

# PELHAM MEMORIAL HIGH SCHOOL



**2017 – 2018  
Student Handbook**

Dear Students,

We are delighted to welcome you to Pelham Memorial High School with the hope and expectation that you will enjoy a very meaningful, productive, and successful school year. This handbook has been prepared to assist you in understanding the responsibilities we all share, and it will prove to be a useful source of information throughout the school year. Knowing and using its contents is an excellent way for all of us to remain focused on our desire that each of us will have a successful school experience. Please keep it handy for easy reference. PMHS has earned a reputation for academic excellence and a genuine concern for its students. The atmosphere of our school reflects the commitment of our teachers to make learning exciting, relevant, and geared to the needs and interests of all students. The administration, teachers and staff are available to provide support and assistance, and you will find that our doors are open to you. Our school is organized to provide students with opportunities and encouragement to become fully involved in the process of education so that their personal goals are realized. Recognizing that each of you will experience PMHS differently because each of you is different, it is our desire that you use your unique talents to make the most of your high school experience. We truly believe that each one of us can find our own special place of accomplishment and success in our school and urge each of us to become involved in those aspects of school life that will challenge and interest us. Please make every effort to seek out your special place, and join with the staff and me to enhance the sense of accomplishment, the spirit of cooperation, and the atmosphere of dignity and respect that we all want for PMHS. We look forward to the opportunity to get to know you and work with you to insure that Pelham Memorial High School will continue to preserve its best traditions and trust that we will be able to count upon your support and cooperation. Let's all have a great year!

Sincerely yours,

Jeannine Clark  
Principal

## **Vision Statement**

**The Pelham Memorial High School community is committed to fostering a safe and nurturing environment in which all students can achieve their greatest potential in every endeavor.**

**We are dedicated to developing confident, well-rounded life-long learners ready to become productive individual contributors and the leaders of tomorrow.**

## CONTENTS

I.	INTRODUCTION	Page
	Letter from the Principal	2
	Vision Statement	3
	School Calendar	6
	Bell Schedules/Delayed Opening Schedule	7-8
II.	ATTENDANCE PROCEDURES\POLICIES	
	Absences\Attendance	9
	College Visitations	10
	Cutting Classes/Lateness to Classes	10
	Early Dismissal	11
	Unexcused Absences	11
	Loitering	11
	Participation in Extracurricular Activities	11
	Truancy	11
	Attendance Policy for Course Credit	12
	BOCES Courses	12
III.	STUDENT RESPONSIBILITIES	
	Academic Honesty	12-13
	Communication Devices	13
	Decorum	14
	Dress Code	14
	Electronic Resources	15-17
	Eligibility for Activities	18-19
	Student Agreement for Participation	20
	Dignity For All Statement	21-22
	Rights and Responsibilities of School Community	23-24
	Code of Conduct	24-26
	Disciplinary Penalties and Procedures	27-33
IV.	SCHOOL OPERATIONS AND PROCEDURES	
	Accidents	33
	Assemblies	33
	Bomb Threats	33
	Cafeteria	33
	Closed Campus/IDT	34
	Detention	34
	Discipline Guidelines	35
	Drugs and Alcohol (District Policy)	35-39
	Field Trips	39
	Fire Drills	40
	Harassment	40-41
	Hazing	41
	Homework Policy	42
	Hoverboards	42
	ISS Rules	42
	Locks and Lockers	42
	Lunch Privileges	42
	Medical Examinations	43
	Medications	43
	Musical Instruments	43
	National Anthem and/or the Pledge of Allegiance	43
	Outdoor Facilities	43
	Parking	43

#### IV. SCHOOL OPERATIONS AND PROCEDURES (CONT.)

Physical Education	43
Physical Education Opting Out	43-44
Posters and Signs	44
Skateboards	44
Smoking	44
Social Probation	44
Student Records (District Policy)	44
Traffic Safety	44
Valuables	45
Visitors	45

#### V. Counseling Office

Counseling Department	45
Awards/Scholarships	45
Resources	45-46
Opportunities for Enrichment	46
Course Selection	46
Add/Drop/Change Courses	46
Grading Policy	47-49
Graduation Requirements Overview	49-50
Home/Hospital Instruction (District Policy)	50
Honor Roll	50
Report Cards	50-51
Summer School Grades	51
Working Papers	51

#### VI. TESTING\EXAMINATIONS

Examination Procedures	51-52
Review of Final Exams in Secondary Schools	52
AP Examinations	52
SAT I\SAT II	52
Test Waiver	52

#### VII. CO - CURRICULAR

Activities\Clubs	53-58
Interscholastic Athletic Teams	59
Student Association	59

## PELHAM PUBLIC SCHOOLS 2017-2018 CALENDAR

SEPTEMBER					15+2
M	T	W	Th	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

- 4 Labor Day
- 5-6 Superintendent's Conference Day
- 7 Schools Open
- 21-22 Rosh Hashanah

FEBRUARY					15
M	T	W	Th	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28			

- 5 2 Hour Delay - Staff Development
- 19-23 Presidents' Day and Winter Recess

OCTOBER					21
M	T	W	Th	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

- 9 Columbus Day
- 17 2 Hour Delay - Staff Development

MARCH					21
M	T	W	Th	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	

- 8, 15 Parent/Teacher Conferences (K-12)
- 30 Good Friday / Passover (Begins at sundown on 30)

NOVEMBER					19
M	T	W	Th	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30		

- 10 Veterans' Day Observance
- 22 Early Release Drill
- 23-24 Thanksgiving Day and Recess
- 30 Parent/Teacher Conferences (6-12)

APRIL					16
M	T	W	Th	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30					

- 1 Easter
- 2-6 Spring Recess / Passover
- 19 2 Hour Delay - Staff Development

DECEMBER					15+1
M	T	W	Th	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

- 7, 13 Parent/Teacher Conferences (K-12)
- 25-31 Christmas Day and Holiday Recess
- 12-20 Hanukkah
- 26-31 Kwanzaa

MAY					22
M	T	W	Th	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		

- 28 Memorial Day

JANUARY					21
M	T	W	Th	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30	31			

- 1 New Year's/Final Day of Kwanzaa
- 2 Schools Open
- 11 2 Hour Delay - Staff Development
- 15 Martin Luther King, Jr. Day

JUNE					16+1
M	T	W	Th	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

- 12-22 Regents
- 22 Regents Rating Day/Last Day of School
- 23 Graduation
- 25 Superintendent's Conference Day

Key	
	Schools Closed
	Superintendent's Conference Day: Staff Attendance Required / No Students
	Parent/Teacher Conferences Staff Attendance Required / No Students
	Student Two Hour Delay - Staff Development
	Early Release Drill

See electronic calendar at [pelhamschools.org](http://pelhamschools.org) for most recent information.

The calendar allows for four snow days before it would be necessary to take back vacation days. If it is necessary to make up school days due to closings for inclement weather, etc., the days will occur in this order:

April 6, 5, 2018  
February 23, 22, 2018

**TOTAL DAYS**  
**Students: 181**  
**Teachers: 185**  
  
Adopted: March 28, 2017  
Revised: June 13, 2017  
Revised: August 17, 2017

**PELHAM MEMORIAL HIGH SCHOOL  
BELL SCHEDULES  
2017-2018**

TIME	PERIOD
7:32-8:12	0
8:15-8:59*	1
9:02-9:43	2
9:46-10:27	3
10:30-11:11	4
11:14-11:55	5
11:58-12:39	6
12:42-1:23	7
1:26-2:07	8
2:10-2:51	9
2:51-3:11	Academy Period

\*Includes Homeroom

**Early Release Schedule November 22, 2017**

Time	Period
7:32-8:12	0
8:15-8:44	1
8:47-9:16	2
9:19-9:48	3
9:51-10:20	4
10:23-10:52	5
10:55-11:24	6
11:27- 11:56	7
11:59-12:28	8
12:31-1:00	9

**Early Release Schedule  
(Nov. 30, Dec. 7, Mar. 8, Mar. 15)**

TIME	PERIOD
7:32-8:12	0
8:15-8:39*	1
8:42-9:03	2
9:06-9:27	3
9:30-9:51	4
9:54-10:15	5
10:18-10:39	6
10:42-11:03	7
11:06-11:27	8
11:30-11:51	9

\*Includes Homeroom

**Staff Development Delayed Opening Schedule  
(Oct. 17, Jan. 11, Feb. 5, Apr. 19)**

<b>TIME</b>	<b>PERIOD</b>
9:45-10:12	0
10:15-10:47*	1
10:50-11:19	2
11:22-11:51	3
11:54-12:23	4
12:26-12:55	5
12:58-1:27	6
1:30-1:59	7
2:02-2:31	8
2:34-3:03	9
3:03-3:11	Academy Period

\*Includes Homeroom

**Inclement Weather Delayed Opening Schedule  
(NO PERIOD 0 CLASSES)**

<b>TIME</b>	<b>PERIOD</b>	<b>LENGTH</b>
10:15-10:44	1	29 min
10:44-10:47	Homeroom	3 min
10:50-11:19	2	29 min
11:22-11:51	3	29 min
11:54-12:23	4	29 min
12:26-12:55	5	29 min
12:58-1:27	6	29 min
1:30-1:59	7	29 min
2:02-2:31	8	29 min
2:34-3:03	9	29 min
3:03-3:11	Academy Period	8 min



## II. ATTENDANCE PROCEDURES/POLICIES

### ABSENCES (COMPREHENSIVE STUDENT ATTENDANCE POLICY 7110)

Regular school attendance is a major component of academic success. Accordingly, the Board of Education adopts this policy to ensure that effective strategies are in place to maximize student attendance at all scheduled periods of instruction or supervised study activities so that the District will have the greatest opportunity to succeed at meeting the State learning standards. In departures from school and, upon identifying patterns indicating the existence of an attendance problem or potential attendance problem, will intervene in a manner that will improve school attendance.

New York State Education Law requires that all pupils be in school during all days and hours that school is in session. It also specifies the following as examples of excused and unexcused reasons for pupil absences:

“Excused absence” shall refer to any absence due to the following or such other reasons as may be approved by the principal

1. Personal illness or illness of a member of the family that requires the student to remain at home to assist
2. Death in the family
3. Required court presence
4. Required discharge of religious obligation
5. Medical appointments
6. Approved college visits
7. Impassable roads or severe weather
8. In school/out of school suspensions (provided that the student take advantage of alternative educational opportunities, i.e. Twilight

“Unexcused absence” shall mean all absences other than excused and shall include, without limitation

1. Family vacations
  2. Weddings
  3. Employment
  4. Caring for younger siblings
  5. Oversleeping
  6. Family Obligation
  7. Community Service
- 

The following attendance procedures should be observed:

**Students must pay close attention to the guidelines for period by period attendance:**

All absences must be **verified** by a parent or guardian by **phone contact** and a **note**. On the day that a student is absent a parental phone call should be made by 9:30 a.m. to the High School Attendance Office. The student must bring in a parental note explaining the absence immediately, upon returning to school. This note should be brought to the Attendance Office before the students classes begin. **If a note does not explain absence, student will be marked as an unexcused absence.**

Notes for early dismissal must be presented to the Attendance Office upon arrival at school. Students must be excused by the Attendance Office before leaving school early. Failure to do so will be considered cutting. **Leaving school without permission will result in detention and/or suspension. A parental note received after a student leaves the building without prior notification to the office, will not excuse the absence.**

### COLLEGE VISITATIONS

Seniors and Juniors are permitted college visitations during school days. In order for such an absence to be excused, the following procedures must be followed:

- Student gives his/her Counselor, before the visit, a parental note describing the plan of visitation.
- Counselor discusses the trip with student and signs an authorization form, attaching the parent's note.
- Student takes the authorization form to each teacher for his or her signature and then submits the completed authorization form and parental note to the Attendance Office for proper recording of attendance.

***Failure to follow these procedures will result in such absences being recorded as unexcused.***

### **CUTTING CLASSES/LATENESS TO CLASSES**

**Cutting** is understood to mean an unauthorized or unexcused absence from an assigned class or study hall. The student is responsible for providing evidence of a valid reason for missing class. The maximum consequences for cutting classes are:

**Cut #1:** One-week morning or **lunch\*** detention; parent notification

**Cut #2:** Two weeks morning or **lunch\*** detention; parent notification

**Cut #3:** One day of In-School Suspension; parent communication

**Beyond:** Additional ISS; possible Principal's Hearing; possible alteration of student's schedule; other appropriate consequences deemed necessary by the building administrators.

**\*Students will not be permitted to have lunch delivered during lunch detention.**

### **LATE ARRIVAL TO CLASS**

If a student is late to class due to being with a faculty or staff member, the student must obtain a pass from that faculty or staff member and present it to the Attendance Office prior to going to class. This will prevent an unexcused absence or lateness from being charged against the student.

Lateness to class is an interruption of the instructional process. Once the bell has rung to begin a class period, students who are late without an acceptable excuse (see below) are subject to the following consequences:

If you are less than five minutes late to the same class five times, you will receive one period of detention. **Subsequent to the first detention, each time being late thereafter will be treated with an additional period of detention:**

**One Lateness of more than five minutes**

-detentions on a progressive basis

Absence for **entire period** equals one cut

-see cutting policy

Any student who repeatedly violates the lateness policy faces increased detention; in-school suspension; administrative review. If a student arrives late to class without a pass, they will be sent to the office to obtain a pass and/or possible detention.

### **LATE ARRIVAL TO SCHOOL**

Students should go to the Main Office and present their parental note to the Attendance Officer. Students will receive a pass to class, and are to go directly to class. Teachers will be informed as to whether student lateness was excused or not excused. Students who do not have notes must still report to the Attendance Officer so that they are recorded. Unexcused late arrivals are subject to the same disciplinary action as class lateness (see above). ***Failure to comply will result in detention or suspension.***

### **EARLY DISMISSAL**

**A student may not leave campus without prior written parental permission provided to the Attendance Secretary** in the Main Office, and authorized by the building administration. A student who leaves school without prior permission and authorization will be considered to have cut those classes missed, even if a note is submitted upon his/her return. Only legitimate excuses for dismissal will be authorized (unavoidable medical appointments, etc.).

If a student becomes ill during the school day, he/she must report to the Nurse, who will contact the parent and authorize dismissal, if necessary. A student may not claim illness as an excuse for leaving school without authorization or for being in a lavatory (without permission) during assigned classes or study halls.

### **UNEXCUSED ABSENCE/UNLAWFUL DETENTION**

When a pupil is absent from school with the knowledge of his/her parent for other than a legal reason, it is considered a case of "unlawful detention." Excuses which indicate "travel," "vacation," "work," or "needed at home," are examples of such detention. On such an occasion, parents are obligated to ask permission from the school administration in advance of any anticipated absences. ***If approved, students are responsible to make arrangements to make-up work and reschedule tests.***

### **LOITERING**

Students may not "hang out" on school property (in or outside the building) after 3:30 p.m. unless participating in an assigned, scheduled and supervised school activity (sport, extracurricular, extra help, etc.). **Students are to leave campus when their instructional day or assigned/supervised activity is over.**

### **PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

A student who is absent from school will not be eligible for school activities during or after school on that particular day. The only exception to this rule will be when such absence is with PRIOR CONSENT of the school principal/designee for reason of special appointments beyond the control of the student. Any student requiring emergency absence from school on a day immediately preceding a weekend or holiday must present an excuse from a parent or physician to their coach or activity advisor clearing him/her to participate on non-school days. All foreseen absences must be brought to the attention of the attendance office prior to taking the absence so that an excused absence can be given and the student will be allowed to participate in the game/activity on the non-school day. Students must be present for at least half the school day (50% of his/her classes) to be eligible to participate that day. Students may appeal this provision to the administration based upon evidence of appropriate legal, medical, religious or emergency situations.

### **TRUANCY**

Truancy is absence from school without prior knowledge and prior consent of the student's parent or guardian. In-school suspension will be assigned when a student is truant and possible out of school suspension if behavior persists.

