

CLARKSTOWN HIGH SCHOOL NORTH



Dr. Harry Leonardatos
Principal

Kiesha Tillman
Assistant Principal

Mary Patella
Assistant Principal

Angie Watt
Assistant Principal

Department Offices and Chairs

Art: Ms. Diamond.....639-5668
English: Ms. Czajkowski.....639-6509
Special Education: Ms. Chamberlain.....639-6507
School Counseling: Ms. Bolin.....639-6550
Mathematics: Mr. Chernick & Ms. Horowitz...639-6570
Physical Education: Mr. Bauer.....639-6518
Int'l. Baccalaureate: Ms. Miranda.....639-6587
Science: Ms. Flanagan.....639-6574
Social Studies: Mr. Turner.....639-5667
World Languages/ENL: Ms. Poulos.....639-6501 ext. 2519
AIS, AP, and 504: Mr. Ed Benvenuto.....639-6513

Office Phone Numbers

Mansion Office.....639-6500
Main Office.....639-6537
Annex Office.....639-6566
X-Wing Office.....639-6502
Main Nurse's Office.....639-6516
Annex Nurse's Office.....639-6571
Athletic Office.....639-6580

Clarkstown High School North Mission Statement

Clarkstown High School North is devoted to educating, empowering, and enabling all students to become caring, contributing citizens who will positively impact the local and global community. The school recognizes that achievement is the shared responsibility of students, teachers, and parents and is committed to developing the mind, body, and character of all students by focusing on high expectations and personal and academic success.

CCSD Mission Statement

CCSD, in partnership with the community, will meet the individual academic and social-emotional needs of all students within a safe environment while empowering them to reach their full potential in a complex society.

Statement of Nondiscrimination/Anti-Harassment

Clarkstown Central School District does not discriminate on the basis of race, color, national origin, sex, gender orientation, disability or age in employment or its educational programs in accordance with the requirements of Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1973; Section 504 of the Rehabilitation Act; the Americans with Disabilities Act of 1990; or the Age Discrimination Act of 1975, which prohibit discrimination on the basis of race, color, national origin, sex, disability and age, respectively. If you have questions regarding the district's responsibilities under these regulations, wish to make a complaint, or require services related to a disability, please contact: Mr. Jeff Sobel at (845) 639-6430. For further information, contact the United States Department of Education at 1-800-421-3481.

Student Responsibility

Each student has the responsibility to become familiar with this book and to share its contents with his/her parent or guardian.

BELL SCHEDULE: REGULAR DAY

PERIOD	TIME	MINUTES
1	7:25 - 8:10	45
2	8:15 - 9:00	45
3	9:05 - 9:50	45
4	9:55 - 10:40	45
5	10:45 - 11:30	45
6	11:35 - 12:20	45
7	12:25 - 1:10	45
8	1:15 - 2:00	45

BELL SCHEDULE: MINDFUL MONDAY

PERIOD	TIME	MINUTES
1	7:25 - 8:17	52
2	8:22 - 9:06	44
3	9:11 - 9:55	44
4	10:00 - 10:44	44
5	10:49 - 11:33	44
6	11:38 - 12:22	44
7	12:27 - 1:11	44
8	1:16 - 2:00	44

BELL SCHEDULE: ACTIVITY DAY

PERIOD	TIME	MINUTES
1	7:25 - 8:05	40
2A	8:10 - 8:50	40
2B	8:55 - 9:35	40
3	9:40 - 10:20	40
4	10:25 - 11:03	38
5	11:08 - 11:46	38
6	11:51 - 12:30	39
7	12:35 - 1:15	40
8	1:20 - 2:00	40

BELL SCHEDULE: ONE HOUR DELAY

PERIOD	TIME	MINUTES
1	8:25 - 9:03	38
2	9:08 - 9:46	38
3	9:51 - 10:29	38
4	10:34 - 11:11	37
5	11:16 - 11:53	37
6	11:58 - 12:35	37
7	12:40 - 1:18	38
8	1:23 - 2:00	37

BELL SCHEDULE: TWO HOUR DELAY

PERIOD	TIME	MINUTES
1	9:25 - 9:55	30
2	10:00 - 10:30	30
3	10:35 - 11:05	30
4	11:10 - 11:40	30
5	11:45 - 12:15	30
6	12:20 - 12:50	30
7	12:55 - 1:25	30
8	1:30 - 2:00	30

ATTENDANCE

Each student who is absent from school is required to bring a note, which lists the reason(s), date(s) of absence and includes parent signature and daytime contact information. Students returning to school after an absence will report to the Mansion Office with an absence note during **Periods 1, 2, or 3. A note must be presented to the Mansion Office the day the student returns to school; otherwise, the absence will be considered unexcused.**

