

**Insubordination:**

- 1<sup>st</sup> offense: Administrative referral, 1 to 3 administrative detentions, parent notification
- 2<sup>nd</sup> offense: Administrative referral, 3 to 5 detentions, parent notification
- 3<sup>rd</sup> offense: Parent conference with principal/teacher; suspension (in/out-of-school).
- Subsequent: 1 to 5 days out-of-school suspension, possible Superintendent's Hearing

**Harassment Student to Student:**

- 1<sup>st</sup> offense: Administrative referral, 1 to 3 administrative detentions, parent notification
- 2<sup>nd</sup> offense: Administrative referral, 3 to 5 administrative detentions, parent notification
- 3<sup>rd</sup> offense: Parent conference with principal/teacher, in-school suspension
- Subsequent: 1 to 5 days out-of-school suspension, parent conference, possible Superintendent's Hearing

**Fighting or Violent Behavior:**

- 1<sup>st</sup> offense: Minimum 2 days out-of-school suspension, parent conference
  - 2<sup>nd</sup> offense: Minimum 5 days out-of-school suspension, parent conference
- Selling, Using and/or Possessing alcohol, Drugs or Drug Paraphernalia:
- 1<sup>st</sup> offense: Minimum 3 days out of school suspension, police notification, parent conference, mandatory counseling, Superintendent's Hearing
  - 2<sup>nd</sup> offense: 5 days out-of-school suspension, police notification, parent counseling, mandatory counseling, Superintendent's Hearing

**False Alarms/ Bomb Threats:**

- 1<sup>st</sup> offense: 5 days out-of-school suspension, police notification, parent conference, mandatory counseling, Superintendent's Hearing

**Damage to School Property:**

- 1<sup>st</sup> offense: Payment for damages, parent notification, minimum 2 days in-school suspension
- 2<sup>nd</sup> offense: Payment for damages, minimum 2 days out-of-school suspension, parent conference
- Subsequent: Payment for damages, out-of-school suspension (1 to 5 days progressive), parent conference, Superintendent's Hearing

**Smoking on School Grounds:**

According to the Board of Education policy, smoking is not permitted anywhere within the school building or in any outside area of the school campus. Furthermore, all tobacco products such as chewing tobacco are banned from school premises. E-cigarettes/vape pen paraphernalia or such type are also not permitted. This policy will be strictly enforced and disciplinary action will be taken for non-compliance.

- 1<sup>st</sup> offense: Suspension out of school, parent conference

2<sup>nd</sup> offense: Suspension out of school; referral to Superintendent.

### **ELECTRONIC DEVICES**

The District is not responsible for personally owned devices that may be lost or stolen. Students who bring a device to school do so at their own risk. Use of electronic devices in school for educational or other purposes must be at the direction of administration or a staff member.

If a student needs to have a device in school it should be locked in his/her locker, except during lunch period or for an approved academic use. Students found with these items used inappropriately will have them confiscated accordingly. Improper use may lead to suspension.

Students should not use cameras or camera phones to photograph students or staff members unless it is part of a yearbook or club activity, or if permission has been granted in advance by the principal or staff member.

Ipods, gameboys and other devices should not be brought to school due to possible theft or being lost. All school issued Chromebooks, I-pads, etc. are subject to the signed Student/Parent Agreement.

### **HOMEWORK**

Home preparation is a natural extension of classwork and is assigned regularly. Students are expected to complete assignments promptly and carefully and to plan appropriately for the completion of large projects or term papers. All projects and papers are to be given directly to the subject teacher. No papers should be left in mailboxes or on teacher desks.

### **CLASSWORK AND MAKE-UP WORK**

Students who have an excused absence from a class are responsible for completing all missed classwork within 5 days from their return to class. If the classwork is not completed within the 5-day time limit, the student will receive a zero for incomplete work and the student's grade will be reduced as a result. If a student is illegally absent on the day on which the work is due, a grade of zero will be given and the work may not be made up.

### **SUPERVISION OF STUDENTS**

Every staff member is responsible for the supervision of all students in relation to all school activities in school, on school grounds, and at school events both on and off campus. Staff members will exercise their authority when the circumstances so require. Students who do not follow directives from staff members will be considered insubordinate and will be subject to disciplinary action.

### **LONG TERM SUSPENSION**

Students who are involved in serious offenses are subject to long term suspension by the Principal and Superintendent of Schools.

Conferences or official hearings with parents/guardians may be required for serious violations and suspensions.