Truancy is an unexcused absence from school. Students should not expect the opportunity to submit assignments late if they were due on the day of truancy. Students should not expect to be able to make-up exams, presentations, etc. that were scheduled on the day of the truancy. Students may receive a zero for any work not submitted or completed that day.

### **ATTENDANCE REQUIRED FOR AWARD OF COURSE CREDIT (BOE Policy 7110)**

In order to earn credit for a course, a student must attend at least **85%** of the class meetings for that course. Absences designated as excused are excluded from the number of absences accrued toward denial of course credit, **provided that the student has performed any make-up assignments required by the teacher of the affected class.** It shall be the student's responsibility to obtain all make-up work from his or her teachers promptly upon their return to school. A student who exceeds the maximum number of absences in a course will receive **no credit** for the course, although the grade will be recorded on the transcript.

Listed below is the maximum number of class absences permitted before denial of course credit:

6 periods   6 day cycle	Full Year Course	27
6 periods   6 day cycle	Semester Course	14
3 periods   6 day cycle	Full Year Course	14
3 periods   6 day cycle	Semester Course	7

In all other cases, the 85% rule applies, i.e. Science labs, Language Arts, Mathematics labs, etc.

### **BOCES COURSES\ABSENCES**

Students enrolled in BOCES programs are eligible to earn four credits each year. Although the BOCES teacher awards a grade for the program, **it is the home high school which grants students course credit.**

Students who are excessively absent from BOCES will be subject to the following credit reductions, regardless of the type of absence; excused or unexcused.

1. More than 19 absences from BOCES during the year reduces credit to a maximum of three credits.
2. More than 23 absences: reduces credit to a maximum of two credits.
3. More than 27 absences: no credits for BOCES.

### **III. STUDENT RESPONSIBILITIES**

#### **ACADEMIC HONESTY**

Academic honesty is an integral part of the educational process. Appropriate moral and ethical development must include students' placing a genuine value on honesty.

Cheating is a form of academic misconduct, which results in the misrepresentation of student ability and achievement. It includes, but is not limited to:

- copying (homework, quizzes, tests, projects, assignments, computer discs, etc.)
- giving or obtaining assistance on quizzes and tests (or attempting to do so)
- using unauthorized help materials
- possession of test questions and/or answers in advance of or during a test
- substituting for a test-taker
- collusion on tests, projects, etc.
- plagiarism\*

\*According to the *Merriam-Webster Online Dictionary*, to "plagiarize" means:

1. to steal and pass off (the ideas or words of another) as one's own
2. to use (another's production) without crediting the source
3. to commit literary theft
4. to present as new and original an idea or product derived from an existing source.

Students who cheat will receive a grade of ZERO for the academic activity affected. Parent contact will be made and further disciplinary action could result, depending on specific circumstances.

## ***Cheating on Regents Examinations, RCTs and Proficiency Exams***

This school follows the guidelines as published in the N.Y. State Education Department's School Administrators' Manual for state exams:

### ***Fraud***

Fraud includes the use of unfair means to pass an examination, giving aid to or obtaining aid from another person during an examination, alteration of any Regents credential, and intentional misrepresentation in connection with examinations or credentials. If, in the judgment of the principal, a pupil is guilty of committing or of attempting to commit fraud during an examination, the principal is authorized to cancel the pupil's examination. The pupil should be excluded from any subsequent examinations until such time as the pupil has demonstrated by exemplary conduct and citizenship, to the satisfaction of the principal, which the pupil is entitled to restoration of this privilege. When an examination is canceled, no score should be entered on the pupil's permanent record. The principal shall report promptly to the Bureau of Elementary and Secondary Testing Programs the name of each pupil penalized under this regulation, together with a brief description of circumstances and the final action taken.

## **COMMUNICATION DEVICES**

Because they can interfere with the educational process, smart/cell/camera phones, smart watches, walkie talkies, iPods, iPads, PDA's or any other electronic device are not to be used during the school day. Students are reminded that the use of camera phones in bathrooms and locker rooms is a violation of other people's privacy and subject to police action in addition to school disciplinary actions. The use of a smart/cell/camera phone can lead to confiscation for the **remainder of the school year**. Students may make emergency calls from the Main Office. Since it is obvious that most students have electronic devices with them in school, students need to be made aware of locations and times when it is appropriate and inappropriate to use them. On the first day of school, at each class meeting, the Principal/Assistant Principal/Teachers will review these appropriate and inappropriate times and locations, as well as the consequences for non-compliance

### **APPROPRIATE Times and Locations**

- In the common areas during free periods only, not between classes while passing.
- Library as directed by Library staff
- In the Cafeteria(s) after seating, but not while waiting in line

### **INAPPROPRIATE Times and Locations**

- During class time. They should not be seen, heard or used unless specifically permitted by a teacher.
- In the hallways
- In a bathroom or locker room.
- During Emergency/Fire drills

### **CONSEQUENCES for violations**

1. Teachers give a warning.
2. First offense by any student in class – Phone call to the parent. Teacher fills out a *Minor Incident Report*.
3. ANY offenses after that by any student in class – Student is sent to office to hand in electronic device to Assistant Principal; student gets written up and parent/guardian must come up to school to pick up the device. Teacher forwards *Minor Incident Report(s)* to Assistant Principal.
4. Assistant Principal deals with additional consequences as necessary.

## **DECORUM**

Students of Pelham Memorial High School are expected to behave in appropriate and considerate ways whenever they are in school or at a school function. Any action that disrupts the learning process, offends others

or deprives others of their rights are considered to be inappropriate and unacceptable. Appropriate student behavior and attitudes include but are not limited to the following:

- Always treat other people in the way in which you would want to be treated
- Walk (do not run) in the hallways and staircases
- Speak at appropriate levels and avoid cursing, obscenities and negative language
- Keep out of the hallways during class time as much as possible
- Keep staircases clear and unobstructed
- Realize that locker noises disrupt classes
- Understand that racial, ethnic, religious or sexual slurs degrade the speaker as well as the victim
- Know that signs of affection are private
- Always eat and drink in the cafeteria and not in hallways, rooms, commons or staircases
- Clean up after yourself, especially in the cafeteria
- Refrain from roughhousing in the building, on school grounds and at off-campus school activities
- Always respect the fact that employees have assigned parking spaces and students do **not** have assigned parking spaces
- Always respect the property of the school and others in the school community, and neither vandalize nor take something that is not yours.

### **DRESS CODE (Board Policy 7312)**

In order to create an atmosphere conducive to teaching and learning, 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. Staff members and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. A student's dress, grooming and appearance shall be safe, appropriate and not disrupt or interfere with the educational process. Without limiting the foregoing, and by way of example, each student shall at all times during the school day:

- a) Recognize that extremely brief or revealing garments are not appropriate;
- b) Ensure that underwear is covered by outer clothing;
- c) Wear shirts and footwear at all times, provided that footwear that is a safety hazard will not be allowed;
- d) Not include the wearing of hats in the Elementary and Middle School buildings except for a medical or religious purpose or for designated special events. At the High School, the wearing of hats in the classroom will be at the prerogative of the classroom teacher
- e) Not wear items containing words or insignia that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, ancestry, national origin, sex, sexual orientation or disability; and
- f) Not wear items that promote and/or endorse the use of alcohol, tobacco or illegal drugs, and/or encourage other illegal or violent activities.

**Each building principal shall be responsible for informing all staff, students and their parents of the dress code at the beginning of the school year and of any revisions to the dress code made during the school year.**

Individuals who violate the 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.

### **ELECTRONIC RESOURCES (Board Policy 7315)**

**STUDENT USE COMPUTERIZED INFORMATION RESOURCES**  
**(Acceptable Use Policy)**

The District's computer network (the "Network") provides access to reference resources, production tools, instructional software, the Internet, and e-mail. **The use of the Network is a privilege, and not a right.** All student use of the District's electronic resources shall be consistent with the District's goal of promoting educational excellence. Responsibility for appropriate conduct when using the Network rests solely with the individual student, who must follow the provisions of this policy at all times.

The Board of Education will provide access to various computerized information resources through the District's computer system consisting of software, hardware, computer networks and electronic communications systems. This may include access to electronic mail, so-called "on-line services" and the "Internet". It may include the opportunity for some students to have access to the district computer system from their home or other remote locations. All use of the district computer system, including independent use off school premises, shall be subject to this policy and accompanying regulations. Further, all such use must be in support of education and/or research and consistent with the goals and purposes of the District.

**ACCESS TO INAPPROPRIATE CONTENT/MATERIAL AND USE OF PERSONAL TECHNOLOGY OR ELECTRONIC DEVICES**

This policy is intended to establish general guidelines for the acceptable student use of the District computer system and also to give students and parents/guardians notice that student use of the District computer system will provide student access to external computer networks not controlled by external computer networks. Thus some of the available content or materials on these external networks may be deemed unsuitable by parents/guardians for student use or access by parents/guardians.

Despite the existence of District policy, regulations and guidelines, it is virtually impossible to completely prevent access to content or material that may be considered inappropriate for students. Students may have the ability to access such content or material from their home, other locations off school premises and/or with a student's own personal technology or electronic device on school grounds or at school events. Parents and guardians must be willing to establish boundaries and standards for the appropriate and acceptable use of technology and communicate these boundaries and standards to their children. The appropriate/acceptable use standards outlined in this policy apply to student use of technology via the District computer system or any other electronic media or communications, including by means of a student's own personal technology or electronic device on school grounds or events.

**USE OF THE NETWORK.** Access to the Network and the Internet must be for the purpose of education, curriculum-related research and other school-related purposes.

**PASSWORD AND FILE PROTECTION.** Network accounts are to be used only by the authorized user of the account for the purposes allowed herein. Using or sharing another user's login name and password is prohibited. Each student will be responsible for any action performed under his or her login name, regardless of whether he or she performed the action.

**NETWORK SECURITY.** In order to ensure that the Network is available to all users, students must adhere to the following rules:

- A. Students must not intentionally disrupt the use of the Network by others.

- B. Hardware, software, files, data or passwords must not be destroyed, modified, copied, damaged or abused in any way.
- C. Students may not load or download software on any school computer.
- D. Malicious use of the Network or the Internet that harasses other users, infiltrates a computer or computer system and/or damages the software components of a computer or computer system (e.g., creates viruses) is prohibited.
- E. Any student who identifies a possible security problem must immediately notify the supervising teacher or the Director of Technology.

**COPYRIGHT PROTECTION.** Students must recognize that software and materials accessible via the Network or the Internet are protected by copyright and/or other intellectual property laws; therefore, students must comply with all such laws and, without limitation of the foregoing,

- A. Must give credit for all copyrighted materials obtained from the Network or the Internet
- B. Must not make copies of copyrighted software found on school computers, either by copying them onto storage devices or onto other computers through electronic mail
- C. Must not give, lend, or sell copies of software to others unless they have the written permission of the copyright owner or the original software is clearly identified as “shareware” or in the public domain
- D. Must not receive copyrighted software from outside sources through school computers
- E. Must not download copyrighted material without permission from the copyright owner.

**PROHIBITED USES.** No student may, while using District resources (including, without limitation, desktop computers, laptop computers, and digital cameras, and regardless of whether access to the Network or the Internet is gained directly or through any proxy servers, IP Relay or other technologies that bypass or circumvent any filtering or monitoring devices or software) either on or off school property:

- A. Engage in any conduct on the Network or the Internet that constitutes hate mail, harassment, profanity, obscenity, discriminatory remarks, misrepresentation, impersonation, and/or similar behaviors;
- B. Post chain letters or engage in sending “spam” (annoying or unnecessary messages sent to large numbers of people);
- C. Fail to exhibit appropriate behavior on “virtual” field trips in recognition of the fact that students represent the District when visiting locations on the Internet or through distance education;
- D. Access or participate in chat rooms, blogs, threaded discussions or podcasts unless directed to do so for a class project or for other educational purposes with teaching staff approval;
- E. Access or participate in social networking sites;
- F. Intentionally use the Network or the Internet to violate the provisions of Board Policy Internet Safety, or to access or process files dangerous to the integrity of the Network and its users;
- G. Use the Network or the Internet for personal purposes, including but not limited to purchases, commercial activity, financial transactions, product advertisement, political lobbying, or any illegal activity;
- H. Use the Network or the Internet to access gambling or gaming sites;
- I. Use the Network or the Internet to access, or deliberately attempt to access, sexually explicit websites (including, without limitation, any website that has posted a warning or disclaimer that access by persons under the age of 18 is inappropriate). If a student reaches such a site by accident, he or she must immediately leave the site and advise the supervising teacher or the Director of Technology of the accidental access;
- J. Use the Network or the Internet to access file share programs; or
- K. Reveal his or her home address, phone numbers, social security number, photographs or any other personal information, or similar information about any other person, over the Internet.

**ELECTRONIC MAIL.** Each student, while using District resources:

- A. Must access e-mail only through the eChalk account (if any) assigned to such student, except to the extent access to personal e-mail is for legitimate school-related purposes;



- B. Is encouraged to check e-mail frequently and delete unwanted messages promptly;
- C. Must not provide system e-mail addresses to mailing lists;
- D. Must not send anonymous messages or files through the Network, send messages using the accounts of other users, or send messages to all users; and
- E. Must not communicate through instant messaging services.

**PRIVACY ISSUES.** Students should not expect, nor does the District guarantee, privacy on the Network. The District owns all Network files and e-mail and therefore reserves the right to take appropriate actions with respect thereto, including but not limited to the following: log Internet, e-mail and Network use; monitor file server space utilization by students; remove a student account from the Network; restrict student access to the Internet; read the contents of files in the student's network storage drive; and restrict student access to e-mail.

**WEB PAGES.** Students may produce web pages through the Network only for specific classes or teacher assignments or for other school-related purposes. All student web pages must conform to the published guidelines provided by the Director of Technology and to rules applicable to all other school publications, and are subject to approval by a building administrator or his or her designee. (See also Policy #3120 – Web Page Guidelines)

**PENALTIES.** A student whose conduct on the Network violates this policy may have restricted access or be removed as a user on the Network. In addition, a violation of this policy constitutes a violation of the District's Code of Conduct, and students may be disciplined as provided in the Code of Conduct. A student whose conduct on the Network violates federal, state or local law may be prosecuted by law enforcement.

**NO WARRANTIES OR RESPONSIBILITY.** The District makes no warranties of any kind, either expressed or implied, for the access being provided. Further, the District assumes no responsibility for the quality, availability, accuracy, nature or reliability of the service and/or information provided. Students who use the District's Network and the Internet use the information at their own risk. Each student is responsible for verifying the integrity and authenticity of the information that is used and provided. The District is not responsible for any damages suffered by any student, including, but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or the errors or omissions of any student. The District is not responsible for unauthorized financial obligations resulting from the use of or access to the District's Network or the Internet. Further, even though the District may use technical or manual means to regulate access and information, these methods do not provide a foolproof means of enforcing the provisions of this policy.

**NOTIFICATION/AUTHORIZATION.** The District's Acceptable Use Policy and Regulations will be disseminated to parents and students in order to provide notice of the school's requirements, expectations, and students' obligations when accessing the district computer system.

Student use of the district computer system is conditioned upon written agreement by all students (Grade K through 12) and their parents/guardians (Grades K through 5) that student used of the district computer system will conform to the requirements of this policy and any regulations adopted to ensure acceptable use of the district computer system. All such agreements shall be kept on file in the District Office.

Student access to the district computer system will be provided upon student signature in grades 6-12 unless the parent has submitted written notification to the District requesting that such access not be permitted. Procedures will be established to define the process by which parents may submit a written request to deny or rescind student use of the district computer system in accordance with law, Commissioner's Regulations and/or District policies and procedures. Regulations will be established as necessary to implement the terms of this policy.

### **ELIGIBILITY FOR ACTIVITIES**

The Board of Education believes that its philosophy of educating the whole child includes the

encouragement of participation by students in a wide range of extracurricular activities. It also believes, however, that the primary responsibility of the District is to further the intellectual growth of students and to help them to attain their academic objectives. The purpose of this policy is to help each student to succeed academically and to progress toward fulfillment of the graduation requirements.