Clarkstown Central School District permits legal absence from school for the following reasons:

1. Sickness
2. Death in family
3. Religious observance
4. Approved educational visits with the prior approval of your guidance counselor
5. Required presence in court
6. Weather related conditions
7. Quarantine
8. Military obligations
9. Approved cooperative work program
10. Approved school-related activities
11. Impassable roads as designated by local officials

ATTENDANCE REQUIREMENTS FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

In order for a student to participate in a school activity or to be eligible to compete in a daily athletic event (game, practice, meet, etc.), that student must attend every class on his/her schedule on the day of the event. If the student fails to do so, he/she will be ineligible to participate in that day's event.

RELIGIOUS OBSERVANCE-SPECIFIC DAYS

On specific days recognized as days of religious observance by the school district and when school is in session, the following are in effect:

- a. Every effort will be made by teachers to schedule tests on days other than a religious observance day.
- b. Under this regulation, religious observance is identified as an excused absence under the "ABSENCE" paragraph.
- c. Homework may be assigned, but students absent for religious observances on
- d. recognized days will have at least as long to make up the homework as a student out ill on the same day.
- e. Field trips and special programs will not be scheduled on these days whenever alternative dates can be scheduled.
- f. New material may be introduced.
- g. No special penalties will be applied due to a student's absence for religious observances on a recognized day (e.g., a member of an athletic team will not be penalized with less playing time for this reason).

EXAMINATION ABSENCES

If a student is going to be absent on a day that a final exam or Regents exam is scheduled, a parent or guardian **MUST** call the school (639-6566) to notify the Main Office of the absence before 7:30 AM. If absent for a Regents exam, the student may take the exam the next time it is offered by the state. Please contact the School Counseling Department (639-6550) to arrange make-up examinations.

LEAVING SCHOOL GROUNDS

Students may not leave the campus during the school day except under the following condition:

Early Dismissal: All students leaving school before normal dismissal time **MUST** be signed out in the Mansion Office. Students must bring a parental permission note to the Mansion Office during periods 1 to 3 and obtain a pass for the designated dismissal. If a student is ill, he/she **must** report to the nurse. Parent/guardian

approval must be given to leave school due to illness.

Returning from Early Dismissal: All students who are returning to school must sign in the Mansion Office upon their return.

EMERGENCY CLOSING/DELAYED OPENING

School may be closed or opening may be delayed due to severe weather conditions. Notifications will be sent through electronic media (email, CCSD app, twitter) and by phone. Announcements will also be posted on the CCSD website: www.ccsd.edu.

HALL PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member.

TARDINESS TO SCHOOL

If a student reports to school after 7:25 AM, he/she should report directly to the Mansion Office with a note from a parent or guardian. A late pass will be issued.

TARDINESS TO CLASS

The procedure to be followed when a student is late to class will be:

1. Student is admitted to class.
2. The teacher will ask for and check pass.
3. If a student has no pass, he/she will sit down and join in on the class activity. When the bell rings at the end of the class, the late student will see the teacher to explain his/her lateness.
4. A student who is 20 minutes or more late to class is considered absent from that class.

HOMEWORK

Homework is an integral part of a student's education. Parents should encourage and support the student's responsibility to complete assignments.

HOMEWORK WHILE ABSENT

Upon a student's return to school after being absent, **it is his/her responsibility** to consult with his/her teachers regarding homework and class work which he/she has missed. If a student is

absent for three or more days due to illness, etc., parents may wish to contact the student's school guidance counselor after three days to make arrangements for homework pickup. Please give counselors 48 hours to obtain this work.

STUDENT PARKING

Student parking on campus is a privilege, not a right. **Student parking is restricted to seniors that receive permits to park in the student lot.** Cars are not to be driven around the campus during the school day nor are students permitted to leave the parking lot during lunch hours. Any student who parks without a permit or in an illegal area is liable to have the car towed away at the owner's expense or ticketed by the Clarkstown Police Department. **At the discretion of the school administration, student parking privileges may be revoked for any of the following: fighting, involvement with alcohol or drugs on campus, theft, leaving campus illegally, a third suspension or any combination of violations as stated in the student Conduct and Discipline Code.** A student violating the above at any point in his/her high school career may forfeit his/her senior parking privilege.