### **HAZING/HARASSMENT**

Every student is an important and equal member of our school community. Under no circumstances will students be permitted to act in such a way that degrades insults or otherwise causes a fellow student to feel unwelcome or inferior. Accordingly, no form of badgering, bullying, intimidating or hazing will be tolerated. Students who do not adhere to this policy will be subject to disciplinary action and referred to the DASA coordinator for review.

### **SEXUAL HARASSMENT**

The Tuckahoe Schools, with the Board of Education, affirms its commitment to non-discrimination and recognizes the responsibility to provide for all students an environment that is free of sexual harassment and intimidation. Sexual harassment is a violation of the law and stands in direct opposition to district policy. Therefore, the Board prohibits all forms of sexual harassment by employees and students. Generally, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Offenders will be subject to disciplinary action.

### **COPY MACHINES**

The copy machines located in the Main Office are for staff use.

### **TELEPHONE USE**

Office phones are for business use and should be used by students only in an emergency. Likewise, parents should telephone the school to leave messages or speak to students in emergency situations only.

### **FLAMABLE PRODUCTS**

No matches, lighters, or flammable liquids may be ignited on school grounds at any time. Students found with any of these items will have them confiscated and will be subject to disciplinary action.

### **SENIOR PRIVILEGES**

Seniors who maintain satisfactory standards of academic performance and citizenship are permitted the following privileges not afforded to the rest of the student body: use of the front steps and foyer in main hall as gathering areas. **ONLY** seniors may leave campus during the official lunch period. Seniors may leave the school campus during study hall with parent permission; however, if they choose not to, they must attend study hall and not loiter in areas of the building. Lateness to the subsequent class will result in a loss of this privilege.

### **REGULAR BELL SCHEDULE**

WARNING BELL	7:35
PASSING BELL	7:39
PERIOD 1	7:42 - 8:29
HOMEROOM/PLEDGE ( <i>Announcements</i> )	8:29 - 8:32
PERIOD 2	8:35 - 9:22
PERIOD 3	9:25 - 10:17
PERIOD 4	10:20 - 11:07
PERIOD 5	11:10 - 11:57
PERIOD 6	12:00 - 12:47
PERIOD 7	12:50 - 1:37
PERIOD 8 ( <i>Announcements</i> )	1:40 - 2:30

## PROGRESS REPORTS

Parents may check the academic progress of students via the parent portal.

## REPORT CARDS

Report cards will be mailed home approximately ten days after the end of each marking period.

## GRADING POLICY

The Tuckahoe High School uses a numerical grading system, except for Pass/Fail courses where a student may receive a grade of: P=Pass; F= Fail. INC indicates the quarter's work is incomplete. Incomplete work must be submitted no later than 5 school days after the conclusion of the marking period in which it was due. After that time, the student loses the right to make up work and the grade will be converted to a failure. During the final quarter all work is due on the last day of school.

### **A. Final Grade: Core Classes- English, Math, Science, Social Studies and Foreign**

#### **Language**

The final grade is determined in the following way:

Average of 4 quarter grades	80%
Mid-term exam	7%
Final/Regents exam/Assessment	13%
Total	100%

### **B. Final Grade: Non-Core subjects that are two semesters with a final**

The final grade is determined in the following way:

Average of 4 quarter grades	80%
Final Assessment	20%
Total	100%

### **C. Final Grade: Non-Core Courses that do not offer a final**

The final grade is determined in the following way:

Average of 4 quarter grades	100%
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### **D. Final Grade: Semester Course**

Semester grades are determined in one of the following ways:

A. Average of the 2 quarter grades	80%
Final exam or project	20%
Total	100%

B. If no final exam or project is given in a semester course, each quarter is work is 50% of the final grade. Add the two quarter grades and divide by 2. That number is the final grade for the semester course.

Example:

1 <sup>st</sup> quarter grade	88
2 <sup>nd</sup> quarter grade	91
sum divided by 2 = $89.5 =$	90

### **E. Final Grade: AP Core Course**

Final grades for the year-long courses such as AP English, and AP Spanish in which no final exam is given are determined in the following way:

Average of 4 quarter grades	80%
Mid-term/final exam	20%
Total	100%

**NOTE: AP Art (no mid-term/final exam) – Average of 4 quarter grades 100%**

*It is the teacher's responsibility to indicate clearly course requirements and required work. It is the student's responsibility to see that these standards have been met to the teacher's satisfaction. Any grade lower than 50% needs the Principal's permission.*

**Honors:**

**Principal's List:** For students who have maintained a 95% grade average and have no class grades less than 90.

**High Honor Roll:** These students have maintained at least 90% grade average in all classes with no grade lower than 80.