#### I. Eligibility for Co-Curricular Activities

If at the end of the 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> marking period, a student at Pelham Memorial High School has a final grade verification indicating failure in two (2) or more courses, he or she shall immediately become ineligible to participate in co-curricular activities until such time as he or she receives a final grade verification indicating that he or she is failing no more than one (1) course. When a student becomes ineligible for participation in activities, the assistant principal shall inform such student, his or her parents or guardians and the coaches or advisors of activities in which such student participates of such ineligibility.

A student can regain eligibility during the two week period following final grade verification. Once the student meets with the assistant principal and/or a designated committee and develops an Academic Improvement Plan (AIP), the student will regain eligibility. In order to maintain eligibility, the student must successfully meet the requirements of the AIP for the duration of that current marking period. The requirements are as follows:

a) At the end of the first two week period after final grade verification and every subsequent two week period, the student must be passing or showing significant improvement in all classes. Grades and progress will be checked by the assistant principal and/or his/her designee.

b) Excessive absences or disciplinary problems can result in a loss of eligibility for a determined period of time.

c) The student must write and then execute an, "Academic Self-Improvement Plan" that clearly outlines the strategies the student will use to improve their academic performance. This plan should include, but is not limited to: how the student will use Academy Period; how the student will seek out extra help; and how the student will improve study habits and the frequency of completing assignments. The assistant principal will collect and monitor the plan.

If a student shows no improvement in two (2) or more courses during the marking period when they are governed by an AIP, that student is subject to ineligibility for the duration of the next marking period, without the option of a second consecutive AIP.

#### II. Academic Eligibility Committee

Any appeal by a student with respect to a determination of eligibility shall be heard by an academic Eligibility Committee consisting of the Principal, the Assistant Principal and the Director of Guidance. The student may be accompanied to the eligibility hearing by his or her parent(s)/guardian(s) and/or by a member of the faculty of remonstrance selected by such student. Any appeal with respect to a decision of the Academic Eligibility Committee shall be heard by the Superintendent.

#### III. Attendance Requirement

Students who are suspended from school on a day of an athletic game or practice session, rehearsal, club

meeting or event, party, school dance, or other school affair scheduled after regular school hours are not eligible for participation or attendance at such events.

A student who is absent from school will not be eligible for school activities during or after school on that particular day. The only exception to this rule will be when such absences are with prior consent of the school principal or designee for reason of special appointments beyond the control of the student. Any student absent from school on a day immediately preceding a weekend or holiday event must present a valid excuse from a parent/guardian or physician clearing him or her to participate on non-school days. Students must be present for at least half their school day (**50% of his or her classes**) to be eligible to participate that day. Students may appeal this provision to the administrations based upon evidence of appropriate legal, medical, religious or emergency situations.

The Principal of Pelham Memorial High School shall adopt regulations for the implementation of this policy.

### III. Student Agreement for Participation in Athletics & Co-Curricular Activities

*Pelham Memorial High School encourages students to represent the school in a wide range of co-curricular activities and athletics, some involving the local community and some involving students and schools in other communities. Students who have the privilege of representing the school in these activities are expected to conduct themselves in a responsible manner consistent with the PMHS Student Handbook and Code of Conduct. They should also demonstrate good citizenship whether on or off school premises and whether or not engaged in school-related activities. For this privilege, Pelham students are expected to assume responsibility for their actions by agreeing to the standard of conduct set forth below, and to accept the consequences should they fail to meet this standard.*

.....

I promise to refrain from the possession or use of alcoholic beverages or any illegal substances, on and off school premises, for the duration of my co-curricular and/or athletic activity.

If I break this promise, I will meet with the PMHS administrator and face the following consequences:

- **First incident in a school year:** Meeting with the administrator and my parent(s) within one week, and participation in an substance abuse awareness educational program OR suspension from the co-curricular and/or athletic activity for 3 consecutive separate event days (i.e. days of meetings, practices or games)
- **Second incident in a school year:** Parent meeting, suspension from the co-curricular and/or athletic activity for 5 consecutive separate event days and 3 meetings with the Student Assistance Counselor
- **Third incident in a school year:** Parent meeting, suspension from the co-curricular and/or athletic activity for the duration of the season or semester and 5 meetings with the Student Assistance Counselor
- **Fourth incident in a school year:** Suspension from the co-curricular and/or athletic activity for the duration of the school year and parent meeting

I have read and understood the Co-Curricular and Athletic Agreement and, as a member of

\_\_\_\_\_, promise to abide by it:

Name of Sport/Activity/Club

\_\_\_\_\_  
Signature Date Name

\_\_\_\_\_  
Coach/Advisor/Moderator

I acknowledge that my child has agreed to abide by this Agreement:

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

.....  
*In addition to the above provisions, students participating in co-curricular and/or athletic activities are required to comply with the regulations of the PMHS Code of Conduct, (Board Policy 7410) as described in the PMHS Student Handbook and at the Pelham Schools website at [www.pelhamschools.org](http://www.pelhamschools.org). The PMHS administration has the authority to discipline students for conduct in school or at school sponsored events and, in addition to suspension from school and other measures, students may lose the privilege of participation in co-curricular and/or athletic activities.*

Adopted by the Board of Education: 6/21/10

**DIGNITY FOR ALL STUDENTS STATEMENT**

The Board of Education of the Pelham Union Free School District, along with the administration, faculty, and staff of Pelham Memorial High School are committed to providing **all** students with a safe and productive learning environment. The school expects that all students and staff conduct themselves in a manner that allows all students to focus on educational growth and healthy interpersonal development. If students choose to not allow others the opportunity to learn by harassing, hazing and or bullying, students will be subject to disciplinary action as provided in the Pelham Board of Education Policy on Student conduct (7552).

As a student at Pelham Memorial High School, you have the right to expect a safe learning environment where you will not be subjected to harassment in any manner by employees or students on school property or at a school function based on, among other things, your actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, or your actual or perceived gender. You are also expected to refrain from any behavior that would infringe upon your fellow students in this manner.

The following are specific expectations of student behavior and procedures to follow if you feel that you have been subject to any action that might constitute harassment, hazing or bullying.

### **Expectations of behavior**

In order to help make Pelham Memorial High School a positive place where students can receive quality educational service without disruption, students are expected to refrain from any act that could be considered harassment, hazing or bullying.

**Harassment** is making another student uncomfortable through verbal threats, intimidations or abuse that has or would have the effect of interfering with a student's educational, physical, and mental well-being. Such conduct includes, but is not limited to actions: verbal threats, intimidation or abuse based on a person's actual or perceived:

- Race
- Color
- Weight / Physical Appearance
- National origin
- Ethnic group
- Religion
- Religious practice
- Disability
- Sex
- Sexual orientation
- Gender (which includes a person's actual or perceived sex, as well as gender identity and expression)

**Bullying** is any unwanted and/or aggressive behavior that involves a student holding power or trying to hold power over another student. The behavior is repeated, or has the potential to be repeated over time. Bullying can occur before and after school hours, in a school building or places like a playground or bus, while a child is traveling to or from school or on the internet, especially social media websites, e.g.: Facebook, Twitter, etc.

**Hazing** is when a person intentionally or recklessly engages in conduct during the course of another person's entrance into or affiliation with any organization such as a co-curricular club or sports team, which creates a substantial risk of physical injury to such other person. Physical harm does not have to occur for hazing to have taken place.

### **Disciplinary Penalties and Procedures**

Acts of harassment, intimidation, or bullying can take many forms and can vary dramatically in seriousness and

impact on the targeted individual and school community. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, and bullying. Disciplinary and appropriate remedial actions for a student or staff member who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to, and including, suspension or expulsion.

If you choose to harass, bully, and/or haze, or engage in actions that could be viewed as harassment, bullying, and/or hazing, you will be subject to disciplinary action in accordance with Board of Education Policy 7552. Please refer to the Pelham Memorial High School Code of Conduct for specific information.

At a minimum if you engage in actions that are or could be considered Cyberbullying and/or Sexting, your computer/network privileges will be revoked. This means you will not be able to use district electronic resources to complete your school work and you must find alternate means to do so.

### **Students Reporting Violations**

Any student who feels that they have been harassed, hazed, and /or bullied or if any student believes they have witnessed any of these actions, they should immediately inform a teacher, administrator, guidance counselor, or the PMHS DASA facilitator, Dr. Jeanean Hergenrother. Students should be prepared to discuss in detail what they witnessed.

If a student feels that they have been harassed, hazed, and/or bullied by a staff member of the district, they should inform the Assistant Principal or Principal immediately. Students should be prepared to discuss in detail what they witnessed.

### **Statement on Cyberbullying and Sexting**

It is the policy of Pelham Memorial High School to prohibit harassment, intimidation, and bullying that occurs in any manner, including but not limited to electronic mediums that could substantially interfere with a student's education, threaten the overall educational environment and/or substantially disrupt the operation of school.

This includes, but is not limited to, harassment, intimidation, and bullying based upon, but is not limited to, actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, or actually or perceived gender.

### **Definition**

Cyberbullying is "the repeated use of information technology, including e-mail, instant message, blogs, chat rooms, pagers, cell phones, and gaming systems, to deliberately harass, threaten or intimidate others." Cyberbullying, unlike physical bullying, does not provide an option for its victims to walk away. New York State Department of Criminal Justice Services (NYSDJS) defines Sexting as "sending, receiving or forwarding sexually suggestive nude or nearly nude photos through text message or email". (<http://criminaljustice.state.ny.us/missing/isafety/iintro.htm>)

### **Expectations of Behavior**

Cyberbullying is a form of electronic aggression and that both it and Sexting are inappropriate and will not be tolerated on or off school grounds or at school-sponsored events or functions using either school or personal information technology equipment.

In all instances, if you choose to engage in Cyberbullying or Sexting off school grounds, you will face disciplinary actions from the school. ( )100.2(c) of the NYS Commissioners Regulations and L.2010, Ch. 482, and the NYS Penal Law 120.40.6.

## **RIGHTS AND RESPONSIBILITIES OF MEMBERS OF THE SCHOOL COMMUNITY**

The Board of Education believes that the Board, teachers, administrators, other school staff, parents and

students all share the responsibility for education in the Pelham Public Schools. In order to create an environment in which students can learn and teachers can teach in the most effective manner possible, the Board recognizes the following rights of students and encourages all members of the school community to accept the following responsibilities.

**I. Rights of Students**

The district is committed to safeguarding the rights given to all students under state and federal law. In addition to those rights, all district students have the right to:

1. A safe, healthy, orderly and civil school environment;
2. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender, sexual orientation or disability;
3. Voice their concerns in a forum in which they will be taken seriously and treated with respect;
4. Present their version of relevant events to school personnel authorized to impose a disciplinary penalty; and
5. Access school rules and, when necessary, receive an explanation of those rules from school personnel.

**II. Responsibilities of Students**

All district students have the responsibility to:

1. Contribute to maintaining a safe, orderly and civil 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. Follow directions given by teachers, administrators and other school personnel in a respectful, positive manner;
6. Work to develop mechanisms to control their anger;
7. Ask questions when they do not understand;
8. Seek help in solving problems that might otherwise lead to disciplinary action;
9. Share with a responsible adult concerns about potential danger to others;
10. Accept responsibility for their actions; and
11. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

**III. Responsibilities of Parents**

All parents of students in the district are expected to:

1. Recognize that the education of their children is a joint responsibility of the parents and the other members of the school community;
2. Send their children to school ready to participate and to learn;
3. Ensure that their children attend school regularly and on time;
4. Ensure that any absences are excused;
5. Insist that their children be dressed and groomed in a manner consistent with the district policy on student dress;
6. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment;
7. Know school rules and help their children understand them;
8. Convey to their children a supportive attitude toward education, teachers and the district;

9. Build good relationships with teachers, other parents and their children's friends;
10. Help their children deal effectively with academic and social expectations of the school
11. Promote in their children a sense of responsibility for themselves and others;
12. Inform school officials of changes in the home situation that may affect student performance; and
13. Provide a place for study and ensure that homework assignments are completed.

#### **IV. Responsibilities of All School District Staff**

All school district staff members are expected to:

1. Promote a safe, orderly and civil school environment in which each member of the school community is treated fairly and with respect
2. Promote a climate of mutual respect and dignity which will strengthen students' self-concept and promote confidence to learn;
3. Know school policies and rules, and enforce them in a fair and consistent manner;
4. Maintain open communication among teachers, psychologist, guidance counselors, students and parents regarding the affective needs of students;
5. Assist students in coping with peer pressure and emerging personal, social and emotional problems; and arrive at school dressed and groomed in a professional manner appropriate to the staff member's position and responsibilities.

#### **V. Responsibilities of the Board of Education**

The Board of Education is expected to:

1. Collaborate with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel to develop a code of conduct that clearly defines expectations for the conduct of students, district personnel and visitors on school property and at school functions; and
2. Adopt and review at least once a year the district's code of conduct to evaluate the code's effectiveness, its consistency with law and the regulations of the Commissioner of Education, and the fairness and consistency of its implementation.

#### **Code of Conduct (Board Policy 3410) (For a complete reading of the Code of Conduct, please visit <http://www.pelhamschools.org> and click on Code of Conduct in the "District" tab.)**

The Board of Education of the Pelham Union Free School District is committed to providing a safe and orderly school environment where students may receive, and district personnel may deliver, quality educational service without disruption or interference. Each school must be a positive forum in which students can express and explore different points of view in a peaceful and constructive manner.

The district has a long-standing set of expectations for conduct by students based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity. This policy is intended to support and supplement the efforts of teachers to ensure effective instruction. Accordingly, the focus of the policy is on changing student behavior for the better, not merely punishing unacceptable or disruptive behavior.

The Board recognizes the need to clearly define expectations for acceptable behavior by students when on school property or attending a school activity. To that end, the Board adopts this Student Conduct Policy.

The Board expects students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel, and other members of the school community, and for the care of school facilities and equipment.

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



emphasis on the students' ability to grow in self-discipline.

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

A student may be subject to disciplinary action as provided in the Board's Policy 7310, Disciplinary Penalties and Procedures, up to and including suspension from school, when he or she, while on school property or engaging in a school activity:

- A. Engages in conduct that is disorderly, intentionally causing public inconvenience, annoyance, or alarm, or recklessly creating a risk to himself/herself or others. Examples of disorderly conduct include:
  - 1. Running in hallways;
  - 2. Making unreasonable noise;
  - 3. Using language or gestures that are profane, lewd, vulgar or abusive;
  - 4. Obstructing vehicular or pedestrian traffic or parking in prohibited areas;
  - 5. Engaging in any willful act that disrupts the normal operation of the school community;
  - 6. Engaging in any conduct which is in violation of the Board's rules and regulations for the maintenance of public order on school property; and
  - 7. Engaging in any conduct using the district's computer network or the Internet that is in violation of the district's acceptable use policy.
  
- B. Engages in conduct that is insubordinate. Examples of insubordinate conduct include:
  - 1. Failing to comply with the lawful directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect to such employees;
  - 2. Skipping detention; and
  - 3. Lateness for, missing or leaving school without permission.
  
- C. Engages in conduct that is violent. Examples of violent conduct include:
  - 1. Committing, attempting or threatening to commit an act of violence, such as hitting, kicking, punching, scratching or throwing any projectile, upon a teacher, administrator, other school employee, another student or any other person on school property;
  - 2. Possessing a weapon (including, but not limited to, any gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other dangerous instrument that can cause physical injury or death) while on school property or at a school function;
  - 3. Displaying what appears to be a weapon;
  - 4. Threatening to use any weapon;
  - 5. Intentionally damaging or destroying the personal property of a teacher, administrator, other district employee, another student or any other person on school property, including by graffiti or arson; and
  - 6. Intentionally damaging or destroying school district property.
  
