

HIGH SCHOOL

2020-2021 *Student Handbook

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*The principal reserves the right to amend any provision in this folder, which he deems to be in the best interest of the educational process and the current COVID-19 regulations at William Floyd High School.

ATHLETIC ELIGIBILITY

This code of conduct and the academic requirements for participation on any William Floyd School District Athletic Team or participation in extra-curricular activities applies to all high school programs that are sponsored by the district and approved by the Board of Education. All athletes/extra-curricular activity participants at every level are required to adhere to the academic and behavioral expectations set forth in this document.

1) Academic eligibility is determined by the student's grades for the five weeks preceding each marking period. Fall athletic eligibility is determined by the final grades for the prior school year and 4th quarter grades. (In applicable cases, summer school grades may be taken into consideration).

2) Students will submit a copy of their report card and progress report with the sports permission slip to demonstrate current academic eligibility.

3) Students must carry at least five courses, plus Physical Education.

4) Students must demonstrate consistent attendance on a daily basis in all of their courses. Students will be expected to conform to the District Attendance Policy.

5) Usage of illegal substances, performance enhancing drugs or the underage usage of alcohol is prohibited for all student athletes within the William Floyd School District and may result in immediate removal from any school athletic team.

6) For the 2021 sports seasons, all student athletes must comply with any COVID-19 testing requirements set forth by Section XI, county, school district or other governing bodies.

ATHLETIC AND EXTRA-CURRICULAR ACADEMIC REQUIREMENT POLICY

Failures only related to graduation requirements will be considered. Advanced Courses, electives not needed for graduation and AP courses will not be included.

A) Entering 9th Grade Students:
One failure for full course (Fall Sports/Clubs)/one failure of quarter (Winter & Spring). Student records reviewed by Assistant Superintendent.
- Progress reports monitored by Chairperson for Athletics & Athletic Director, Club Advisor.
-No growth by 5th week Progress Report parent/teacher meeting scheduled and suspended from the team.
-Identify other resources as needed.
Two or more failures- Appeal Process Required: Assistant Superintendent, Athletic Director, Athletic Chairperson, club advisor, and Assistant Principal.

B) 10th Grade Students:
One failure – Appeal process required: Assistant Superintendent, Athletic Director, Athletic Chairperson, club advisor, and Assistant Principal.

C) 11th & 12th Grade Students:
No Failures-Failures only related to graduation requirements will be considered. Advanced courses, electives not needed for graduation and AP courses will not be included. If extenuating Circumstances-Appeal process required: Assistant Superintendent, Athletic Director, Athletic Chairperson, and Assistant Principal. Request Appeal by calling 631-874-1104

ATHLETIC AND EXTRA-CURRICULAR & CODE OF CONDUCT

It is expected that students will strive, in good faith to uphold these goals and objectives as members of our teams and school activities while attending William Floyd Schools:

A) To use Technology, Internet and Social Devices/Websites appropriately.
B) To avoid violating civil laws inside and outside of school.
C) To attend school daily and avoid any unexcused absences from school and classes.
D) Refrain from bullying and prejudicial incidents.

VIOLATION/PENALTIES OF CONDUCT/APPEALS PROCESS

If school authorities discover a violation of the code of conduct, the student will be subject to the following procedures:

A) The student will be afforded the opportunity to respond before an appeals committee to the alleged violation. The appeals committee will consist of the following: The Coach of Advisor, the Principal, the Athletic Director (if an athlete violation) and the Assistant Superintendent. After which, they will be suspended from twenty percent (20%) of their total scheduled contest (league and non-league and playoffs and/or championships).

B) In the event that a subsequent violation is determined, the student will be subject to a suspension from all sports and extra-curricular activities for the remainder of the school year.

ATTENDANCE

BOARD OF EDUCATION – REGULATION

The impact of attendance upon instruction on a regular and continuing basis is an

important element in an effective teaching/learning program. Each and every student should attend classes on a regular basis and be a participant in the classroom programs, activities, and discussions in order to benefit from presentations made by instructors. Because of the information being disseminated and because of the expectation of student participation, class attendance is important. Students' prolonged absences will result in loss of instruction; therefore, attendance is imperative.

At such time as a student's lack of attendance is identified as a problem, every effort should be made to address the problem, utilizing the resources of the school and involving the student and his or her parents or guardians to discuss the attendance problem. The school resources include teaching and administrative staff, guidance staff, and support services from the Student Services Department. When resources of the District have been exhausted and attendance patterns have not improved, other outside sources, including family court, may be appropriate in an attempt to correct the problem.

To be successful in school, a student must attend regularly. Excessive absences are a common cause of academic failure.

DO NOT STAY HOME unless you are ill, have a death in the family, a court appearance, or another equally important reason. **MAKE EVERY EFFORT TO BE IN SCHOOL EVERY DAY**.