APPEARANCE

The following are guidelines for appropriate dress for school and school functions, which may vary according to nature of the function or event. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding or appropriate appearance in the school setting by complying with these guidelines. Student attire shall, which includes clothing, hair style/color, jewelry, make-up and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Demonstrate attention to personal hygiene.
3. Recognize that revealing garments worn by boys or girls, such as but not limited to, tube tops, net tops, halter tops, lingerie, plunging necklines (front and/or back), extremely short shorts or skirts, see-through garments, and

bare midriffs are not appropriate in the classroom and regular school environment.

4. Ensure that underwear is completely covered with outer clothing.
5. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
6. Not include the wearing of hats or head coverings in the classroom except for a medical or religious purpose.
7. Not include items that display messages that are sexually explicit or depict sexual acts, bodily functions, or nudity of a prurient nature or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
8. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
9. Not include items displaying messages that promote and/or endorse acts of violence or membership in organizations or groups that promote and/or endorse such acts, or are associated with such organizations or groups.

OFF LIMITS AREAS

In order to minimize classroom distractions and foster good relationships with neighbors, certain areas of the campus are off limits to students during school hours. These areas are:

1. Behind the Annex, X Wing and Main
2. All Athletic Fields and Courts
3. All parking lots
4. Any neighboring properties
5. Other areas that are not supervised

CAFETERIAS

Main: Bottom Floor

Annex: Rooms 522 & 524

Breakfast is served in the cafeteria for those students who have study hall during Periods 1, 2 & 3. Lunch will be served during Periods 4, 5 & 6.

LOCKERS & PERSONAL PROPERTY

Lockers are the property of the school. Lockers will be assigned to each student at the beginning of the year. Locks are to be provided by the individual students and locker combinations must be given to their period one teacher. Students must not give their combination to anyone. **It is imperative that students keep their lockers**

locked at all times, including those located in the athletic locker rooms. The school district does not carry insurance to reimburse students for the loss or theft of personal property. If your property is lost or stolen, report it to the office. **Students should recognize that school officials reserve the right to open and inspect lockers at any time.**

LOST AND FOUND

Articles found are sent either to the Main or Annex Offices. Students must pay for all school property they lose, but before doing so should be certain it has not been returned to either office.

POSTERS

All posters or announcements must be approved by an administrator and can only be posted on the bulletin boards.

TRANSPORTATION

Bus transportation is provided for most students immediately before and after school. Additional buses leave school Monday through Thursday at 4:00 PM from the front of the Main building. Misbehavior on the bus or at bus stops will result in the loss of bus riding privileges and/or additional discipline consequences.

HEALTH SERVICES

If a student becomes ill in school, he/she should obtain a pass from his/her classroom teacher to report to the nurse. **Ill students must receive written authorization from a school nurse before leaving the building.**

Students participating in sports are required to have an annual physical examination by the school doctor or personal physician. School physical examinations are scheduled twice a year, October and June (dates will be announced). To comply with the New York State Law, no medication is dispensed in school except through the school nurse and with authorization of the student's parent AND the student's doctor.

1. New York State Education Law requires that all boys in grade 9 receive a screening examination to detect possible curvature of the spine (scoliosis). An examination of the spine for scoliosis noted on a health certificate done

by a private health care provider, will be acceptable. If none is provided, the school nurse will conduct the examination. Results outside the norm will be reported to the parent/guardian in writing.

2. New York State Education Law requires that all students entering 9th and 11th grades have a current physical examination (within one year of the start date of the school year). The law also recommends a dental examination.

3. Students entering 9th, 10th and 11th grades are required to have one dose of meningococcal vaccine. Students entering 12th grade are required to have two doses of meningococcal vaccine, unless their first dose was received at 16 years or older.

INSURANCE

If a student is accidentally injured during school time or during a school-sponsored activity, he/she must immediately report the incident to the supervising staff member then report it to the school nurse. If the previous procedure is followed, limited insurance coverage may be provided for outside medical assistance after parental filing with primary carrier.

CHANGE OF ADDRESS OR CONTACT INFORMATION

When a student moves to a new address, verification documentation (utility bill, deed, rental agreement) is required by the District Registrar.

Other contact information can be updated by school administrators or the school counseling office.

ID CARDS

Identification cards are provided once a year by the PTSA.

LIBRARY MEDIA CENTER

Hours: 7:10 AM to 3:45 PM (*Mon. through Fri.*)

Study hall students who wish to use the library must report to their assigned study halls and obtain a library pass, report directly to the library, and sign in. Students must remain in the library for the entire period.

Students are expected to maintain a quiet, study atmosphere.

HOMEWORK CENTER

The Homework Center operates after school from 2:00 to 3:45 PM daily, including Fridays in the Library. It is available to students as a place to sit and do homework with or without help from a teacher assistant.