- D. Engages in any conduct that endangers the safety, morals, health or welfare of others:
  - 1. Lying to school personnel;

2. Stealing the property of other students, school personnel or any other person on school property or attending a school function;
3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of such person or identifiable group by demeaning them;
4. Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation or disability as a basis for treating an individual in a negative manner;
5. Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an individual or identifiable group which are intended to be, or which a reasonable person would perceive as, ridiculing or demeaning;
6. Intimidation or bullying;
7. Hazing, which includes soliciting, encouraging, aiding or engaging in any intentional, knowing or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club or athletic team whose members are, or include, other students
8. Selling, using or possessing obscene material;
9. Using vulgar or abusive language, cursing or swearing;
10. Possessing and/or smoking a cigarette, e-cigarette, vape, cigar or pipe, or using chewing or smokeless tobacco in school or on school property or while attending a school function;
11. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or controlled substances (including, without limitation, inhalants, marijuana, vapes, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as “designer drugs”), or being under the influence of any of the aforementioned list.
12. Inappropriately selling, purchasing, using or sharing prescription or over-the-counter drugs;
13. Gambling;
14. Indecent exposure, which includes exposure to sight of the private parts of the body in a lewd or indecent manner;
15. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher;
16. Trespassing on school property or gaining access to any unauthorized areas of the school.

E. Engages in any form of academic misconduct. Examples of academic misconduct include:

1. Cheating;
2. Plagiarism;
3. Copying;
4. Altering records;
5. Forging notes or excuses; and
6. Assisting another student in any of the above actions.

F. Engages in misconduct, such as excessive noise, pushing, shoving or fighting, while on a school bus, or fails to comply with the lawful directions of the bus driver or otherwise demonstrates disrespect to the bus driver; provided that for the purposes of this paragraph a “student” shall include any student who is transported by the district to any educational setting, public or nonpublic, within or outside the district.

## **DISCIPLINARY PENALTIES AND PROCEDURES** (Selected Portions of Board Policy 7310)

The Board believes that discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

Disciplinary action, when necessary, will be firm, fair and consistent so as to be effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

- a. The student's age;
- b. The nature of the offense and the circumstances that led to the offense;
- c. The student's prior disciplinary record;
- d. The effectiveness of other forms of discipline;
- e. Information from parents, teachers and/or others, as appropriate; and
- f. Other extenuating circumstances.

As a general rule, discipline will be progressive (i.e., a student's first violation will usually merit a lighter penalty than subsequent violations). However, it is clear that certain serious acts of misbehavior (including, but not limited to, sale of drugs, possession or sale of a weapon) may warrant the maximum penalty for the first offense.

If the student in question has been classified as disabled or if the school district has reason to believe such classification may be warranted, the student shall be referred to the Committee on Special Education to ascertain whether the misconduct is related to a disability, in accordance with the separate requirements of Policy 7313 Discipline of Students with Disabilities. Discipline, if warranted, shall be administered consistent with Policy 7313. A student identified as having a disability shall be disciplined for behavior related to his or her disability only to the extent permitted by law, and in accordance with the separate requirements of Policy 7314.

### **I. Reporting Violations of the Code of Conduct**

Any student who observes a student in possession of a weapon, alcohol or any illegal substance on school property or at a school function shall report this information immediately to a teacher, the building principal or the superintendent. Such teacher, building principal or the superintendent shall, if he or she can do so without danger to himself or herself or others, immediately confiscate the weapon, alcohol or illegal substance. Promptly thereafter the building principal or superintendent shall notify the parents or guardians of the student involved and take appropriate disciplinary action, up to and including permanent suspension and referral for prosecution. Any member of the Pelham school community may report any other violation of the Board's Policy 3410, Code of Conduct, to the building principal, who will then investigate the situation and take appropriate action, including disciplinary action and/or referral to the Committee on Special Education.

The building principal must notify the appropriate local law enforcement agency of any violations of Policy 3410 that constitute crimes and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business on the day the principal learns of the violation. Such notification shall be made by telephone, followed by a letter mailed on the same day, and must identify the student(s) involved and explain the conduct that violated the code of conduct and constituted a crime.

### **II. Penalties**

Students who are found to have violated the district's code of conduct may be subject to the following penalties, either alone or in combination with one another. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

- A. Verbal warning—any member of the school district staff;
- B. Written warning—bus drivers, hall and lunch monitors, coaches, guidance counselors, teachers, assistant principal, principal, superintendent;
- C. Written notification to parent or guardian—bus drivers, hall and lunch monitors, coaches, guidance counselors, teachers, assistant principal, principal, superintendent;
- D. Detention—teachers, assistant principal, principal, superintendent;
- E. Suspension from transportation—assistant principal, principal, superintendent;
- F. Suspension from interscholastic athletic participation—coaches, assistant principal, principal, superintendent;
- G. Suspension from social events or extracurricular activities—assistant principal, principal, superintendent;
- H. Suspension of other privileges—assistant principal, principal, superintendent;
- I. In-school suspension—assistant principal, principal, superintendent;
- J. Removal from classroom by teacher—teachers, principal;
- K. Short-term (five days or less) suspension from school—principal, superintendent, board of education;
- L. Long-term (more than five days) suspension from school—superintendent, board of education; and
- M. Permanent suspension from school—superintendent, board of education.

### III. Procedures

The amount of due process to which a student is entitled before a penalty is imposed will depend on the type of penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must let the student know that misconduct such student is alleged to have committed, and must investigate the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty. Students who are given penalties other than a verbal warning, written warning or written notification to their parents or guardians are entitled to additional rights before the penalty is imposed. These additional rights are explained below:

#### **A. Detention**

Teachers, principals and the superintendent may use detention as a penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate. Detention will be imposed as a penalty only after the student's parent or guardian has been notified to confirm that there is no parental objection to the penalty and the student has appropriate transportation home following detention.

#### **B. Suspension from social events, athletic participation, co-curricular activities or other privileges**

A student subjected to suspension from social events, athletic participation, extracurricular activities or other privileges is not entitled to a full hearing pursuant to Education Law Section 3214. However, the student and the student's parent or guardian will be provided with a reasonable opportunity for an informal conference with the district official imposing the suspension to discuss the conduct and the penalty involved.

#### **C. In-school Suspension (ISS)**

The Board of Education recognizes that the school district must balance the need of student to attend school and the need for order in the classroom to establish an environment conducive to learning. Accordingly, the Board authorizes building principals and the superintendent to place students who would otherwise be suspended from school as the result of a Code of Conduct violation in "in-school suspension". "In-school suspension" is the temporary removal of students from the classroom and their placement in another area of the school building designated for such suspension where students will receive substantially equivalent, alternative education. See page 41 for Procedures, Rules and Regulations of ISS.

A student subjected to an in-school suspension is not entitled to a full hearing pursuant to Education Law

Section 3214. However, the student and the student's parent or guardian will be provided with a reasonable opportunity for an informal conference with the district official imposing the in-school suspension to discuss the conduct and the penalty involved.

#### **D. Teacher removal of disruptive students**

A disruptive student can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. In most instances the classroom teacher can control a student's behavior and maintain or restore control over the classroom by using good management techniques. These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student an opportunity to regain his or her composure and self-control in an alternative setting. Such practices may include, but are not limited to: (1) short-term "time out" in an elementary classroom or in an administrator's office; (2) sending a student into the hallway briefly; (3) sending a student to the principal's office for the remainder of the class time only; or (4) sending a student to a guidance counselor or other district staff member for counseling. Time-honored classroom management techniques such as these do not constitute disciplinary removals for purposes of this code of conduct.

On occasion, a student's behavior may become disruptive. For purposes of this code of conduct, a "disruptive student" is a student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom. A substantial disruption of the educational process or substantial interference with a teacher's authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher's instructions or repeatedly violates the teacher's classroom behavior rules.

A classroom teacher may remove a disruptive student from class for up to two days. The removal from class applies to the class of the removing teacher only.

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

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

Within 24 hours after the student's removal, the building principal or another district administrator designated by the principal must notify the student's parent or guardian, in writing, that the student has been removed from class and the reason for the removal. The notice must also inform the parent or guardian that he or she has the right, upon request, to meet informally with the principal or the principal's designee and, if possible, the teacher, to discuss the reasons for the removal. The written notice must be provided by personal delivery, express mail delivery, or other means that is reasonably calculated to assure receipt of the notice within 24 hours after the student's removal at the last known address for the parent or guardian. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number for the purpose of contacting parents. The principal may require the teacher who ordered the removal to attend the informal conference if it is held during the teacher's normal working day. The informal meeting, if requested, must be held within 48 hours of the student's removal (unless a later date is agreed upon by the parent or guardian and the principal). If at the informal meeting the student denies the charges, the building principal or the principal's designee must explain why the student was removed and give the student and the student's parent or guardian an opportunity to present the student's version of the relevant events.

The principal or the principal's designee may overturn the removal of the student from class if he or she finds any

one of the following:

1. The charges against the student are not supported by substantial evidence.
2. The student's removal is otherwise in violation of law or the district's code of conduct.
3. The conduct warrants suspension from school pursuant to Education Law Section 3214 and a suspension will be imposed.

The principal or his or her designee must make a determination as to whether to overturn the removal before the close of business on the school day next following the 48-hour period during which the informal hearing, if requested, must be held. No student removed from the classroom by the classroom teacher will be permitted to return to the classroom until the building principal makes a final determination, or the period of removal expires, whichever is less. At the teacher's discretion, he or she may rescind the removal prior to the expiration of the period of removal.

Any disruptive student removed from the classroom by the classroom teacher shall be offered continued educational programming and activities until he or she is permitted to return to the classroom.

Removal of a student with a disability may, in certain circumstances, constitute a change in the student's placement. Accordingly, no teacher may remove a student with a disability from his or her class until he or she has verified with the building principal or the chairperson of the Committee on Special Education that the removal will not violate the student's rights under state or federal law or regulation.

#### **E. Suspension from School**

Suspension from school is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others. The Board of Education retains its authority to suspend students, but places primary responsibility for the suspension of students with the building principals and the superintendent.

Any staff member may recommend to the superintendent or the building principal that a student be suspended. All staff members must immediately report and refer a student who commits a violent act specified in the Code of Conduct to the principal or the superintendent. All recommendations and referrals shall be in writing unless the conditions underlying the recommendation or referral warrant immediate action. In such cases a written report is to be prepared as soon as possible by the staff member recommending the suspension.

The superintendent or principal, upon receiving a recommendation or referral for suspension or when processing a case for suspension, shall gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

##### **1. Short term (five days or less) Suspension from School (OSS)**

When the superintendent or building principal (the "suspending authority") proposes to suspend a student charged with misconduct for five days or less pursuant to Education Law Section 3214(3)(b), the suspending authority must immediately notify the student orally. If the student denies the misconduct, the suspending authority must provide an explanation of the basis for the proposed suspension. The suspending authority must also notify the student's parent or guardian in writing that the student may be suspended from school. The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours after the decision to propose suspension at the last known address of the parent or guardian. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number for the purpose of contacting the parents.

The notice and opportunity for an informal conference shall take place before the student is suspended

unless the student's presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process. If the student's presence does pose such a danger or threat of disruption, the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practicable.

After the conference, the principal shall promptly advise the parent or guardian in writing of his or her decision. The principal shall advise the parents that if they are not satisfied with the decision and wish to pursue the matter, they must file a written appeal to the superintendent within five business days after the principal's decision, unless they can show extraordinary circumstances precluding them from doing so. The superintendent shall issue a written decision regarding the appeal within 10 business days of receiving the appeal. If the parents are not satisfied with the superintendent's decision, they must file a written appeal to the Board of Education with the District Clerk within 10 business days after the date of the superintendent's decision, unless they can show extraordinary circumstances precluding them from doing so. Only final decisions of the Board may be appealed to the Commissioner of Education within 30 days of such decision.

## **2. Long-term (more than five days) Suspension from School (OSS)**

When the superintendent or a building principal determines that a suspension for more than five days may be warranted, he or she shall give reasonable notice to the student and the student's parent or guardian of their right to a fair hearing. At the hearing the student shall have the right to be represented by counsel, the right to question witnesses against him or her and the right to present witnesses and other evidence on his or her behalf.

The superintendent shall personally hear and determine the proceeding or may, in his or her discretion, designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and to issue subpoenas in conjunction with the proceeding before him or her. A record of the hearing shall be maintained, but no stenographic transcript shall be required. A tape recording shall be deemed a satisfactory record. The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline to the superintendent. The report of the hearing officer shall be advisory only, and the superintendent may accept all or any part thereof.

An appeal of the decision of the Superintendent may be made to the Board of Education, which will make its decision based solely upon the record before it. All appeals to the Board must be in writing and submitted to the District Clerk within 10 business days after the date of the superintendent's decision, unless the parents or guardians can show that extraordinary circumstances precluded them from doing so. The Board may adopt in whole or in part the decision of the superintendent. Final decisions of the Board may be appealed to the Commissioner of Education within 30 days of such decision.

## **3. Permanent Suspension**

Permanent suspension is reserved for extraordinary circumstances such as where a student's conduct poses a life-threatening danger to the safety and well-being of other students, school personnel or any other person lawfully on school property or attending a school function.

## **IV. Minimum Periods of Suspension**

## 1. **Students who bring a weapon to school**

Any student, other than a student eligible for services under the Individuals with Disabilities Education Act and Article 89 of the New York State Education Law (“a student with a disability”), found guilty of bringing a weapon (as defined in Section C.2 of the Board’s Policy 7313) onto school property will be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law Section 3214. The superintendent has the authority to modify the one-year suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the following:

1. The student’s age;
2. The student’s grade in school;
3. The student’s prior disciplinary record;
4. The superintendent’s belief that other forms of discipline may be more effective;
5. Input from parents, teachers and/or others; and
6. Other extenuating circumstances.

A student with a disability may be suspended only in accordance with the requirements of state and federal law and in accordance with the Board’s Policy 5315, Discipline of Students with Disabilities.

## 2. **Students who commit violent acts other than bringing a weapon to school**

Any student, other than a student with a disability, who is found to have committed a violent act (as defined in Section C of the Board’s Policy 7313), other than bringing a weapon onto school property, shall be subject to suspension from school for at least five days. If the proposed penalty is the minimum five-day suspension, the student and the student’s parent or guardian will be given the same notice and opportunity for an informal conference given to all students subject to short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student’s parent will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The Superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the same factors considered in modifying a one-year suspension for possession of a weapon. A student with a disability may be suspended only in accordance with the requirements of state and federal law and in accordance with the Board’s Policy 7314, Discipline of Students with Disabilities.

## 3. **Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interfere with the teacher’s authority over the classroom**

Any student, other than a student with a disability, who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher’s authority over the classroom will be suspended from school for at least five days. For purposes of this code of conduct, “repeatedly is substantially disruptive” means engaging in conduct that results in the student being removed from the classroom by teachers pursuant to Education Law Section 3214(3-a) and this code on four or more occasions during a semester. If the proposed penalty is the minimum five-day suspension, the student and the student’s parent or guardian will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student’s parent or guardian will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the same factors considered in modifying a one-year suspension for possession of a weapon. A student with a disability may be suspended only in accordance with the requirements of state and federal law and in accordance with the Board’s Policy 7314, Discipline of Students with Disabilities.

## **V. Alternative Instruction**

When a student is removed from class by a teacher or suspended from school pursuant to Education Law Section 3214, the district will take immediate steps to provide alternative means of instruction for such student.



## **IV. SCHOOL OPERATIONS AND PROCEDURES**

### **ACCIDENTS**

Accidents must be reported at once to the teacher in charge or to an administrator. Any student who is injured should first notify his/her teacher or an administrator and wait for direction as to where to report next.

### **ASSEMBLIES**

Student behavior during assemblies is expected to be courteous and responsible at all times. Talking to nearby students, leaving your seat, cat-calls and throwing of objects, are all examples of the types of disturbances and interruptions that will not be tolerated, as they do not reflect positively on the high school and its entire student body.

During assemblies, students must comply with directives and requests made by any faculty or staff member. Student misbehavior will result in any one or combination of the following consequences:

- removal from assembly
- assigned seating in future assemblies
- detentions
- exclusion from future assemblies
- parental contact
- other consequences deemed appropriate by building administration

Assemblies are presentations that enhance students' learning and school life. The school, PTA and other sources bear the expense for these presentations. Therefore, we expect student conduct to be orderly and appropriate.