When a student is absent, their parent or guardian ***must*** call the Attendance Office on the day of the absence, or the student ***must*** present, upon their return, a note written and signed by a parent or guardian explaining the reason for the absence. Similarly, when students engage in remote learning, they are responsible for recording their own attendance, by logging into the student portal daily.

ATTENDANCE AND ELIGIBILITY FOR PARTICIPATION IN ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES

Students who are absent from school for the day, arrive after fourth period, or are serving an out-of-school suspension may not participate in any after school interscholastic athletic events or other extra-curricular activities.

Students with excessive discipline will not be permitted to participate in extra-curricular activities, events, senior privileges, or the prom.

In order to be able to participate on an interscholastic team, a student must be enrolled in five classes and meet the Physical Education requirement. See section on **ATHLETIC ELIGIBILITY POLICY** regarding failure of one or more classes.

Disciplinary Consequences

Unexcused absences, tardiness, and early departures will result in disciplinary sanctions as described by the William Floyd Union Free School District's Code of Conduct. Consequences may include but are not limited to suspension, detention, and denial of participation in interscholastic and extra-curricular activities including prom.

Students with Disabilities

This policy shall apply to students with disabilities or students suspected of having an educational disability.

Education Law Section 3210 8 New York Code of Rules and Regulations (NYCRR) Section 109.2 ADOPTED: 06/07/04

Eligibility for Homebound Attendance Register

In order to be eligible for placement on the Homebound Attendance Register, parents of students who suffer a medical or psychological illness must notify the principal (or his/her designee) in writing of the nature of the illness and its expected duration. Such notification must be accompanied by sufficient evidence to establish such medical or psychological illness. The administration shall review each situation on a case-by-case basis to determine whether placement of the student on the Homebound Attendance Register is appropriate based upon the information furnished by the parents.

This paragraph shall have no application to pupils who are placed on the Homebound Attendance Register due to a suspension pursuant to Education Law Section 3214.

Notification to Parents

Parents, as an important part of the education process, will be called at home by the attendance office to verify their child's absence from school on each day of their child's absence. Written notification to all parents will occur when a student has accumulated five absences or more from school and three or more lates to a particular class. This letter will request that the parent/guardian make a personal appointment with the principal or the appropriate grade-level assistant principal to discuss the importance of regular attendance and promptness for their child's academic success in high school. ADOPTED: 06/07/04

SUBJECT: CLASS CUTTING
BOARD OF EDUCATION - REGULATION

A "cut" is an illegal absence from class. Class cuts will negatively impact academic performance. Students who cut classes are

subject to the following disciplinary actions: detention/suspension; phone call; letter home.

A student's willful absence will be factored into their course grades.

AUTOMOBILES

Licensed student drivers are permitted to park vehicles on District premises in the high school south parking lot during the school day in accordance with applicable District rules and regulations. This is a privilege, not a legal right, for graduating **seniors,** which, if abused, will be withdrawn. **In accordance with New York State Law, only students with a valid senior license are permitted to drive to and from school.** Parking is limited and will be available on a first-come, first-serve basis.

For the purposes of this policy, any student who is absent from school 18 or more days in a full year course, or 9 or more days in a semester course, shall be ineligible to park on school grounds during regular school hours during the next semester.

Parking permits for seniors will be validated for each quarter based on attendance and grades.

Students (and their parents) who dispute the number of absences reported to them by the District shall be afforded the opportunity to submit appropriate documentation to demonstrate that one or more such absences were due to extenuating circumstances and shall be afforded the opportunity, upon request, for an informal conference with the principal or his/her designee to further explain why they believe the District's attendance computations are in error.

All student cars parked on school grounds must be registered with their AP office and security. To register a car for parking, students must pick-up an application in their AP office. Students must then present to security the completed application along with their license, registration, insurance card and senior I.D. In order to park on school grounds, seniors must show their Senior I.D. card and student parking tag to security. Students must enter through the Paca gate, park in the designated student parking area in the south parking lot, have the student parking tag clearly visible in the car, and obey all rules and regulations established by the school. Not parking in the student parking lot, not obeying the direction of security or posted signs, speeding, reckless driving, illegal parking, etc. may result in disciplinary action and revocation of your parking privileges. Cars are subject to search by school personnel when there is reasonable suspicion that illegal substances or stolen property is in these cars. Should your car need to be towed, it will be at the student's expense.

Students may not leave in their car during the school day unless they are leaving on early release and show security the appropriate pass. Students are not permitted to be in their cars or in the parking lot during the school day.

Students should not leave valuables in their car. The school is not responsible for the car or items lost, stolen, or damaged. Students should report any incidents of theft or vandalism to their AP office. Lost or stolen parking tags will not be replaced except for extenuating circumstances. A fee will be charged to replace a lost or stolen tag.