**Honor Roll:** These students have maintained an 85% grade average in all their classes with no grade lower than 80.

**NOTE:** *The physical education grade is not factored into the student average. However, a student must achieve a grade of 80 in physical education for the Honor Roll/High Honor Roll and a grade of 90 in physical education for the Principal's List.*

### **OBLIGATION TO RETURN SCHOOL PROPERTY**

All students are obligated to return school property such as textbooks, library books, Chromebooks, chargers, athletic equipment and other publicly owned property. Failure to return or pay for school property will result in the school's withholding of records and transcripts until that time that the account is cleared. Students may be excluded from all recognition ceremonies including graduation.

### **FIELD TRIPS**

All students participating in a field trip must return to their teacher written parental consent. Permission slips will be distributed by teachers in advance of any scheduled trip. Students are reminded that while on a field trip they are subject to the same rules of conduct that apply while they are in school.

A student who is having academic/behavioral difficulty may be prohibited from attending a field trip if teachers feel that the lost time from class will negatively affect that student's progress. Any student who receives three referrals during a school year will be on probation for field trips the following year. The principal will review each student on a case by case basis. New students will be reviewed by administrators based upon their performance to date.

### **FRONT STEPS**

The front of the building is the first impression many people have of our school. We, therefore, have a responsibility to reflect the values and standards of the community we serve. Except for the purposes of entering and exiting the building, only Seniors are permitted to congregate on the school's front benches. This privilege is extended with the understanding that Seniors accept the responsibility for maintaining the cleanliness of the area and helping promote the "Seniors Only" rule.

In the event that the front of the building is not appropriately maintained as described above, it will be placed off-limits to everyone as an area where students may gather.

### **DRILL PROCEDURES**

Fire drills and lockdown drills are held to maximize safety. Directions for exiting the building are posted near each classroom door and will be explained by the teacher of each class. It is vital that students adhere to the following regulations during all drills:

1. THERE IS TO BE NO TALKING.
2. Doors and windows should be closed.

3. For evacuation, move through the hall and away from the building in an orderly fashion.
4. Students must remain with their classes throughout the drill.
5. No students may reenter the building until the all clear signal sounds.

*In the event of a bomb threat which causes the evacuation of the building, the public address system will be used to advise students regarding the procedures to be followed. The school will be evacuated according to the standard drill procedure. During drills or during an actual emergency situation, an exit or stairway may be blocked. If the normal exit route is blocked, use the first exit available that is not blocked. Do not attempt to go through a blocked area.*

### **ELIGIBILITY FOR CLASS/CLUB OFFICER**

In order to participate as a class or club/team officer or captain, a student is expected to exhibit sound character. If a student is suspended from school, his/her status will be reviewed by the principal in conjunction with a committee of faculty members. The student may then be removed from office or the position. A second suspendable offense calls for automatic removal from office/the position.

### **SCIENCE LABORATORY POLICY**

Students enrolled in a Regents science course must have all written laboratory reports submitted and up-to-date no less than one week prior to the end of each quarter. This allows time for teachers to review, grade and return the lab reports before the marks are submitted. A student who does not meet this obligation will receive a grade of "Incomplete." Incomplete work must be submitted no later than 5 school days after the conclusion of the marking period in which it was due. After that time the student loses the right to make up the labs and the grade for that quarter will be converted to a failure. In addition, students whose laboratory reports are late will receive a reduced grade for those reports which are not submitted when due.

Because it is unreasonable to expect science teachers to reassemble stored apparatus for experiments which are more than two weeks overdue, students who miss a lab due to illness should, upon returning to school, immediately arrange a make-up session with the science instructor. At the end of the first semester, any student seriously deficient in written lab reports shall have his/her records subject to administrative review and may, after consultation between the teacher and principal, be removed from the course with a grade of "Drop/Fail."

### **STUDY HALLS**

Study halls are held during Periods 1 to 8. Scheduled students are to report promptly at the beginning of the period to their study hall assignments. Study hall teachers are to release those students who meet the following criteria:

1. Need to use research materials of the Library/Media Center and can show proof of the specific assignment.
2. Only 12 students may be dismissed from the study hall during any one period.