### **BOMB THREATS**

Under a state law that took effect December 1, 1999, making a school bomb threat is a class E felony, and can result in a prison sentence of four years and/or a fine of up to \$5,000, as well as a mandatory one-year driver's suspension. Individuals under the age of 16 face maximum possible juvenile penalties, as well as a one-year delay in being able to obtain a driver's license.

The law expands the definition of a school bomb threat to include threats against schools, school grounds and school buses. An individual can be charged with a felony any time he or she makes a threat to a school or places a device in a school that results in public alarm or inconvenience. In addition, the law expands the definition of threats to include threats made regarding hazardous substances such as anthrax or other biological and chemical agents.

### **CAFETERIA/FOOD ISSUES**

All food should be consumed in the cafeteria and Pelican Commons only. The cafeteria is open to students from 7:30 a.m. – 10:00 a.m. and 10:30 a.m.-2:07p.m. Students are not permitted to purchase or consume food during class time except under extenuating circumstances as determined by an administrator or their teacher. In order for all students to enjoy eating and socializing in the cafeteria, appropriate behavior is expected.

The cafeteria monitors are responsible for student management; as such, students are to comply with the monitor's requests and directives at all times. Failure to do so will result in disciplinary action.

### **CLOSED CAMPUS/INDIVIDUAL DECISION TIME (IDT)**

**Students in grade 9 may not leave the campus at any time during the school day.** Failure to follow this regulation may result in in-school suspension.

Leaving schools grounds is a privilege for students in grade 10 (mid semester), 11, 12. Seniors are expected to use their unassigned time wisely or they will lose open campus privileges. A senior who has a rolling cumulative average of **70%** or less will be assigned to study halls.

**Individual Decision Time (IDT)** is a program that is offered as a privilege to any **junior** who has earned a cumulative G.P.A. unweighted average of **85%** and above and who has **not** been referred to the administration during their sophomore year for a discipline incident. This year, we will again offer IDT for the second semester to sophomores who have earned a cumulative GPA unweighted average of **90%** and above and have **not** been referred to the administration during their freshman or sophomore year for a disciplinary incident.

10<sup>th</sup> and 11<sup>th</sup> graders who are given this privilege may use their free time visiting the Library, Departmental Study Centers, and the Pelican Commons. Students in good standing will not be assigned to a Study Hall and may use this time to make appropriate decisions regarding their own free time.

Students may lose this privilege if they are referred to the administration for any infraction of the discipline code. Examples may include “cutting class, tardiness to class, parking in a staff’s parking space, etc.” The administration reserves the right to add or delete this program from a student’s schedule. Additionally, a student with an unassigned 9<sup>th</sup> period may be subjected to attend a 9<sup>th</sup> period study hall if their cumulative average falls below a 70% or if they have failed multiple classes.

Parents who **do not** want their children to leave campus should complete and return the “Off Campus/Lunch Refusal Form” or write a letter to the Principal or Assistant Principal indicating that they do not want their child to have permission to leave school any time during the school day.

**DETENTION**

Students assigned to detention for a violation of the discipline policy may be given twenty-four hours notice by the Assistant Principal or Principal. Once assigned to a detention, the student must adjust his/her personal schedule so he/she may fulfill this commitment. Detention will take priority over any school activity, including athletic practices or contests, play rehearsals, club meetings, etc. Work or other after school responsibilities will not be considered acceptable excuses for either missing detention or having the day(s) of detention reassigned. Athletic or activity participants who are scheduled for detention on a day of a contest/event and do not report to detention will be suspended from the next contest/event.

***Cutting Detention:***

1st Cut:	-	Two additional detentions assigned
2nd Cut:	-	Four additional detentions assigned
Three or More Cuts:	-	In-School Suspension

## **DISCIPLINE GUIDELINES**

Since an orderly atmosphere is essential for learning to take place, a discipline code which provides for the personal welfare of all students, as well as for the common good of the entire school, is essential.

<b>INFRACTION</b>	<b>CONSEQUENCES</b>
Arson	5 days OSS, Police referral, Superintendent Hearing
Cheating/plagiarism	Receive grade of zero; parental contact, further disciplinary action may result
Class disruption	Detention on a progressive basis; ISS
Computer violations	Suspension of privileges; ISS; OSS
Cutting class	One week detention; two weeks detention; ISS on a progressive basis, OSS
Cutting detention	Additional days of detention; ISS, OSS
Drugs and alcohol possession, use, being under the influence, or distribution (includes OTC drugs, supplements, paraphernalia)	Suspension up to 5 days; police referral; referral to Student Assistance Counselor; Superintendent's Hearing
Electronic devices (cell phones, I-pods, etc.) use of	Confiscated and additional consequences if necessary
False alarms, bomb threat	5 days OSS, Police referral, Superintendent Hearing
Fighting/assault/hazing	1-5 day suspension; removal from extracurricular activities; Superintendent's Hearing
Forging a note	3 days ISS
Gambling (card games, dice, etc.)	Detentions and confiscation of gambling property; ISS
Harassment: Physical, verbal or sexual	Suspension up to 5 days; possible police referral; Superintendent's Hearing
Insubordination (refusing to comply with directions of staff members)	ISS on a progressive basis; OSS; Principal's Hearing; Social Probation; Superintendent's Hearing
Lewd behavior	1-5 days ISS and/or OSS
Parking/driving violations	Detentions on a progressive basis; ISS on a progressive basis; Social Probation; police referral
Possession or use of fireworks, explosives or noxious/flammable material	1-5 days OSS; Superintendent's hearing
Possession or use of firearms/dangerous weapons	Superintendent's Hearing; police referral; probable expulsion
Possession or use of matches, lighter, or other flammable device	Detention; ISS; OSS; Superintendent's Hearing; police referral
Profanity, obscenity, abusive language	Detentions and/or ISS on a progressive basis; OSS
Possession of cigarettes/e-cigarettes/vapes and/ or smoking on school grounds	1 <sup>st</sup> offense: 2 days ISS; 2 <sup>nd</sup> offense: 3 days ISS; 3 <sup>rd</sup> offense: OSS on a progressive basis. All offenses: referral to Student Assistance Counselor.
Tardiness to class	Five unexcused lateness (less than 5 minutes) warrants one day of detention; more than 5 minutes warrants detentions on a progressive basis; ISS
Theft	ISS on a progressive basis; possible police referral; restitution; OSS
Truancy/leaving campus without authorization	ISS on a progressive basis; OSS; Superintendent's Hearing
Vandalism/graffiti	1-5 day suspension; restitution; Superintendent's Hearing

NOTE: The administration reserves the right to extend or reduce the extent of the disciplinary action taken depending upon the seriousness of the situation.

**Students are prohibited from disseminating or promoting any event during the school day or after school where alcohol or drugs will be served or present.**

## **DRUGS AND ALCOHOL (Board Policy 7320)**

The Board of Education of the Pelham Union Free School District recognizes that the misuse of drugs, alcohol and/or tobacco is a serious problem with legal, physical, emotional and social implications for the entire community. Therefore, the consumption, sharing and/or selling, use and/or possession of alcoholic beverages, tobacco products, illegal drugs, counterfeit and designer drugs, or paraphernalia for the use of such drugs is prohibited at any school-sponsored function, on school grounds and on school buses at all times. The inappropriate use of prescription and over-the-counter drugs shall also be disallowed.

Persons will be banned from entering school grounds or school-sponsored events when exhibiting behavioral, personal or physical characteristics indicative of having used or consumed alcohol or other substances. A school-sponsored function shall mean a school-sponsored or school-authorized co-curricular event or activity that may take place in another state.

Non-medical use of prescription drugs is a form of substance abuse that has become an increasing problem in the United States. Students found in possession of prescription drugs for which they do not have a valid prescription shall be disciplined in accordance with this Code of Conduct.

References to alcohol/substances throughout this policy shall include, but not be limited to:

\* Any and all alcoholic beverages and all illegal substances such as:

- marijuana
- cocaine
- crack
- LSD
- "ice"
- "ecstasy"
- heroin
- PCP
- Prescription drugs not prescribed for the student's use
- Any other controlled and/or illegal substance which the District deems dangerous to students' well-being

\* Illegal substances refers to any and all as identified in Section 220.00 of Penal Law together with Section 3306 of the Public Health Law.

## **PROCEDURES**

### **STUDENTS UNDER THE INFLUENCE OF ALCOHOL/ILLEGAL SUBSTANCES**

Below are the steps to be taken when a student is believed to be in violation of the District Policy on Alcohol and Other Substance Use/Abuse.

1. Any staff member concerned with a student's state of health, which may include the possibility of being under the influence of alcohol, will immediately escort the student to the Nurse or arrange for another staff member to escort the student to the Nurse. A complete verbal report of the circumstances and of what was observed will be conveyed to the Nurse. As soon as possible, the staff member will complete a written report and submit it to the Nurse, who will provide a copy to the Principal and/or Assistant Principal. The Nurse will make an initial assessment of the student's condition. If the Nurse is unavailable, the student will be brought directly to the building administrator in charge, who will be given complete information by the staff member who escorted the student.

2. The administrator will interview the student when notified by the Nurse that there is reasonable cause to believe the student may be under the influence of a substance. Together, they will make a professional judgment as to the reasons for, and nature of, the student's condition. The Nurse will document every referral and keep this documentation in her files. If the Nurse is unavailable, the administrator will either wait for her return, or will attempt to involve a school Nurse from another school in the District.
3. If the administrator and the Nurse feel that the student may be reacting to prescribed medication, the Nurse will notify the parent(s) and suggest that the physician who prescribed the medication be informed of the student's reaction. The Nurse will direct the parent(s) to arrange for the student to be brought home from school. Additionally, the Nurse will notify the building Principal and/or Assistant Principal of this decision.
4. If the administrator and the Nurse feel that the student may not be reacting to prescribed medication, they will determine if the student's state of health warrants parent notification. If the Principal is not the building administrator involved, he/she will be notified of this determination.
5. The administrator will advise the student of the decision to contact his/her parent.
6. The administrator will inform the parent(s) of the concern, recommend an appropriate course of medical attention (hospital, doctor's examination, etc.) and direct the parents to arrange for the student to be taken from school. When there is reasonable concern that the student is under the influence of a substance, the administrator will inform the parent(s) of their option to have the student undergo substance/chemical testing. When there is a strong suspicion of being under the influence of a substance or alcohol, the administrator will inform the parent(s) that the student must undergo substance/chemical testing before being readmitted to school. Additionally, parent(s) will be informed of the time and nature of follow-up contact and in-school conference.
7. As a follow-up to the referral, the Principal will meet with the Assistant Principal, the Nurse, the student's Guidance Counselor, the Student Assistance Counselor and the School Psychologist, who will:
  - assess the degree of the student's substance involvement
  - review community options for counseling and treatment
  - recommend the length and type of mandated counseling the student is to receive (see Consequences)
  - provide opinions as to the nature of punishment and possible involvement of local law enforcement personnel (see Consequences)

Based on this input, the Principal will determine the counseling efforts and disciplinary measures to be invoked (see Consequences).

**STUDENT IN POSSESSION OF, USING, SELLING OR EXCHANGING  
ALCOHOL/ILLEGAL SUBSTANCES**

1. Any staff member who observes a student in possession of, using, selling or exchanging alcohol/substances, shall escort the student immediately to the Principal or Assistant Principal. The staff member will make a complete verbal report, and will provide a written report immediately.
2. If the staff member cannot escort the student to the Principal or Assistant Principal, the incident

- will be reported to the administrator, who will arrange to locate the student and bring him/her to the office.
3. The building administrator will determine whether there is credible and feasible evidence to support the staff member's observation.
  4. The building administrator will question/confront the student.
  5. The building administrator, with the assistance of other building or District personnel, will direct the student to empty the contents of his/her pockets and belongings.
  6. The building administrator, with the assistance of other building or District personnel, will conduct a search of the school locker(s) assigned to the student, if necessary.
  7. The building administrator will confiscate any and all substances found.
  8. The Principal and/or Assistant Principal will inform the parent of the incident.
  9. The Principal and/or Assistant Principal will notify the Superintendent of Schools.
  10. The Principal and/or Assistant Principal will notify the local police in instances of selling or exchanging alcohol, and in all instances involving possession, using, selling or exchanging drugs/substances. The Principal will determine whether police are to be involved on the school campus (see Consequences).
  11. The Principal and/or Assistant Principal will detain the student until the student is taken off school grounds by either the parent, the police, or an appropriate District employee.
  12. The student and his/her parents will be notified that the student is under suspension for five school days, and that a Superintendent's Hearing will be recommended to further assess the incident, to determine appropriate alternate counseling or follow-up, and to communicate the provisions and nature of the student's return to school (see Consequences).

## **CONSEQUENCES**

Two forms of consequences would follow in the event students are found to be involved with alcohol and/or drugs/substances. These include both disciplinary action and the provision of counseling, as follows:

### **A. *Disciplinary Action***

The school building Principal shall have wide discretion in invoking punitive measures to address student involvement with alcohol/substance abuse. Disciplinary actions include, but are not limited to, those listed below. The Principal may choose to impose any one or any combination of the following punitive measures:

- Out-of-school suspension\*
- In-school suspension
- Police Involvement:
- report
- complaint
- charges pressed
- arrest
- assistance with apprehension or investigation
- Exclusion from district/school-sponsored activities (short or long-term)
- Reworking of student's schedule so as to better monitor student's activities and whereabouts
- A Superintendent's Hearing or review by the Committee on Special Education, in the case of a handicapped student, may be requested depending upon the severity or frequency of the student's actions.

\*A five-day out-of-school suspension shall automatically follow any incident of possession, being under the influence, use, exchange or sale of alcohol/substances on District property or at District/school activities.

B. **Counseling**

In an effort to provide follow-up and/or long-term attention to address student difficulty with alcohol/ substance abuse, the Principal shall recommend any one or combination of the following:

- Student Assistance Counselor session(s)
- Pelham Family Services session(s) (individual and/or family counseling)
- Student and/or parent involvement with County and/or State social or mental health agencies
- Regular or occasional meetings with:
  - Student Assistance Counselor
  - school counselor
  - school psychologist
  - school administrators
  - Local Youth officer
  - school nurse
  - other appropriate District personnel

It is understood that the student's family may pursue private counseling of their choice, at their initiation and expense.

C. **Student Return to School**

The student and parent/guardian must meet with the assistant principal before they can return to class. A **Principal's Hearing** may take place on day of students return following Out of School Suspension (OSS). After any of the above infractions his/her conduct and behavior will be monitored by a staff member designated by the Principal. Additionally, the building Child Study Team will meet to develop strategies to ensure the student's compliance with the provisions of his/her return, and to consider action which will prevent future substance misuse/abuse.

It is the District's position that students who commit repeat offenses of this policy present a more pressing danger to the health, safety, and well-being of him/herself, to others on school property and are a detriment to the academic functioning of the school. In this event, any and all consequences referred to in II (pages 27-28) may be invoked. Additionally, the Principal can recommend to the Superintendent that the student be placed on homebound instruction, if appropriate for a period of time to be determined by the Superintendent.

In an effort to maintain educational continuity for the student, the District will provide and monitor home-based or out-of-district instruction for the student. Additionally, the District will monitor carefully the continuity of post incident therapy and/or counseling, so as to ensure optimum, long-term benefit for the student.

**FIELD TRIPS AND EXCURSIONS**

All students participating in a field trip must submit a completed written permission slip to their teacher. Permission slips will be distributed by teachers well 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. No field trips are scheduled during the last week of a marking period or after May 24th.

The student must arrange to obtain assignments and materials before the anticipated field trip. Additionally, the student must arrange to make up work and reschedule tests before the field trip. It is understood that teachers may not always be able to provide in advance all materials that the student would have gotten if he/she were to be present. If pre-notification and pre-arrangement are not made, the teacher is under no obligation to provide special make-up opportunities for the student. If the field trip only takes place part of the school day, students must attend all other classes to be eligible for the trip.

For administration of medication during a field trip, please see the provisions of the district's Board Policy 7513, Student Health Services.