Seniors, drivers only, are allowed to park in the South Lobby and Enter in the South Lobby.

All other students must be dropped off and enter through the North Lobby.

Seniors with Late Arrival must enter through the North Lobby except seniors with parking privileges. Seniors with late arrival must get Assistant Principal approval to enter in the South Lobby.

BOOKS AND SCHOOL PROPERTY

Textbooks, workbooks, supplies, equipment, etc. are provided for student use. These items should be used properly and kept in good condition.

Students are held responsible for lost or damaged books, supplies, and equipment.

Any student who intentionally damages school property will be suspended from school and will be made to pay for the cost of repairing or replacing the damaged property.

BULLYING AND HARASSMENT

The Board of Education is committed to providing a safe and productive learning environment within its schools. Bullying and/or harassment of a student by another student is strictly prohibited on school property, in school buildings, on school buses, and at school-sponsored events and/or activities whether occurring on or off campus. The Board of Education shall require the prohibition of bullying and harassment – along with the range of possible intervention activities and/or sanctions for such misconduct–to be included in the ***District Code of Conduct*** for all grade levels.

"***Bullying***" means a series of acts or a single negative act (depending on severity) that involve(s) a real or perceived imbalance of power, i.e., where a more powerful (whether real or perceived) group of students or an individual student engages in harassment of another student or students who is/are less

powerful or perceived to be less powerful. Bullying can take many forms, including but not necessarily limited to the following:
1) ***Physical*** (including, but not limited to, hitting, kicking, spitting, pushing, taking personal belongings);
2) ***Verbal*** (including, but not limited to, taunting, malicious teasing, name calling, making threats); and
3) ***Psychological*** (including, but not limited to, spreading rumors, manipulating social relationships, or engaging in social exclusion, extortion, or intimidation.)

"***Harassment"*** means the creation of a hostile environment by conduct or by verbal threats, intimidation, or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities, or benefits, or mental, emotional, or physical well-being. Acts of harassment and bullying include, but are not limited to, acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex. For the purposes of this definition, the term "threats, intimidation or abuse" shall include verbal and non-verbal actions.

The District also prohibits "internet bullying and harassment" (also referred to as "cyberbullying," which means harassment or bullying as defined above where such harassment or bullying occurs through any form of electronic communication) within the school building and during the course of the school day, including the use of instant messaging, email, web sites, chat rooms, and text messaging when such use interferes with the operation of the school or infringes upon the general health, safety, and welfare of District students or employees.

It is important to note, however, that a single negative act as enumerated above may also constitute "bullying" (if not more serious misconduct) based upon the particular circumstances such as the seriousness of the act and/or the intent of the actor.

Students who have been discriminated against and/or harassed, or who have witnessed these things being done to other students, and parents whose children have been discriminated against and/or harassed are encouraged and expected to make a complaint or report (as applicable) and bring it to the attention of the applicable Dignity Act Coordinators at William Floyd High School—namely, Thomas Fabian at 874-1789. At all times, complaints will be documented, tracked, and handled in accordance with the guidelines of the Code.

At the discretion of building administration, appropriate disciplinary action will be administered.

CAFETERIA

For the 2020-2021 school year, the high school cafeterias have been repurposed to accommodate food services and our music programs. Lunch will be provided during students' 8th period classes.

During typical school years, when the cafeterias are used for lunch, students are expected to report on time at the start of their lunch periods, remain there until the bell and are to be considerate of their fellow students by placing their trash in the designated containers.

All students will be required to have their school-issued ID visible and must tap in to gain entry to the cafeteria.

Unless previously issued, no passes will be issued to leave the cafeteria.

Students who misbehave in the cafeteria may lose their cafeteria privileges and face disciplinary action.

COLLEGE ENTRANCE EXAMS

PSAT/ NMSQT - This test of your aptitude and achievement in mathematics and the verbal area is administered to sophomores and juniors. It familiarizes you with the content and form of the SAT and is used to determine National Merit Commended Students and Semifinalists.

SAT - This test of your aptitude and achievement in mathematics, verbal skills, and writing skills is used by colleges as an important factor in considering acceptance.

ACT - This test measures your aptitude and achievement in English, Reading, Math, Science, and writing (optional.) It is accepted by most colleges instead of the SAT.

SAT Subject Tests – Three of their tests are generally required for competitive colleges. The tests are one hour each and are offered in approximately 15 different subject areas. Students are encouraged to take them in the spring of their junior and the fall of their senior year. Although the information regarding these college entrance examinations is well publicized, it is important for students to meet with their counselor to discuss the tests most appropriate to their choice of colleges.

William Floyd H.S. Code Number for ACT and SAT is 333-068.

See your guidance counselor for the Test Centers for the various ACT and SAT test dates.