All junior and senior students scheduled for study hall during Period 1 may arrive directly to school by Period 2.

Students are expected to bring necessary materials to the study hall. They will not be permitted to go to their lockers once they have reported. Cutting of study hall, or lateness to study hall, will result in the same disciplinary process afforded to full year courses. Study hall is not a FREE period. Students are to be quiet and respectful of each other's need for "study/work time."

While in study hall, students are responsible for following all procedures established by the supervising teacher, including those that relate to seating and noise level. Cell phones are not permitted in study halls.

### **LUNCH PRIVILEGES**

With the exception of Seniors, students are not permitted to leave school grounds during the designated lunch period. School grounds are considered the high school campus. The elementary school and the area near the country club are considered off school grounds. Any student violating this rule will be subject to disciplinary consequences. If a student is repeatedly caught leaving school grounds, he/she will forfeit grade level privileges and activities and face suspension. After April 1<sup>st</sup>, Juniors will be granted permission to leave campus during lunch if the principal agrees to grant permission. At such time, a letter will be forwarded home to Junior class parents communicating that juniors have permission to leave campus during lunch.

### **YEARBOOK SENTIMENTS**

Since the yearbook is a public document reflective of the academic mission of Tuckahoe High School, graduation sentiments published by Seniors should be academically appropriate, requiring correct spelling, grammar, complete sentences, etc. All sentiments must be approved by the Yearbook Advisor and the Principal. E-mail abbreviations and codes are not normally acceptable for yearbook publication and are subject to advisor review.

### **ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES**

The Tuckahoe Union Free School District provides each district-enrolled student with an opportunity to develop his/her own interests and to work cooperatively in groups through the sponsorship of a variety of extracurricular activities (athletics, clubs, etc.). It is important that as a representative of the school, each student must maintain an acceptable level of attendance, academic performance and positive behavior. It is a privilege to represent the school district; therefore, the following eligibility requirements have been set.

#### *Attendance Eligibility*

A student must be officially signed into school no later than the end of third period to participate in any athletic event and/or extracurricular activity for that day. Under extenuating circumstances, such as a funeral, college visit, etc. the Principal may give a student permission to participate.

Extracurricular activities are a privilege and all attendance infractions will be taken into consideration for eligibility status.

#### *Behavior Eligibility*

A student must maintain a positive attitude and decorum that is beneficial to the school and community. Any misbehavior may result in a suspension from the activity. The Principal will decide if the student may participate in the day's activity. Any student who has been suspended (internally and/or externally) will be ineligible to participate during the suspension period.

#### *Academic Eligibility*

Student eligibility will be determined by the Progress Reports and the Quarterly Report Cards of the Tuckahoe Schools and an approved out of district placement.



Progress Report Eligibility

**ONE Failure (Probation):**

1. The student may participate in all activities:
2. The student must meet with his/her guidance counselor to discuss methods of improvement.

**TWO Failures:**

1. The student may NOT participate in ANY activity for FIVE school days.
2. The student must meet with his/her guidance counselor to discuss methods of improvement.
3. The student is expected to attend extra help in the failed subjects.
4. On the FIFTH school day, the student MUST see his/her guidance counselor to obtain an Academic Eligibility Form.
5. By the end of the FIFTH day, the form MUST be returned to the guidance counselor to determine eligibility.
6. If the student is passing one of the subjects previously noted as failing, the student may return to the activity, practice and/or game competition on the next day.
7. If the student has two failures in the two subjects on the FIFTH day, the student remains ineligible to participate for another two weeks. After this period, the student will be reassessed for eligibility.

*\*\*It is the responsibility of the student to obtain, complete, and return the Academic Eligibility Form to the guidance office in order to get reinstated to eligibility status.*

**THREE or more Failures:**

1. The student is INELIGIBLE to participate in any after school activity for a minimum of THREE weeks.
2. The student must meet with his/her guidance counselor to discuss methods of improvement.
3. The student is expected to attend extra help in the failed subjects.
4. During the THIRD week, the student must have an Academic Eligibility Form completed by ALL of his/her teachers to determine if he/she will be able to participate during the fourth week. It is the responsibility of the student to obtain, complete and return the form to the guidance office in order to get reinstated to eligibility status.

Report Card Eligibility:

**ONE Failure (Probation):**

1. The student may participate in all activities.
2. The student must meet with his/her guidance counselor to discuss methods of improvement.