## **FIRE DRILLS**

At least eight fire drills and four lock-down drills are held yearly, eight of which are planned before the end of December. 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 must be no talking after leaving the classroom.
2. Move through the hall and away from the building in an orderly fashion.
3. Students must remain with their classes throughout the drill.
4. Students are not permitted to trespass on private property bordering the school
5. No student may re-enter the building until the all-clear signal sounds.

### **Teachers must take attendance during a fire drill/evacuation.**

If the building must be evacuated for any other reasons, the fire alarms will then be sounded and the school will be evacuated according to the standard drill procedure.

During drills or during the actual emergency situation, an exit or stairway might be blocked. If the normal exit route is blocked, continue beyond it to the next exit or stairway. If the normal route is at the end of a hall, turn back and use the first stairway or exit. Do not attempt to go through a blocked area.

In the event of an intentional false alarm, the school day will be extended to make up the instructional time missed.

## **HARASSMENT**

***Harassment*** is the act of treating any student or employee in a derogatory manner based upon their race, ethnic background, religion, gender, or sexual preference.

### ***Racial Harassment:***

Racial harassment consists of different treatment on the basis of race (also color and national origin) in a manner so severe, pervasive or persistent that it interferes with or limits the ability of a student to participate in or benefit from the District's programs, services or privileges.

Examples of the type of incidents which might constitute racial harassment include, but are not limited to:

1. Unwanted verbal comments, racial name-calling, racial or ethnic slurs, slogans, graffiti;
2. Intimidating actions such as cross-burning or painting swastikas

### ***Sexual Harassment:***

The District is committed to safeguarding the rights of all students within the school district to learn in an environment that is free from all forms of sexual harassment. Examples of such sexual harassment include, but are not limited to, continued or repeated offensive sexual flirtations, advances or propositions; continued or repeated offensive verbal remarks about an individual's body; sexually degrading words used toward an individual or to describe an individual; and the display of sexually suggestive objects or pictures.

Sexual and racial harassment are forms of discrimination. Any student who believes that he or she has been



subjected to sexual or racial harassment, whether by a district employee, other student, or any individual on school grounds or at school activities, should report the alleged misconduct immediately to the principal or his/her designee who will investigate the allegation and attempt to resolve it in an expeditious manner.

In the absence of a victim's complaint, the school, upon learning of, or having reason to suspect the occurrence of any racial or sexual harassment, will promptly begin an investigation and take action as deemed appropriate upon learning of the results of the investigation.

### **Student Complaints and Grievances**

The Board of Education of the Pelham Union Free School District believes it is necessary that students be made aware of the behavior that is expected of them, as outlined in District policies on school conduct and discipline. They shall also be given an opportunity to be heard on complaints and grievances they may have.

A student filing a complaint or grievance alleging that there is an action affecting him or her that is prohibited by Title IX, Education Amendments of 1972 ("Title IX"), Section 504 of the Rehabilitation Act of 1973 ("Section 504") or the Americans with Disabilities Act ("ADA") shall be provided with information regarding the prompt and equitable resolution of the complaint or grievances in accordance with the procedure free from coercion, interference, restraint, discrimination or reprisal.

Vocational and educational programs are offered without regard to sex, race, color, national origin or disability.

Building principals are responsible for ensuring that complaints and appeal procedures for Title IX, Section 504 and the ADA are incorporated into discipline codes, explained to all students, and provided to all parents on an annual basis.

Parents/guardians and students who have reached the age of 18 should contact the building principal or assistant principal for resolving complaints of discrimination due to sex and disability.

Mr. Judd Rothstein, Assistant Principal, Pelham Memorial High School is the person designated to coordinate activities concerning discrimination due to sex and disability. His phone number is 738-8110 Ext. 1120.

The Superintendent of Schools shall establish regulations and procedures for presenting problems or appealing decisions that affect individual students, in accordance with applicable statutory requirements, and for the resolution of complaints or grievances that may affect the student body.

### **HAZING**

Soliciting, encouraging, aiding or engaging in hazing is prohibited. "Hazing" means any intentional, knowing or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club or athletic team whose members are, or include, other students.

Students engaging in hazing will be subject to one or more of the following disciplinary actions at the discretion of the administration:

- Removal from extracurricular activities
- Conference with parent(s)/guardian(s)
- School suspension
- Referral to appropriate law enforcement agency

### **HOMEWORK POLICY**

Homework preparation is a natural extension of class work and is to be completed outside of regular classroom

time. Students are expected to complete assignments and to plan appropriately for the completion of projects and term papers. Homework is given to reinforce skills, review class work, stimulate new interests, develop initiative, enhance independent thinking and improve individualization of instruction.

### **HOVERBOARDS**

Hoverboards and any similar device are not permitted on school grounds or in the school building. Failure to adhere to this regulation will result in the item being confiscated and returned to the parents/guardians. Disciplinary consequences may be meted out depending on the circumstances of the infraction.

### **IN SCHOOL SUSPENSION (ACADEMIC RESOURCE)**

Procedures, Rules and Regulations

1. ISS time is from 8:15 a.m. – 3:11 p.m. in the Academic Resource Room (located in the Room 127). Students must report at 8:15 a.m.
2. Students need to go to their lockers prior to reporting to Academic Resource at 8:15 a.m.
3. Students **must bring their lunch** and remain in the ISS room during their lunch period. Students may not have their lunch delivered. ISS students are not permitted to leave the building at any time during the school day. Provisions will be made for any student who is unable to bring a lunch when they have ISS.
4. Students are required to bring books, workbooks and class notes for all courses in which students are enrolled. Loose-leaf, pens and pencils are necessary in ISS so that teacher assignments given during suspension can be completed accurately and promptly.
5. Students will work during ISS to complete classroom assignments provided by their teachers. If work is completed before the end of the school day, students will be required to read, do Regents review or practice exams.
6. If the student fails to work or is a behavior problem during ISS the suspension may be extended or the student may be suspended out of school.
7. Students may not bring I-pods, cell phones or any other electronic device to the ISS room. They must leave them in their locker.
8. If a student is late to ISS, the time missed must be made up.
9. Students may be excused from ISS for certain classes at the discretion of the Principal or Assistant Principal.
10. If a student fails to hand in work to the ISS teacher, they will receive a (0%) zero for that assignment.

### **LOCKS AND LOCKERS**

Lockers are the property of the school and are subject to administrative inspection at any time during the year. Students are responsible for the care and cleanliness of their lockers. To maximize the security of their lockers, students are advised not to share their combinations with others.

The school assumes no responsibility for the contents of any locker. All problems with lockers must be reported to the Main Office. Vandalism to lockers will result in serious disciplinary action as well as financial liability for any damage caused to school property.

Lockers may be used up until the last day of classes. Lockers must be emptied before the start of final examinations. Materials found in lockers after the last day of classes in June will be discarded.

### **LUNCH PRIVILEGES**

Leaving school grounds for lunch is a privilege for students in grades 10, 11 and 12. Students that do not exhibit appropriate behavior will lose this privilege and be placed on Social Probation for a time period assigned by either the Assistant Principal or Principal. **Freshman are not permitted to leave school grounds at any time without a parental note delivered to the Attendance Office.**

### **MEDICAL EXAMINATIONS**

During the fall every 10th grade student must have a medical examination. This is done by a pupil's own

physician or by the school doctor. A form on which parents designate their choice is sent home. If the student is examined by the school doctor, it is done in the building during the school day. Each student is given an annual vision and hearing test.

### **MEDICATIONS**

Students may not self-administer or carry on their person any medications in school. All prescription drugs or over-the-counter drugs consumed in school by students must be administered by the school nurse (an exception to this is the use of an inhalant by asthma sufferers). All students taking medications in school, including asthma inhalants must have a doctor's note and a signed parental note on file in the nurse's office authorizing the dispensing of the medication. Any prescription medication must have the student's name, dosage and doctor's name written on its label. A violation of this policy will result in an investigation and possible disciplinary action.

### **MUSICAL INSTRUMENTS**

Students are responsible for the storage of their musical instruments on school property. The school will assume no responsibility for the storage of musical instruments.

### **NATIONAL ANTHEM AND/OR THE PLEDGE OF ALLEGIANCE**

When the flag is displayed during the rendition of the National Anthem and/or The Pledge of Allegiance, all present should stand at attention facing the flag with the right hand over the heart. When the flag is not displayed, those present should face toward the music and act in the same manner they would if the flag were displayed there. The Pledge of Allegiance to the Flag should be rendered by standing at attention facing the flag with the right hand over the heart. The pledge will be given at the beginning of Period 1.

### **OUTDOOR FACILITIES**

For safety purposes, there is no ball playing or Frisbee throwing permitted in the circle driveway in front of the high school.

### **PARKING**

Students are not permitted to park anywhere on school property including all school parking lots as well as street "permit" parking areas on Colonial, Corlies and Nyac Avenues. Students are not permitted to park in any numbered, "visitor" or "handicapped" parking spaces bordering school property. Consequences for violating this rule include detentions, parent contact, social probation and in-school suspension if a student repeatedly violates this rule.

### **PHYSICAL EDUCATION**

Each student in grades 9 - 12 must successfully complete a physical education course during each year of attendance in school in order to qualify for graduation. Two units of Physical Education are mandated by the regulations of the Commissioner of Education, and these units are in addition to those credits necessary for a Regents or local high school diploma. One half unit of credit shall be awarded at the successful completion of each year.

### **ATHLETIC OPT-OUT**

Students in grades 11 and 12 are eligible to opt-out of physical education under the following guidelines.

- Must play a Varsity sport recognized by the Pelham Public School district.
- Must complete and fill out the Athletic Option form (a new form must be completed for each season). The form must be turned in by the assigned date determined by the Athletic Department. Late forms will not be accepted.
- Must pass all 5 parts of the physical fitness test
- Must maintain proper attendance. After the third unexcused absence, the athlete must return to their scheduled physical education class. Unexcused absences will include practices and games.

## JUNIORS ONLY

- For Juniors to be eligible, they must have a full schedule of classes with no study halls assigned (lunch must be the only free period on their schedule). Juniors choosing this option will be assigned to a study hall in lieu of physical education class.

### **POSTERS AND SIGNS**

All posters and signs must be approved and initialed with date by advisors or the administration before being posted in specific areas throughout the building. Masking tape or blue “painter’s tape” may only be used to hang anything on the walls of the school. All other types of tape will damage the paint and must be removed. Outdated notices must be removed promptly.

### **SKATEBOARDS**

Skateboards, and any similarly designed mode of transport, are not permitted to be ridden on school grounds or in the school building. Failure to adhere to this regulation will result in the item being confiscated and returned to the parents/guardians. Skateboards can be carried into the building and then must be stored in a locker or a pre-approved office during the school day. Disciplinary consequences may be meted out depending on the circumstances of the infraction.

### **SMOKING**

Smoking is not permitted by anyone on school property per New York State law. Any student in violation of this policy will receive consequences as outlined in Pelham’s Board Policy.

### **SOCIAL PROBATION**

Students who are under-achieving or who continue to exhibit poor behavior may be placed on social probation. The student will be unable to attend any after school activity or school sponsored event and will lose open campus privileges for the time period assigned by either the Principal or Assistant Principal.

### **STUDENT RECORDS (Selected portion of Board Policy 7514)**

Student records are confidential and shall not be released without the written permission of the parent, guardian or eligible student; provided that a school may, without permission, disclose records to the following persons or under the following conditions:

- School officials with a legitimate educational interest;
- Another school to which a student is transferring (in which case the District will notify the student’s parents or guardian or the eligible student that the District will be transferring records, and if the parent, guardian or eligible student so requests, a copy of the transferred record shall be made available to that individual);
- Specified officials of the Federal and State government for audit or evaluation purposes;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health or safety emergencies; and
- State and local juvenile justice authorities to the extent permitted by applicable New York State law.

### **TRAFFIC SAFETY**

The speed limit in a school traffic zone is 15 miles per hour. Any driver found in violation of speeding or reckless driving will be reported to the police. State law doubles the fines that can be imposed for people caught driving faster than the speed limit posted near schools. People driving 11 miles per hour or more over the speed limit face hefty fines and possible incarceration. Please be extremely careful driving at all times.

### **VALUABLES**

Students are **NOT** to bring large amounts of money or other valuables (including jewelry, communication devices,

I-pod's etc.) to school. School facilities (including book lockers and gymnasium lockers) are not appropriate places for valuables. The school cannot assume responsibility for valuables that students bring to school.

The school district is not responsible for items left at the school's entrances with monitors for students. Examples of these items include, but are not limited to, textbooks, money, student lunches, musical instruments or sports equipment.

## **VISITORS**

Parents are encouraged to visit teachers, guidance counselors, school nurses, school psychologists and other support personnel by appointment, in order to discuss any concerns regarding their own children.

To ensure the safety of all persons and to maintain an educational environment free from disruption, all visitors must register at the two entrances of the high school and then report to the high school main office. Students are discouraged from inviting any guests to accompany them to school. In special circumstances, or for educational purposes, visitors may be accommodated. The following procedures must be followed:

1. Student makes verbal request to the Principal at least one week in advance of the proposed visit.
2. Student provides the Principal with a written request from the parent to bring a visitor. The written request must include date of, reason for the visit and name of person visiting. The Assistant Principal will discuss this information with the parent. Please note that the purpose of the visit should be educational, not social.
3. If approval is given, the student and visitor obtain a visitor's pass from the Principal's office. This pass must be carried while visitor is in school.
4. Student accepts responsibility for his/her visitor, and must remain with the visitor during the school day. The visitor will conduct himself/herself according to the rules and regulations of our school.

No student visitors are permitted during religious holidays, during examination periods, or when nearby schools or colleges are closed and our school remains open.

## **V. COUNSELING OFFICE**

### **COUNSELING DEPARTMENT**

The Counseling Department is centrally located near the main entrance of the high school. The office is open from 7:30 a.m. to 3:30 p.m. Every student is assigned a counselor upon entering school.

Counselors will help students plan their high school program, develop post-secondary plans and discuss any personal concerns they may have. Both students and parents are encouraged to schedule appointments as needed.

**AWARDS AND SCHOLARSHIPS** (See Website – [pmhs@pelhamschools.org](mailto:pmhs@pelhamschools.org))

### **Counseling Resources**

The Counseling Office has current copies of many college catalogs, college search products and career information which students are welcome to use at any time. This center also has information on different vocations available for use by the students.

Others Services of the Counseling Office:

College Transcripts, Working Papers, Financial Aid Information, College Testing Application, Military Service Information, Visits by College Representatives, Summer School Information, Birth Date Verifications

### **Opportunities for Enrichment**

The Counseling Office has information about appropriate extracurricular enrichment programs (summer schools, weekend programs, volunteer programs, etc.). This information is available to parents as well as students. The counselors are also useful sources of information about programs of this nature.

### **Course Selection**

The selection of courses within a student's schedule is an action that should be carefully contemplated by the student, his or her parents and the school counselor. This selection should be based upon graduation requirements, the areas of interest a student may have, pre-requisites for advanced classes and post-secondary plans.

### **Dropping Courses**

Before any change is processed, dropping a course or having a change in level at any time requires written permission from:

1. The student
2. His or her parent/guardian
3. The subject area teacher
4. Department director or coordinator
5. The school counselor

Once approved by the teacher, students are responsible for returning all course books and materials.

Students may drop a full year course, change levels, or drop a first semester course up to **October 4<sup>th</sup>, 2017**

Students may drop a second semester course by **March 1<sup>st</sup>, 2018**. No permanent record of the dropped course will be kept on the final report card or transcript. Students must attend each scheduled class until the course is officially dropped by the school counselor. Students may not stop attending class simply because of intentions or plans to drop the class. Nonattendance to classes that are not yet officially dropped constitutes class cutting and may result in disciplinary action.

### **Adding a Course**

When adding a course, students must begin attending the class on the effective starting date as indicated on their new schedule. A course may be added up until the completion of the 2<sup>nd</sup> six day cycle.

## **GRADING POLICY**

### **I. Grading**

- A. Weighted grades do not appear on the report card or transcript but are used in determining

cumulative grade point averages.