COUNSELING CENTER

The school counselors assist students in making educational, personal, and career

decisions. Ideally, students are encouraged to make appointments with their counselors to ensure that enough time is set aside to address the student's questions or concerns. In situations requiring immediate attention, students will be seen by a counselor immediately. Students should speak to the front desk staff in the Counseling Center before or after school or during study hall or lunch to make an appointment.

Students should not miss class time to make counseling appointments. The counselors also provide valuable information to teachers, which can assist them in helping students. It is critical, therefore, that parents notify the school counselor of any situations adversely affecting their child. [Please note that students are assigned to counselors according to student's last name.]

School social workers are also available to provide students with supportive school-based individual and group counseling.

COUNSELING CENTER SCHOOL SOCIAL WORKERS

This service helps students who may be experiencing personal, school, family, alcohol, or drug-related problems through school-based individual and group counseling.

Participation in group or individual counseling is voluntary and confidential. Teachers, administrators, guidance/support staff, and parents can make referrals to the school social workers; and students can also refer themselves.

The school social workers meet with students individually to assess their needs. They conduct ongoing support groups and work closely with existing in-school services to make referrals, so students can get the help they need. Students may make an appointment with front desk staff in the Counseling Center.

DRESS GUIDELINES

Students are expected to wear neat, clean, and appropriate clothing to school. During the COVID-19 pandemic, students are mandated to wear masks at all times, unless otherwise directed. Vulgar and obscene imprints on clothing are not permitted. Hats, any type of headgear, rags, bandanas, beads etc. and/or sunglasses are not to be worn in the school building at any time. Failure to remove or turn over these items will result in disciplinary action. Any dress or attire which is a distraction is prohibited. ***SCHOOL IS A SPECIAL PLACE. PLEASE DRESS APPROPRIATEL***Y. When there is a question as to the acceptability of attire, an administrator will make the decision. Students with unacceptable attire will not be admitted to class. Also, students who defy dress guidelines may be subject to suspension and a hearing. Parental contact will be made, and the student will be sent home.

EARLY DISMISSAL FROM SCHOOL/LATE ARRIVAL

Early dismissal will be granted for the same reasons allowable for legal absences. You are encouraged to schedule appointments with your doctor or dentist outside of school hours. In all instances students leaving early must be signed out in the appropriate A.P. office or nurse's office by a parent or guardian, who must show identification. Students who leave school early without following the proper procedure will be considered cutting, and will face disciplinary action.

Seniors who have been scheduled for a study hall prior to their first academic class of the day or who have been scheduled for a study hall as their last class of the day may apply for Late Arrival and/or Early Release. An application form must be signed by your parent/guardian and assistant principal and is available from your school counselor. Any student found on school grounds after his/her Early Release or before his/her Late Arrival time will be subject to having this privilege revoked.

For the 2020-2021 school year, all high school students (9-12) may apply for early dismissal by submitting the aforementioned early release form. If a student is approved for early dismissal it will be reflected on their class schedule and student ID. Any student that is scheduled for early dismissal, is responsible for their own transportation. In addition, early-released student athlete must find his or her own transportation to sports practice. Under no conditions, can an early-released student remain in the building after period 7.

ELECTRONIC DEVICES AND OTHER NON-SCHOOL ITEMS

All electronic devices including, but not limited to cell phones, are not recommended to be brought to school as we are not responsible for lost, stolen or damaged items. Not only do they disturb classes, but also they are often lost or stolen.

Those items that potentially interfere with the classroom or school environment will be confiscated and turned over to the appropriate assistant principal's office. Detention and/or in-school suspension may be assigned, and parents may make arrangements to pick up the item from the school. The school is not responsible for confiscated, lost, or stolen items.

Any student found to be using any electronic device to record audio or video

anywhere on school grounds will be subject to disciplinary action to be determined by Administration.

ELECTRONIC INFORMATION RESOURCE SCHOOL/STUDENT USER PRIVILEGES

The use of the school's electronic resources and networks is a privilege, not a right. Inappropriate use will result in a cancellation of those privileges. All students wishing to access electronic resources and networks must sign the "User Agreement." Misuse can come in many forms, but is commonly viewed as any messages sent or received from school or home that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and any malicious attempt to harm or destroy data of another user or of any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. All rules of conduct described in the student handbook apply when you are on the network; and disciplinary consequences will attach to any misconduct.

EXTRA-HELP

Teachers are available to provide their students with extra help as practical.

GRADUATION REQUIREMENTS

It is imperative that students meet regularly with their school counselor to become familiar with graduation requirements and to be sure they are in the appropriate courses necessary to achieve their high school goals.

The passing grade for courses is 65.

Report cards are issued quarterly.

Progress reports are available on the parent portal at the five-week mark of each quarter.