**TWO or more failures:**

1. The student may NOT participate in ANY activity for a minimum of three weeks.
2. The student must meet with his/her guidance counselor to discuss methods of improvement.
3. The student is expected to attend help in the failed subjects.
4. During the third week, the student must have an Academic Eligibility Form completed by ALL of his/her teachers to determine if he/she will be able to participate during the fourth week. It is the responsibility of the student to obtain, complete and return the form to the guidance office in order to get reinstated to eligibility status.

\*\*Fall eligibility will be determined by Final Report Card grades in June. Students who have more than one failure at the end of the school year must attend and pass summer school. He/she will be ineligible to participate in any fall activities with the failure of more than one subject for the first three weeks of school. At the end of the third week, the student must have an academic eligibility form completed by ALL teachers to determine eligibility in the fourth week. Fall eligibility will be reviewed using the summer school results during the first week of school.

## **Tuckahoe High School Honors Criteria**

### **Middle School Transition to Grade 9:**

In order to enroll in the Grade 9 THS Honors Program, the student must have a 90% average in the respective subject in the Middle School subject area and must be recommended by his/her Middle School teacher in that subject area. There is no waive in for Grade 9 Honors.

For scheduling purposes, guidance will use the average as of the end of the 3<sup>rd</sup> marking period in Grade 8, for THS Honors placement. The 8<sup>th</sup> grade student's performance will be reassessed at the end of the year to assure the criteria are met.

### **High School:**

Students already enrolled in the THS Regents Program must have a 90% average with their respective teacher's recommendation in order to enroll in an Honor's course.

THS students who are already enrolled in an Honor's course must maintain an 85% average for the year in order to re-enroll in the Honors Program at the next level.

### **Students Not Meeting the Grade Criteria:**

High school students who do not meet the grade criteria but wish to participate in an Honors course at THS may do so under the following conditions:

- A. The student and his/her parent must meet with their respective high school guidance counselor to understand the expectations of the Honors Program.
- B. The Principal must review and approve the request.
- C. The parents of the student will need to sign a waiver form demonstrating they understand the risks and rigors regarding enrolling their child in the honors course.
- D. The student must have achieved an 80%-85% average in previous honors courses; 85% or above in a regents course.
- E. The student must complete a research paper of Honors quality of at least 4 pages on a topic in the respective discipline.

1. *Social Studies Honors Research paper*: provide an in-depth analysis on the differing role that government played in the lives of citizens from 1860 to 1960.
2. *English*: compare the varying use of conflict and writing techniques in the development of character, mood, and message in two works of literature.

### **Advanced Placement Criteria**

Students must have an 85% average in noted pre-requisite in Science regents, Math or ELA/Social Studies honors course and teacher recommendation. Non honors ELA/Social Studies students should have a 90% average and teacher recommendation.

*Waive-in process*: Principal approval required subject to 1<sup>st</sup> marking period guidance/principal and teacher review.

The AP examination is a part of the Advanced Placement course curriculum. Students taking an AP course are required to take the AP exam.

### **DROP AND ADD COURSE PROCEDURE**

With parental permission, students may drop a course up to one calendar week before the first quarter progress report deadline. After that time, students may only drop a course with the permission of the high school principal.

### **NATIONAL HONOR SOCIETY**

Criteria for membership in the National Honor Society for The Tuckahoe High School Chapter:

1. To be eligible for membership, a candidate must be a member of the sophomore, junior, or senior class. Freshmen are not eligible. Candidates must have been in attendance at the Tuckahoe High School for the equivalent of one semester.
2. The minimum standard for scholarship shall be a cumulative scholastic average of at least 88% with no grade less than an 80 in any class. This average is based on the candidate's cumulative grades for high school courses in the five core curriculum courses of English, Social Studies, Math, Science and Foreign Language. Candidates are also evaluated on the basis of service, leadership, and character.
3. Any eligible student must fill out an honor society application to be inducted.

4. Once admitted, students must maintain the high standards. They must complete 12 hours of community service by June 1<sup>st</sup> of each year and attend National Honor Society meetings. Students are expected to adhere to the Code of Conduct. Students who do not complete the above requirements and/or exhibit sound character may have their membership suspended or revoked and will not be eligible to wear NHS cords at graduation.

### **DISTRICT CHROMEBOOKS**

Please refer to the Tuckahoe Union Free School District's Responsible Computer Use Policy and the Google Chromebook Policy, Procedures, and Information Guide 2017-2018. Students and parents need to sign to participate in the program.