- B. Incoming 9<sup>th</sup> graders taking High School classes for credit will have their final grades appear on their High School transcript

**II. Grading Chart**

<b>Final Grade</b>	<b>Regents/ Electives</b>	<b>Honors</b>	<b>AP/College level</b>
100	100	105	110
99	99	103.95	108.9
98	98	102.9	107.8
97	97	101.85	106.7
96	96	100.8	105.6
95	95	99.75	104.5
94	94	98.7	103.4
93	93	97.65	102.3
92	92	96.6	101.2
91	91	95.55	100.1
90	90	94.5	99
89	89	93.45	97.9
88	88	92.4	96.8
87	87	91.35	95.7
86	86	90.3	94.6
85	85	89.25	93.50
84	84	88.2	92.4
83	83	87.15	91.3
82	82	86.1	90.2
81	81	85.05	89.1
80	80	84	88
78	78	81.9	85.8
77	77	80.85	84.7
76	76	79.8	83.6
75	75	78.75	82.5
74	74	77.7	81.4
73	73	76.65	80.3
72	72	75.6	79.2
71	71	74.55	78.1
70	70	73.5	77
69	69	72.45	75.9
68	68	71.4	74.8
67	67	70.35	73.7

In the first and second marking periods of each full-year course, the minimum grade will be 55%; in subsequent marking periods grades will be determined solely by the average of the student's work. In the first marking period of a semester-long course, the minimum grade will be 55%; in the second marking period, grades will be determined solely by the average of the student's work.

**Equivalent Numerical Range**

Numeric Grade	Alphabetic Grade
---------------	------------------

98-100	A+
93-97	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
65-66	D
0-64	F

**\*Syracuse University Project Advance (SUPA):**

SUPA Psychology is an introductory college level course offered by the Pelham Memorial High School Social Studies Department in cooperation with the Psychology Department at Syracuse University (See page 28 in the Course Catalog for more information).

III. **Grading System Formula**

For full-year courses that have a midterm and a final exam, quarterly grades will be weighted as 4/19 of a student's final course grade. Midterms will be weighted as 1/19 and final exams will be weighted as 2/19 of a student's final course grade. For full-year courses that do not have a midterm, but do have a final exam, quarterly grades will be weighted as 2/9 of a student's final course grade. Final exams will be weighted as 1/9 of a student's final course grade. For full-year courses that do have a midterm, but do not have a final exam, quarterly grades will be weighted as 4/17 of a student's final course grade. The midterm will be weighted as 1/17 of a student's final course grade. For full-year courses that do not have a midterm or a final exam, quarterly grades will be weighted as 1/4 of a student's final course grade. For half-year courses with a final exam, quarterly grades will be weighted as 4/9 and the final exam will be weighted as 1/9 of a student's final course grade. For half-year courses with no final exam, quarterly grades will be weighted as 1/2 of a student's final course grade.

IV. **Student Advancement**

Student Advancement from grade level to grade level will be determined by courses completed by each September. Thus, to move from 9th grade to 10th grade a student will have to have earned 5.5 credits; from 10th grade to 11th grade, 11.0 credits, and from 11th grade to 12th grade, 16.5 credits; for graduation, 22.5 credits. Students having difficulty meeting these requirements will be monitored by their counselor and the administrators.

V. **Special Notations**

Inc. Incomplete - must be made up within 10 school days of the close of the marking period or the grade becomes an F unless extension approved by the Principal

P or F Grade usually assigned to courses not counted in class rank

Grade + NC Grade but no credit because of excessive absence

D/P or D/F Notation on transcript when a full year/semester course is dropped after ten (10) school days beyond the first marking period.

VI. **Class Rank**

Pelham Memorial High School does not rank its students. Beginning with the class of 2016, all Advanced



Placement and College level courses will receive a weight of 1.10. All Honors level courses will receive a weight of 1.05. All other courses are weighted a 1.00.

Weighted GPA's are determined at the end of the junior year. These include all courses completed and including eighth grade courses for which students receive high school credit.

### GRADUATION REQUIREMENTS

<b>REGENTS DIPLOMA</b>	
Writing Seminar	.5
English	4
Social Studies	4
Math	3
Science	3
LOTE*	1
Art/Music	1
Health	.5
Physical Education	2
Electives	3.5
<b>TOTAL</b>	<b>22.5</b>
<b>REQUIRED EXAMS</b>	
(passing score of 65 and above for all exams)	
English Comprehensive Exam	
1 Math Regents Exam	
Regents Science Exam	
Regents Global History Exam	
Regents US History Exam	

Local Diploma: In specific instances New York State may allow school districts to award a local diploma. A Pelham Memorial High School Local Diploma will be awarded to anyone who meets the NYS guidelines.

\*Students are required to have completed 2 units of foreign language study in middle school **and** pass the foreign language proficiency test or earn one unit of credit in a foreign language in high school.

\*Students who acquire 5 credits in Career and Technical Education may be exempt from the LOTE requirement.

All Freshman must complete ½ credit freshman seminar course as part of Pelham Public Schools graduation requirement

### SERVICE LEARNING REQUIREMENT FOR GRADUATION

Service learning provides an opportunity for students to gain an understanding of self, community and society, develop social skills and build confidence, explore career and post high school educational opportunities, strengthen ties to the community, develop an appreciation and understanding of the work environment, gain a sense of responsibility, learn organizational and time management skills.

Students must perform forty (40) hours of service learning by the conclusion of senior year to satisfy the service learning requirement, which service they can begin to accrue in eighth grade.

A qualifying service learning activity is one which is performed without compensation to the student; that is not associated with the practice, promotion or ceremonies of any religion; that results in service to at least one (1) person other than the student's relative(s); that is not performed during scheduled class time; and is approved and verified by the Service Opportunities for all Students ("SOS") coordinator, Mrs. Katelin Cuccia.

**HOME/HOSPITAL INSTRUCTION (BOARD POLICY 8450)**

The Pelham Union Free School District provides home/hospital instruction to student's grades 1-12 after they are unable to attend ten consecutive days of school for reasons of health.

Eligible students will be provided one hour of instruction per school day in grades 1-6 and two hours of instruction per school day in grades 7-12.

Prior to the implementation of home/hospital instruction, a written statement from a physician or psychiatrist indicating that the student is unable to attend school and is capable of receiving home/hospital instruction must be submitted to the building principal. This statement should also include an anticipated date of return for the student.

Home/hospital instructors will coordinate instruction with the student's teacher(s). Textbooks and other necessary materials will be provided by the school.

A parent/guardian or responsible adult must be present when home/hospital instruction is provided.

**HONOR ROLLS**

- Honor Roll: 85% unweighted average, with no grade below 75
- High Honor Roll: 90% unweighted average, with no grade below 75

The academic honor rolls are published after each of the four marking periods. All subjects are included in calculating honor rolls with the exception of support classes and resource room.

**REPORT CARDS**

Report Cards are issued in November, January, April, and at the end of June and mailed within two weeks from the end of the marking period. In addition to course grades, teachers will indicate student effort, attendance, mid-year or final examination grades, and other related comments. The Guidance office sends a copy of each senior's second quarter report card to all colleges to which formal application has been made and a copy of the final report card to the school that the student will attend.

*Interim Reports will no longer be mailed home due to the availability of the Portal. Posting on the portal of mid-quarter averages/grades will be available on October 11<sup>th</sup>, December 15<sup>th</sup>, March 1<sup>st</sup>, and May 9<sup>th</sup>. Quarterly and final report cards will continue to be mailed home. Any questions regarding the portal should be directed to [portalhelp@pelhamschools.org](mailto:portalhelp@pelhamschools.org).*

Marking Period	Ends
First Quarter	November 9 <sup>th</sup>
Second Quarter (First Semester)	January 25 <sup>th</sup>
Third Quarter	March 29 <sup>th</sup>
Fourth Quarter	June 8 <sup>th</sup>

Interim Reports via Portal	Ends
First Quarter	October 11 <sup>th</sup>
Second Quarter	December 15 <sup>th</sup>

Third Quarter	March 1 <sup>st</sup>
Fourth Quarter	May 9 <sup>th</sup>

## SUMMER SCHOOL GRADES

Students must successfully complete **60 hours** of remedial instruction at a State approved summer school in order to receive summer school credit. If a student repeats a course in summer school both the original grade and the summer school grade will be recorded on the student's transcript and both will be incorporated in the student's grade point average. A summer school grade does not replace the original course grade.

If a student fails a Regents examination, he/she may take the examination again at a later date. If the second Regents exam grade is higher than the first, it will be entered on the student's transcript and the lower grade will be deleted. No adjustments will be made in the final course average as a result of an improved Regents score.

## WORKING PAPERS

According to the New York laws, any minor between the ages of 14 and 18 must have working papers in order to secure employment. To obtain working papers, a student must apply in person at the High School Counseling Office.

## VI. TESTING\EXAMINATIONS

### TESTING PROCEDURES

Class examinations are given at the discretion of individual teachers throughout the year. Only quizzes and exams that are legally excused will be allowed to be made up. All make-up tests or quizzes may only be given during the student's lunch or study hall period. **All tests and quizzes must be made up within one week from absence unless prior arrangements have been made with the teacher.**

Students will not be admitted to a Regents examination in a laboratory science course if they have failed to complete a minimum of thirty laboratory exercises or their equivalent.

Students are responsible for being in their seats for all school-wide and Regents examinations 15 minutes prior to the start of the test.

Students are not permitted to bring papers, notes, books or other materials into the examination room, except for pens and pencils or mathematical necessities such as a ruler, compass or graphing calculator. Once a student enters an examination room, all talking must stop. If a student is ill and cannot take a school exam, the Office must be notified. Make-up school exams will be provided in only the most exceptional of circumstances, and then only by permission of the administration. There are no make-ups for Regents exams. **Students who fail to report for a scheduled exam without an excused reason for the absence will receive a grade of zero.**

Students are not permitted to possess or use any communication device while taking an examination, either in the room where the test is being administered or while on a supervised break (such as a bathroom visit). Such devices include, but are not limited to cellular phones, pagers, CD and audiocassette players, I-pods, radios, MP3 players, PDA's, video devices, and associated headphones, headsets, microphones, or earplugs. **Use or possession of any such devices will invalidate the test and the student will receive a zero.** Therefore, you **MUST NOT** bring a cell phone or any communication device into the test room. Cell phones will be collected and distributed back to students at the end of the testing day.

During the course of the examination, students are reminded to read and follow directions carefully. Only blue or black ink will be used and corrections should be made by crossing out an incorrect response with a single line. Cheating during an examination is a form of fraud. Anyone who is identified as giving or receiving assistance

during a test will be removed from the examination and escorted to the Main office where his/her parents will be notified immediately. The academic penalty for cheating is a grade of zero on the examination.

### **REVIEW OF FINAL EXAMS IN SECONDARY SCHOOLS**

Any parent/student who wishes to review a final exam may do so by contacting the counselor through June 29th and thereafter the office of the Assistant Principal. The teacher, the Department Director, or Coordinator, if available, will then make arrangements to review the exam at a mutually convenient time.

### **AP EXAMINATIONS**

Exams will only be ordered for students enrolled in PMHS AP courses or if they are enrolled in an independent study with a PMHS staff member.

### **SCHOLASTIC APTITUDE TEST (SAT I) and SAT II**

Current information on SAT I and SAT II and PSAT (Preliminary Scholastic Aptitude Test) dates are always available in the Guidance Office or on our website.

The PMHS Test Center Number is 33756.

The PMHS School Code Number is 334470.

Some schools require that a student take the American College Test (ACT). Pelham is not a test center for the ACT.

Students who are in Regents or Honors classes in Living Environment, Course III, Chemistry and/or Physics and receiving good grades should consider taking the SAT II subject tests in May or June. These tests, which were formerly referred to as Achievement Tests, are required or recommended by selective colleges.

Registration forms for all of these tests are available in the Guidance Office and should be mailed out directly by students with the appropriate fee. There are specific registration deadlines that must be met for each test. Check with the Guidance Department for precise dates. Please contact your student's current subject teacher or counselor if you need more information or advice on any of these tests.

### **TEST WAIVER**

A test waiver form may be requested by students who have **three** major tests in one day. A major test is the equivalent of a unit or chapter test. Quizzes are not considered major tests. Students must take the tests in the order they are assigned. Thus, if a student has a major test in English and Social Studies and then a Math test is announced, the only test for which a waiver can be sought is the Math test. Students must have all teachers sign this form at least 24 hours prior to the test date. Test waiver forms are available from the guidance office.

## **VII. CO-CURRICULAR**

### **ACTIVITIES/CLUBS**

**AFRICAN CULTURE CLUB:**

**Mrs. Lisa Gialanella, Advisor**

Meets weekly, where we gather to explore different tribes in Africa via power points and internet. We enjoy African music and learn a bit of Swahili. We end the year with a fundraising effort to contribute toward the education of girls in Africa. All are welcome

**ART CLUB:**

**TBD, Advisor**

Art Club offers students the opportunity to expand and apply their artistic skills and interests in an after school relaxed atmosphere. Students are encouraged to experiment with a variety of subjects and mediums. They need not be involved in an art class to be in Art Club. Join us and be creative.

**ASIAN CULTURE CLUB:**

**Ms. Yutong He, Advisor**

The Asian Culture Club is an opportunity for students to participate in celebrations, cooking instructions, movies and field trips unique to the Asian cultures. Students may serve as officers and gain leadership experience. Fundraisers are conducted to defray the cost of activities.

**BOYS VOLLEYBALL:**

**Mr. Mark Finegan, Advisor**

The Boys volleyball club is open to all male students in grades 9-12. The club will endeavor to teach fundamentals and the finer points of the game. There will also be open play on multiple courts. Meetings will occur biweekly or monthly when gym space is available.

**BUDDY BUNCH:**

**Mr. Michael Solazzo, Advisor**

The Buddy Bunch is a club dedicated to include Foundation Students in after school activities hosted by the Community Care Club to enhance their social skills and experience different social settings, foster student collegiality, and just have some fun. All are welcome!

**CHESS CLUB:**

**Mr. Robert Stellabotte, Advisor**

The Chess Club is an opportunity for students to play and learn about the game of chess. It is open to students at any level or experience.

**COMMUNITY CARE CLUB:**

**Ms. Nicole Wasnetsky, Advisor**

The Community Care Club of PMHS is dedicated to engaging in activities that support a sense of community and work towards the community's improvement with a particular focus on the social and emotional wellness of teens in the Pelham community.

**COMPUTER SCIENCE CLUB:**

**Mr. Joseph DiBello, Advisor**

Computer Science Club encourages students to meet and learn a variety of programming languages. Creating programs to logically solve problems is a vital skill in today's technological world, and it can be fun. Students in all grade levels are encouraged to join.

**DIY CLUB:**

**Ms. Dana LaRose, Advisor**

The Do It Yourself club meets to work on projects that involve various hands on techniques to design and make creative pieces.

**DOOR:**

**Mrs. Cami O'Brien/Mrs. Courtney Kiessling, Advisors**

DOOR is a club that produces the high school literary/art magazine. It solicits art and literature from students in grades 9-12, reviews the submissions, and selects the best work for publication. Door Magazine members also organize and host the annual Poetry Cafe, an open mic poetry reading event that takes place in the spring.

**ENVIRONMENTAL SCIENCE CLUB:**

**Mr. Steven Beltecas, Advisor**

The Environmental Science Club focuses on environmental issues and concerns through discussions and field trips. Students will work on raising awareness throughout the school community via multiple events and initiatives.

**FORENSICS SPEECH TEAM:****Mr. Tom Beck and Mr. Neil Schleifer, Advisors**

Forensics (not to be confused with Forensic Science!) is the art of formal public speaking and presentation. Team members take part in a variety of oral communication competitions. Students' research, develop, practice, and deliver their performances which include speeches, interpretations and dramatizations of literature. Although students perform as individuals or in small groups, involvement in forensics almost always means being part of a larger team that practices, travels, and competes together. Students also get many opportunities to interact with and learn from students from other schools. The award-winning PMHS team has enjoyed great success on the local, regional, state and national levels.