HALL PASSES

Students are not permitted in the halls during class periods, including extra-help, (7:10 am – 2:13 pm) unless they are accompanied by a staff member or have a pre-printed pass signed by a staff member. Hall sweeps will be conducted, and students who are found to be out of supervision will be subject to disciplinary action.

HEALTH OFFICE - SCHOOL NURSE

Students who become ill or need first aid are to go to the nurse. Students entering the nurse's office must have a written pass from a teacher.

All accidents which happen during the school day are to be reported immediately to the nurse. Any student who is going home early due to illness or injury must be signed out through the appropriate nurse's office after making contact with the parent or guardian. Calls to parents must be made from the nurse's office, **NOT FROM ANY OTHER PHONE**. Students who are ill are not to leave school without being seen by the nurse. If they do, they are considered truant.

All medications must be stored in the Health Office and will be dispensed by the nurse if it is prescribed by a doctor and a separate written order is on file with the nurse. All medications must be in a labeled original container. Requests for Aspirin, Tylenol, etc., will not be honored without a written doctor's order on file with the nurse.

If a student is incapacitated and is unable to pass with the other students during change of classes, he or she may be given an early release pass after submitting a request from the physician. An elevator is provided as needed.

The following screenings are conducted by the nurse: hearing, vision, scoliosis, height, weight, 10th grade physicals and yearly sports physicals.

Any forms which require completion by the nurse (i.e. BOCES applications, working papers, etc.) must be requested before school and can be picked up at the end of the day.

HEALTH RELATED HOME INSTRUCTION

All medical requests for Home Instruction must be made through the school nurse. The nurse will be able to provide the mandated standardized request form for Home Instruction, to be completed by the student's health care provider. Such a request will be issued after a student has been out of school for days of documented illness for this diagnosis.

HONOR ROLL/HIGH HONOR ROLL

Student placement on Honor Roll and High Honor Roll will be determined quarterly based upon report card grades. Students must be carrying at least 5.5 credits within their schedules to be eligible for Honor and High Honor Roll. Students who achieve a quarterly straight average of 85-89.99 will be placed on Honor Roll for that Grading Quarter. Students who achieve a quarterly straight average of 90 and higher will be placed on High Honor for that Grading Quarter.

ID

All students will be issued a new photo ID at the beginning of the school year and will be required to have their school-issued ID visible at all times throughout the school day. Students will need their ID to enter the building, cafeterias, library and other locations in the school. Students who do not have ID or refuse to show ID can be subject to disciplinary action by the Administration. **Students who lose their ID or damage it to the extent that the electronic chip is not readable or their name and/or photo**

are not visible will be required to pay a $5 fee to replace their ID.

LATENESS TO SCHOOL

Students are expected to be on time for school each day. Students who are late to school must sign in with attendance personnel when they arrive. **New York State law clearly indicates the only legal reasons for lateness to school are illness or family emergency**. Oversleeping and missing the bus are NOT legal reasons for being late. We must presume that any student arriving late to school without a note is **ILLEGALLY** late. Lateness is entered on the student's permanent record. Students who do not sign in upon arrival, but are present in school, will face disciplinary consequences.

LEAVING SCHOOL GROUNDS

No students may be outside the school building or off school grounds during school hours. No students are permitted to leave school grounds during the school day, including when they exit the school bus. If students leave school grounds, their parents will be notified and they will be subjected to a search and suspension upon return to the building.

Students found outside the building, off school grounds, or in an automobile during the school day will face consequences. Students found at another school will be considered trespassing and will be subject to arrest.

LOCKERS

Lockers are provided for student use and may be used by students, if they so choose. The School District in no way guarantees the security of any items placed within these lockers, nor will the school district pay for any items removed or taken from these lockers. Under no circumstances should students place any valuables in their lockers. The Board of Education states that school lockers remain the property of the school district, even when they are used by students. There are no expectations of privacy in the content of one's locker. Lockers can be searched randomly, and at any time, for reasonable suspicion of any item that would be inappropriate in school. As a result, the lockers will be subject to administrative search provided there is probable cause that lockers contain items which may represent a threat to the health, safety or welfare of the students and staff of the high school

Students are assigned lockers without built-in locks, combination locks will be issued by the main office. Students are not to place their own lock upon such lockers--any non-school-issued lock will be removed by the school.

LOITERING

Students may not "hang out" in the building or on the school grounds. During class time no one is permitted in the halls without a pass. Students may not loiter in the student parking lot. Students with late arrival or early release may only be in the building during their scheduled class time, or they risk the revocation of these privileges.

LOST AND FOUND

Please bring all books, clothing and other articles you find to the main office, where they can be claimed by the owners.

NATIONAL HONOR SOCIETY

Sophomores, juniors and seniors who meet the scholastic eligibility requirements may apply for membership in the National Honor Society when application deadlines are announced in the school.

To be inducted into the National Honor Society, a student must demonstrate **SERVICE, SCHOLARSHIP, LEADERSHIP,** and **CHARACTER**. An overall academic average of 90 with no failures in any course is required. Students must participate in at least two different school-approved activities or clubs, and volunteer their time in at least two different school-approved out-of-school projects or activities.

A faculty council made up of teachers and the high school principal will evaluate all National Honor Society candidates and decide which students have shown themselves to be strong in the areas of Character, Leadership, and Service, and should be inducted into the National Honor Society. Applications for membership in the National Honor Society will be available in the guidance office at the start of the new school year. Applications received after the deadline, to be announced, will not be considered.

NONDISCRIMINATORY NOTICE

The William Floyd Union Free School District does not unlawfully discriminate on the basis of sex, race, color, religion, disability, marital status, sexual orientation, veteran status, national origin, age, citizenship, military status, genetic predisposition, status as a victim of domestic violence or any other category protected by federal, state or local law or regulation. Compliance ensures that discrimination does not occur in any policies or practices of admission, program or activity, placement or employment. Questions or grievances concerning this matter should be directed to: Howard Miller & Jessica Moller, District Compliance Officer, (516) 267-6300.

PHYSICAL EDUCATION

All students must satisfactorily complete four years of Physical Education to qualify for a high school diploma. Satisfactory completion includes attendance, appropriate attire, and participation to the best of one's ability. Written tests and performance tests may be required in any or all instructional units. Make-up days can be scheduled with a student's Physical Education teacher, if the student wishes to improve his/her grade. It is the responsibility of the student to arrange make-up classes with his/her teacher. Classes must be made-up within fourteen days of the marking period ending, except for the fourth quarter.

Students with restrictions (temporary or permanent) which limit full participation in the regular activity program will be provided with instruction within those limitations which will fulfill the participation requirement. Whenever practical, these students will be scheduled into modified classes for the duration of their restrictions.

PROM

Due to COVID-19 restrictions, the ability to plan and host a traditional prom this school year, may not be possible.

In the event that a traditional prom is to occur, the following requirements must be met:

Attendance at the District's (Senior) Prom is a privilege, not a legal right, for graduating students and their guests (who must not be older than 20 years of age.) Students with disciplinary infractions or not in "good standing" will not be permitted to attend the prom.

For the purposes of this policy, any student who accumulates 18 or more unexcused absences from a full-year course or 9 or more unexcused absences from a semester or half-credit course shall be ineligible to attend the prom that takes place at the conclusion of that school year.

It is highly recommended that parents/guardians use the Parent Portal to monitor student attendance. Students (and their parents) who dispute the number of absences reported to them by the District shall be afforded the opportunity to submit appropriate documentation to demonstrate that one or more such absences were due to extenuating circumstances and shall be afforded the opportunity, upon request, for an informal conference with the principal or his/her designee to further explain why they believe the District's attendance computations are in error.

See section on **ATTENDANCE AND ELIGIBILITY FOR PARTICIPATION IN ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES.**

This attendance policy and discipline expectations also pertain to January graduates, juniors graduating early, and those underclassmen who may accompany a graduating student attending the prom. William Floyd School District reserves the right to approve or disapprove guest. Absences will be monitored closely. Parents will be notified via phone and/or email of their child's total absences. Parents may contact High School administration regarding concerns about their child's attendance.

PROMOTION POLICY

Students will be identified as 9th graders in their first year of high school; as 10th graders in their second year of high school; as 11th graders in their third year of high school; and as 12th graders in their fourth year of high school.

To be classified as a ***graduating senior,*** a student must be able to satisfy all graduation requirements (total credits, sequences, required courses) by June of the current school year. 12th graders who are unable to graduate by June of that year will have a 12NP designation as non-graduating seniors with ***no*** senior privileges.

Any student who transfers to our school will have his/her transcript evaluated to determine the appropriate grade classification. Grade classification is based on the recommendation of the guidance counselor subject to approval of the high school principal. **NOTE:** The average subject load considered for a high school student is five subjects plus Physical Education.

SAFETY DRILLS

New York State law requires fire drills to be conducted throughout the school year to train students to safely evacuate the building and behave properly in the event of a fire. Students are not to talk during the fire drills, are to follow the directions of teachers, and are to walk directly to the nearest exit.

Be sure to check the appropriate information sheet found in each classroom you are in during the day, so you are familiar with the proper procedure for that room.

Important: Be sure to stay with your class. Attendance will be taken during drills and your absence from class may result in disciplinary action.

Civil defense, bus drills, and lock down drills will also be held to develop safety practices that will help students move quickly and in an orderly manner during an emergency. During a fire drill or actual emergency, personal safety will depend upon the way in which

students conduct themselves and follow special instructions.