**FRENCH CLUB:****Mrs. Ariadne Livaditis,****Advisor**

The French Club is an opportunity for students at all levels in the language to participate in celebrations, cooking demonstrations, movies and field trips unique to the French culture. Students may serve as officers and gain leadership experience. Fundraisers are conducted to defray the cost of activities.

**GAELIC LEAGUE:****Mr. Andrew Scott, Advisor**

The Gaelic League of the Pelhams celebrates the richness of Irish culture by exploring the music, history, folklore, and language of Ireland. Students of all backgrounds are welcome!

**GENDER AND SEXUALITY ALLIANCE:****Mrs. Kimberly Lundy, Advisor**

This club works to improve school climate for all students, regardless of sexual orientation or gender identity/expression.

**HABITAT FOR HUMANITY:****Ms. Megan Rice, Advisor**

Habitat for Humanity is a club with volunteers with habitat for Humanity of Westchester. We participate in at least one build each month and plan one or two fundraisers each year to help the organization. Habitat for Humanity brings people together to build homes, communities and hope.

**HUMAN RIGHTS CLUB:****Ms. Megan Rice, Advisor**

The Human Rights Club is a student directed discussion and activism group created to help students inform one another about important issues involving human rights. The group's goal is to both inform and empower change among our school and global community.

**ITALIAN CLUB:****Ms. Elizabeth Caparotta, Advisor**

The Italian Club is an opportunity for students at all levels in the language to participate in celebrations, cooking instructions, movies and field trips unique to the Italian culture. Students may serve as officers and gain leadership experience. Fundraisers are conducted to defray the cost of activities.

**JEWISH CULTURE CLUB:****Mr. Neil Schleifer, Advisor**

Students of all faiths and backgrounds meet once a week to learn about Jewish culture, traditions, and history.

**MATH HONOR SOCIETY:****Ms. Alison Jacobs, Advisor**

The New York State Math Honor Society strives to recognize students for their excellence in mathematics, promote mathematical leadership, foster student collegiality, encourage mathematical service and to encourage students in the mathematical field.

**THE MATH TEAM:****TBD, Advisor**

The math team meets Monday afternoons and participates in the Westchester Interscholastic Math League. If students qualify, they go to State and National competitions.

**THE MILITARY HISTORY CLUB:****Mr. Andrew Scott, Advisor**

The M.H.C. will advance student knowledge in this fascinating subject through discussion, student-created lectures and presentations, films and historical strategy games.

**MODEL UN:****Mr. James Marcotullio,****Advisor**

Pelham's award winning Model United States program is an academically oriented club that travels to 5 conferences a year and sponsors 2 in house conferences. It aims to educate students about current events, topics in international relations, diplomacy and the United Nations agenda. Club members take on the role of diplomats representing a country, NGO, or person in a simulated session of a committee of the United Nations. Participants research a country, take on roles as diplomats, investigate international issues, debate, deliberate, consult, and ultimately try to develop solutions to world problems. During a conference, participants must employ a variety of communication and critical thinking skills in order to represent the policies of their country. These skills include public speaking, group communication, research, policy analysis, active listening, negotiating, conflict resolution, note taking, and technical writing.

**NATIONAL ENGLISH HONOR SOCIETY:****Mr. Bryan Sans and Ms. Tara Carmody, Advisors**

The National English Honor Society (NEHS) is the only national organization exclusively for high school students who, in the field of English, merit special note for past and current accomplishments. Meetings are held periodically throughout the year.

**NATIONAL HONOR SOCIETY:****Ms. Mariana Cordero, Advisor**

The National Honor Society provides tutoring services to students in need of assistance. Membership is by invitation only. Juniors and Seniors with an unweighted average of 89 or weighted average of 90 or better will be invited to apply. In addition, students will be required to write an essay, submit five Teacher Evaluation forms, and provide verification for a minimum of ten hours of community service upon submission of application.

**PEER LEADERSHIP:****Ms. Dena Delfino, Advisor**

This program teaches students leadership skills and ways of becoming positive role models for younger students. These students will be trained in building social skills, problem solving and ways to contribute to a safe and supportive school environment. Designated peer leaders work mainly with middle school students, underclassmen, students within our Foundations of Learning Program and students who are new to the Pelham Community, in both mentoring and tutoring capacities. The peer leadership program is deep-rooted within the Pelham community and it continues to be quite beneficial for all involved.

**THE PEL MEL:****Mr. Neil Schleifer, Advisor**

*The Pel Mel* is the official newspaper of Pelham Memorial High School, and publishes six issues per year. This student-run publication is primarily the final product of the Print Journalism class, which meets daily. However, students do not have to be a member of the class to be on staff. The club will meet once a week, after-school, to brainstorm for stories, receive assignments, write, edit and do graphic design layouts. Students may additionally be asked to attend after-school events (sports games, concerts, plays, awards ceremonies) in order to complete articles.

**PELICAN YEARBOOK:****TBD, Advisors**

The Yearbook club is a hands-on experience in reporting, writing, editing, creating layouts and photography skills. The staff meets every Wednesday and Thursday after school and the end product is our annual yearbook, *The Pelican*

**PHILOSOPHY CLUB:****Mr. James Ferreri, Advisor**

The Philosophy Club meets the same day each week and debates a philosophical question that has been pre-selected to motivate your analytical thinking skills. It is very spirited debate and has very dedicated attendees who challenge one another to think intellectually.

**POLITICAL DEBATE CLUB:****Mr. James Ferreri, Advisor**

Political Debate Club is a new club in which students have the opportunity to exchange ideas and opinions, and respectfully discuss and debate political, economic, and social issues of the day. We often discuss and even educate each other on current political issues, gun control, politics, elections, immigration, and other controversial topics.

**RELAY FOR LIFE CLUB:****Dr. Thomas Callahan, Advisor**

The Relay For Life Club provides a way for Melham Memorial High School students to raise awareness, plan and organize their own teams, and fundraise to support the American Cancer Society's annual event, typically held at Glover Field in June.

**RHO KAPPA NATIONAL SOCIAL STUDIES HONOR SOCIETY:****Mr. Marc Sirico, Advisor**

Membership in Rho Kappa is an honor bestowed upon a student by the PMHS chapter for his/her accomplishments in the field of social studies and overall academic achievement. Rho Kappa members demonstrate civic engagement in the school or community.

**ROBOTICS CLUB:****Mr. Jason Lindley, Advisor**

The Robotics Club is an opportunity for students to get hands on experience with design, construction, and programming of robots. Students of any and all skill levels are welcome to join and learn along with their peers!

**SCIENCE HONOR SOCIETY:****Mrs. Irene Gruber, Advisor**

The purpose of the New York State Science Honor Society is to encourage an interest and understanding of science and science-related careers, as well as to recognize the academic achievement in science of high school students. Students who are members are enthused about research, participate in science related activities, tutor other students in science, have demonstrated achievement in science learning, are service-minded, and present excellent personal character.

**SCIENCE OLYMPIAD:****Mr. David Schembari, Advisor**

The Science Olympiad is a national organization devoted to improving the quality of science education, increasing student interest in science, and providing recognition of outstanding achievement in science education. These goals are achieved by participation in Science Olympiad tournaments. Science Olympiad tournaments follow the format of classroom lab tests, popular board games, TV shows, and athletic games. Everyone can find a niche for his or her particular skill in Science Olympiad as each event is designed to take advantage of the wide variety of students' talents. Events are well balanced between the various science disciplines of biology, earth science, chemistry, physics, computers and technology. There is also a balance between events requiring knowledge of science facts, concepts, processes, skills and science applications.

**SCIENCE RESEARCH CLUB:****Mr. Steven Beltecas, Advisor**

Members will work on mentoring elementary and middle school students through the research process. This club will allow members to develop leadership skills as well as further their understanding of science research. The club will culminate in a Middle School science fair that is organized and run by the members themselves.

**SERVICE LEARNING:****Mrs. Katelin Cuccia, Advisor**

As a requirement for graduation, students need to earn 40 hours of community services activities by the end of their senior year. Volunteer hours must be completed during non-school hours and all hours must be signed off by an adult supervisor. All verified volunteer hours must be documented and submitted to Mrs. Cuccia in the



counseling office (supervisors can mail a letter, email Mrs. Cuccia directly, or sign the school's verification form). Volunteer opportunities are listed in a binder in the counseling office and specific opportunities will be emailed to students and parents throughout the school year. Verification forms are located on the High School website: Click on the Student Life tab and all information and forms are under Service Learning.

**THE SOCIAL AND POLITICAL ACTIVISM CLUB (SPAC):** **Ms. Nicole Wasnetsky, Advisor**

The Social and Political Activism Club (SPAC) is a club dedicated to spreading awareness of current issues and brainstorming ways to make change in the country and community through open and respectful discussion about political and social issues.

**SOCK N' BUSKIN:** **Mr. Tom Beck and Mr. Neil Schleifer, Co-Directors**

Sock n' Buskin is the high school theater club. Working with teachers and professional guest artists, members of the club develop the skills of acting, writing, designing, construction and stage management. The group presents two main stage productions per year – a dramatic production and a musical. In addition to main stage productions, Sock 'n' Buskin also presents the Young Playwrights Festival, an evening of short pieces that features the work of student authors and directors. This club encompasses all aspects of theatre, including onstage and backstage: set building, lighting, props, set painting, set dressing, costumes, etc.

**SPANISH CLUB:** **Ms. Regla Guzmán, Advisor**

Spanish Club is an opportunity for students at all levels in the language to participate in celebrations, cooking instructions, movies and field trips unique to the Spanish culture. Students may serve as officers and gain leadership experience. Fundraisers are conducted to defray the cost of activities.

**STOCK MARKET/INVESTMENT CLUB:** **Mr. Marc Sirico, Advisor**

The Stock Market Club offers students the opportunity to engage and interact with the stock market via an online simulation game using imaginary funds. Students participate in a fun, entertaining, and live experience which allows them to learn important economic/personal finance lessons about investing, portfolio diversification, risk and reward. Student presentations on the stock market, individual stocks, and industries are welcome and encouraged. Meetings occur on a bimonthly basis.

**STRATEGY CLUB** **Mr. Gregory Kopstein, Advisor**

Strategy Club allows students to participate in problem solving through historical and fictionalized military scenarios. Most simulations utilize hands-on, interactive software and vary through historical circumstances and scenarios.

**STUDENT ASSOCIATION:** **Mrs. Regina Ricci/ Ms. Megan Rice, Advisors**

The "S.A." is the student government for the school. It consists of elected officers from each class as well as school wide officers and faculty advisors. The S.A. sponsors events throughout the year including Homecoming and the Olympics. It meets at least twice monthly.

**SUPPORT OUR TROOPS:** **Mr. James Ferreri, Advisor**

This club is designed to support servicemen around the world through packages and letters.

**TRI-M MUSIC HONOR SOCIETY:** **Dr. Michele Zanky, Advisor**

The purpose of the *Modern Music Masters* organization is to inspire music participation, create enthusiasm for scholarship, stimulate a desire to render service and promote leadership in the music students of PMHS. Tri-M is under the sponsorship and supervision of NAfME (the National Association for Music Education) and NYSSMA (New York State School Music Association).

**VIDEO PRODUCTION CLUB:** **Mr. Brian Powers, Advisor**

The Video Production Club will meet twice a month after school for students who are interested in video production. Students will create videos for teachers, students or members of the school community.

**WISE PROGRAM:****Mr. William Doyle, Advisor**

The WISE Individualized Senior Experience program provides seniors with the opportunity to create a unique senior year experience while receiving school credit. Students in WISE design a project where they can explore a topic of personal interest while working with an adult mentor. Project options are as wide as students' interests, curiosities, and passions. Some examples of past WISE projects include coaching Little League Baseball, interning at a nature preserve, producing a music video, and volunteering at a medical center. WISE is open to all seniors on track for graduation.

**WOMEN'S EMPOWERMENT CLUB(WEC): Mrs. Courtney Kiesslering/Ms. Nicole Wasnetsky, Advisors**

The goal of this club is to promote gender equality and raise awareness about current issues around the world that threaten to attack or deny women's rights. Previous events/fundraisers include: the Lights for Learning fundraiser to send girls in sub-Saharan Africa to school, prom dress drives, documentary screenings about women's issues, and local forums/discussions about women's rights.

**WOUNDED WARRIOR CLUB:****Mr. Michael Green, Advisor**

Wounded Warrior Club is a club for students grades 9-12 that seeks to promote awareness and fundraising for wounded veterans. The club is focused on serving veterans organizations and service members who incurred a physical or mental injury, or wounds throughout their time serving. Through fundraising and promotions around Veterans Day and Memorial Day, the students of PMHS help those who gave so much for us. We meet twice a month and new members are always welcome.

**WORLD LANGUAGE NATIONAL HONOR SOCIETY:****Mrs. Angela Calvelli, Advisor**

The World Language NHS includes French, Italian, Latin and Spanish. Membership is open to students of Level IV or higher with an average of 90 or better in the language and an overall GPA of 80. Meetings are held as needed.

**YOUTH TO YOUTH CLUB (Y2Y):****Ms. Kristin Quintano**

Youth to Youth (Y2Y) is a club that believes in the power of youth and supports teens in making positive and healthy choices. Members of the Y2Y club are committed to being alcohol and other drug free, and use their peer influence in a positive way. Y2Y club activities are focused on raising awareness of the risks associated with alcohol and other drug use, and providing fun alternatives for teens to participate in. The goal of Y2Y is to provide PMHS students with the information and support necessary to help more teens be confident, happy, safe, healthy and drug free.

**CLASS OF 2021****Ms. Battema, Ms. Satallante, Advisors**

The freshman class sponsors many activities throughout the year, such as car washes and bake sales. They meet twice a month with officers and the advisors.

**CLASS OF 2020****Ms. Jessica Waters, Mr. Marc Sirico, Advisors**

Sophomores work on fundraising projects and class and school wide events. There are several meetings throughout the year.

**CLASS OF 2019****Mr. Steven Beltecas, Mr. David Schembari, Mr. Jupiter Luna , Advisors**

The junior class is responsible for many events during the school year such as the Olympics, the Junior Dinner Dance, the sale of Ghost-o-Grams at Halloween and refreshments during the Senior Talent Show. They meet as necessary through the year to plan events with the officers and advisors.

**CLASS OF 2018****Ms. Kristin Cerreto / Mr. Michael Solazzo, Advisors**

The seniors are very busy from the beginning of the year planning their prom. The annual Talent Show, for which they write scripts, plan themes, and do musical numbers, is another big project for the seniors. They also host a Halloween Event for the community and plan for their Senior Luncheon.

**INTERSCHOLASTIC ATHLETIC TEAMS**

## **BOYS**

Baseball  
Basketball  
Crew  
Football  
Golf  
Ice Hockey  
Lacrosse  
Rugby  
Soccer  
Tennis  
Track and Cross Country

## **GIRLS**

Basketball  
Cheerleading  
Crew  
Field Hockey  
Lacrosse  
Soccer  
Softball  
Swimming  
Tennis  
Track And Cross Country  
Volleyball

## **STUDENT ASSOCIATION**

The Student Association is the formal voice of the student body and it is essential to the governance of Pelham Memorial High School. The aims of the Student Association are to:

- a. provide student government for the entire student body
- b. develop attitudes and model the qualities of good citizenship
- c. promote harmonious relationships throughout the school
- d. provide a forum for responsible student expression
- e. act as a link and agent of communication between the administration and the student body
- f. develop a feeling of respect and loyalty in the school

In order to accomplish these goals, the Student Association has the power to:

- a. sponsor programs in the interest of the student body
- b. establish committees as the need arises
- c. coordinate the student calendar, whereby all clubs, classes, and other organizations must submit fund raising events or class activities to the Student Association for processing
- d. develop a formal budget at the end of each academic year to be used by the incoming officers of the Student Association

All members of the Student Association are elected directly by the student body for one-year terms.

**\* All fundraising for all extracurricular activities MUST be approved by the student's government advisor and all paper work completed and submitted to Ms. Jacobs prior to fundraising.**