In addition to the aforementioned mandatory emergency drills, the district may at its discretion, incorporate canine sweeps in conjunction with Suffolk County Policy Department.

SCHEDULE CHANGES

Each spring guidance counselors work with students to make up their class schedule for the next school year. Parents or guardians are given the opportunity to review these course selections. Once a schedule is decided, students will not be able to drop courses by simply bringing a note from a parent or guardian.

In prior school years, all student requests to drop a non-graduation required course had to be generated no later than within 10 days after the posting of the second quarter progress report. After that, the student's transcript would have read: "W.F." (withdrawn/failed), and a grade of 60 would be awarded. However due to the impact of the COVID-19 pandemic on our scheduling this year, we are extending the deadline for dropping non-graduation required courses until Friday, February 12, without penalty.

Any student who decides to drop one of these courses before this new drop date, will not receive a grade or credit for the course. This extended date will be in effect for this novel year only. Students also need to be aware that dropping the course may not be an option if there is no other course into which they may be placed.

Students who request to drop one of these courses after February 12 will receive a W.F. 60 as has been the practice.

Please be aware that all students must take at least five credits plus Physical Education in order to be considered a full-time student per year.

Drop requests must be made with the student's counselor by Friday, February 12.

SCHOLARSHIPS

Various scholarships are awarded each year to graduating seniors. Students may obtain information about the applications for these scholarships from the guidance department. Students should check the scholarship bulletin board, scholarship file, and the announcements for eligibility, criteria, and deadlines for the scholarships.

SEXUAL HARASSMENT POLICY

The Board of Education affirms its commitment to nondiscrimination and recognizes its responsibility to provide an environment that is free of harassment and intimidation. Harassment is a violation of law and stands in direct opposition to District Policy *(BOE Policy # 3240).* The School District will act to promptly investigate all complaints, either verbal or written, formal or informal, of all allegations of harassment. Questions or complaints concerning this matter can be directed to the Assistant Superintendent for Human Resources or his/her designee at 874-1549.

SOCIAL ACTIVITIES

All social activities must be sponsored by a school organization and must be properly chaperoned. These activities are open only to William Floyd students in "good standing" and administration discretion.

During these activities all students in attendance are under the jurisdiction of the school. Any person who leaves will not be permitted to re-enter. Students who misbehave at social events will be removed from that event, banned from such activities for the remainder of the school year, and be assigned detention or suspension from school. This includes school-sponsored events on and off school grounds.

SMOKING/VAPING

Students are not permitted to smoke and/or be in possession of tobacco products or vaping paraphernalia at any time, in the school building or on school grounds. This applies to all school-sponsored activities, as well as the regular school day. Violation of this rule constitutes a serious offense, and disciplinary action will be taken. Violations of this rule will be reported to N.Y.S. Dept. of Health Services as required by law.

STUDENT BEHAVIOR AND DISCIPLINE

Students at William Floyd High School are expected to conduct themselves in a responsible and orderly manner and to treat teachers, administrators, and other staff members with respect and politeness. Students are expected to promptly follow all instructions and directives. Students should show respect and consideration for each other.

The Board of Education has delegated to the Superintendent of Schools and the building principals the authority to discipline students for behaviors in violation of school policies. This authority includes the use of reasonable physical measures to obtain lawful behavior and the authority to temporarily suspend a student from school in accord with relevant laws and regulations for a period not to exceed five consecutive school days.

A) POSSESSION OR USE OF WEAPONS

Any student found possessing or using a weapon on school property will be suspended

immediately for 5 days and will be subject to a Superintendent's Hearing.

The police will be notified of any incident involving weapons.

B) ASSAULTS

Any student who threatens physical injury or assaults another student, a teacher, or other employee of the school district will be suspended from school immediately for a period not to exceed 5 days. A parent conference will be held prior to the student's readmission to school.

Serious assaults or threats may result in a Superintendent's hearing which could mean a long-term suspension or expulsion.

C) FIGHTING

Any student fighting on school property during the school day or at an evening, weekend, or off-campus activity may result in the out-of-school suspension of participants, including but not limited to bystanders, those found using a recording device, and those who incite or instigate or interfere with the actions of a school staff member.

D) DRUG ABUSE

Any student found to be in possession of, using, selling, or under the influence of any controlled or dangerous substance or facsimile on school property will be suspended for 5 days. The Suffolk County Police Department will be notified. A Superintendent's Hearing may be convened, which can result in a long-term suspension or expulsion.

E) ALCOHOL ABUSE

Any student found at any time to be in possession of, selling, consuming, or under the influence of alcohol on school property will be suspended from school for 5 days. A Superintendent's hearing may be convened, which can result in a long-term suspension or expulsion. This also applies to all activities held in the school building or on school property.

F) VANDALISM - CARE OF SCHOOL PROPERTY

Students should not mark school furniture, walls, ceilings, floors, or equipment with pen, pencil, paint or any other instrument. Students should not tamper with fire alarms, fire extinguishers, or any other electrical systems. Anyone who marks, damages, or destroys school property through vandalism, arson, or larceny, or who creates a hazard to the safety of our students, will be suspended from school, be required to pay for the damage or perform school service, and be referred to the proper law enforcement agency. A Superintendent's hearing may be convened which can result in a long-term suspension or expulsion.

G) MASK POLICY

If students refuse to follow the district's mask policy, they will receive a warning from a staff member. If students continue to violate the mask policy, an administrator will afford students the opportunity to comply with the mask policy. Failure to comply with administration will result in suspension from in-building instruction.

STUDY HALLS

Study halls are scheduled to give students a quiet place to read, study, or do homework. Students are to bring work to do and are to be quiet and orderly during their study hall periods. All students will be assigned to supervised study halls during their free periods. Students who cut study hall will be given suspension, as they would be for any other assigned class.

SUMMER SCHOOL

The Board of Education will determine if Summer School is offered and, if so, which Grade levels would be eligible. In order to enroll in our summer school program you must:

A) Have failed a course.

B) Enroll in the same level course that you have previously failed.

C) Register during summer school registration dates (the week following graduation).

D) If you wish to retake a Regents in August, you must register with your school counselor as a "walk-in."

In order to receive credit from summer school courses you must be in attendance for 27 of the 30 days and be on time for class.

Ineligibility for summer school:

A) Students who have been dropped from a full year or half year course before its completion.

B) Any student who has not completed the required 30 laboratory experiments during the regular school year will not be enrolled in a laboratory science course (Earth Science, Living Environment, Chemistry, or Physics) in summer school.

SUSPENSION FROM SCHOOL

Students guilty of certain infractions may be assigned in-school suspension. These students will spend the day studying in a designated room apart from the student body. Work will be provided to students by their classroom teachers. This work must be completed by the student while in the in-school suspension room. Students who do not behave appropriately or comply with the rules may be placed on out-of-school suspension.

Students guilty of serious infractions will be placed on out-of-school suspension and will not be permitted to participate in any school

activities (day or evening) during their suspension. Any student suspended out-of-school both Friday and Monday may not participate in weekend activities. Any student suspended out-of-school is prohibited to enter district and/or school grounds, at any time, for any reason, unless prior written approval from the district is received.

TRANSPORTATION - BEHAVIOR ON SCHOOL BUSES

Riding the school bus is a privilege. To keep this privilege and to ensure the safety of fellow students, please observe the following rules:

1) Students must comply with all COVID regulations (Eg. Mask wearing, assigned seating, etc.).
2) No smoking.
3) Do nothing to distract the driver.
4) Do not stand while the bus is moving.
5) Be courteous to other students.
6) Students may not ride another bus from another school building.

Misbehavior of any kind may result in the loss of your riding privileges for a period of time to be determined by the principal. This includes the BOCES buses and buses used for special trips, events, or activities.

Students who plan to take late buses home from school must have a late bus pass signed by an administrator, teacher, or coach, as well as their student I.D. card in order to be permitted to ride the late bus.

A more complete list of rules and regulations is available from the Transportation Department.

VALEDICTORIAN AND SALUTATORIAN HONORS

To be eligible to be Valedictorian or Salutatorian, or a rank in the top ten students must be enrolled in William Floyd High School for the junior and senior years.

Rank in class for the first ten academic places in a graduating class will be computed after the third quarter of the senior year and includes all high school credit-bearing courses from Grade 8 through the end of the third quarter of the senior year.

VIDEO SURVEILLANCE ON SCHOOL PROPERTY

For the safety of students, staff and visitors, the School District employs video surveillance equipment for security purposes. This equipment may or may not be monitored at any time.

Surveillance cameras will generally be utilized only in public areas where there is no "reasonable expectation of privacy." Public areas may include school buses; building entrances; hallways; parking lots; front offices where students, employees and parents come and go; gymnasiums during public activities; cafeterias; and supply rooms. It is not possible, however, for surveillance equipment to cover all public areas of District buildings or all District activities.

District surveillance cameras will not be installed in "private" areas such as restrooms, locker rooms, changing areas, private offices (unless consent by the office owner is given), or classrooms.

VISITORS

Due to COVID-19 restrictions, for the 2020-2021 school year, no visitors are permitted to enter the school building.

*The Principal retains the right and privilege to issue penalties for acts of discipline not specifically stated herein and to alter any penalties, as he considers necessary. Furthermore, the Principal reserves the right to amend any provision in this folder, which he deems to be in the best interest of the educational process at William Floyd High School. Please keep referring to the district's website for any updates concerning the district's COVID guidelines and regulations.