SCHOOL COUNSELING SERVICES

Each student is assigned a school counselor. Should a student need advice regarding school programs or problems, he/she should make an appointment to meet with his/her counselor. The student assistance counselors and school psychologists provide additional counseling services.

For your counselor assignment, please log on to the student portal and view your schedule.

Working papers are available in the School Counseling Office.

NCAA initial eligibility requirements are available from the school counselors.

ASSISTANT PRINCIPALS

Each student is assigned to an assistant principal on an alphabetical basis based on the student's last name as follows:

Mary Patella: A-F & CAROUSEL Program
Angie Watt: G-O & SAIL Program
Kiesha Tillman: P-Z

EXTRA HELP

Two days a week, each teacher provides time either before or after school to offer academic assistance.

Teachers' extra help schedules will be published on the school web site by the middle of September.

TUTORING SERVICE Students may request a student tutor by calling 639-6508.

REPORTS AND GRADES

Progress reports and report cards are published on the parent and student portals throughout the year.

GRADE POINT AVERAGE

All grades are reported as numerical grades. For purposes of determining GPA, grades earned in honors courses are weighted 0.33 and grades earned in AP/IB Courses are weighted 0.66.

For example:

GRADE	AP/IB (1.066)	Honors (1.033)	Regents (1.000)
100	106.6	103.3	100
95	101.27	98.135	95
90	95.94	92.97	90
85	90.61	87.805	85
80	85.28	82.64	80
75	79.95	77.475	75
70	74.62	72.31	70
65	69.29	67.145	65

FINAL AVERAGES WEIGHTING

FINAL AVERAGES FOR SEMESTER COURSES

1st Q (44%) + 2nd Q (44%) + FE (12%)

FINAL AVERAGES FOR FULL YEAR COURSES

1st Q (22%) + 2nd Q (22%) + 3rd Q (22%) + 4thQ (22%) + FE (12%)

COURSE CHANGES

1. Students will be permitted to change to their programs, provided that room exists in the class, up to 10 school days from the start of the course. **NO TEACHER CHANGES ALLOWED.**
2. We encourage students to challenge themselves by taking Honors, AP, and IB courses. Any change of level in a **full-year** course may be made up to **10 school days** after the start of the **second** quarter with no penalty. No permanent record of the dropped class will be kept on the permanent record card or transcript. When the above level change occurs within the 10 school day grace period, the student's final mark will

be determined by his/her achievement in the new course. During the **second quarter**, if a level change in a full-year course occurs, **all grades will follow to the new course**. A student who enters a new class may be expected to make up essential coursework. This work may include, but is not limited to, exams, essays, papers, laboratory activities, and assignment, etc.

3. A student may request to drop a **full year course** up to **10 school days** following the start of the **third quarter**. No permanent record of the course will be kept on the permanent record card or transcript. **Students will not be permitted to drop a course after the 10 school day grace period.**
4. A student may request to drop a **first semester course** up to **10 school days** following the start of the second quarter or a **second semester course** up to **10 school days** following the start of the fourth quarter with no penalty. No permanent record of the course will be kept on the permanent record card or transcript. **Students will not be permitted to drop a course after the 10 school day grace period mentioned above.**

Note: Any exceptions involving the limits stated above must be by prior written agreement involving student/parent, department chairperson, guidance, and administration.

INCOMPLETE GRADES

The Incomplete Policy has four objectives:

1. To place the emphasis of meeting course requirements on the students.
2. To emphasize that all major areas of the course are considered essential to the successful completion of each program.
3. To mandate that all requirements of the course must be satisfied by a student in order to take the final exam, or attend summer school, or repeat a required semester elective course.
4. To reaffirm that all course requirements must be satisfied without exception.

To receive a grade, course credit and permission to attend summer school, or repeat a required semester elective course, all course requirements

must be fully completed by the student and be accepted by the appropriate teacher or teachers.

The incomplete policy which governs the satisfaction of course requirements is as follows:

1. If a student does not complete all course requirements in a quarter, a grade of "Incomplete" will be assigned.
2. If a student receives a grade of "Incomplete" for any of the first three quarters of a year course, or first quarter of a semester course, that work must be completed to the satisfaction of the teacher within ten instructional days of the close of the quarter for which the incomplete was given.
3. If work is not completed within the aforementioned time frame, then:
 - a. The "incomplete" grade reverts to a failing grade. *or*
 - b. The grade of "Incomplete" is rolled over to the subsequent quarter with permission from the Assistant Principal in charge of grade reporting.
4. If work is not completed by the conclusion of a semester course or a full year course, a failing grade will be assigned, and the student will not be allowed to take the final examination.

SUMMER SCHOOL

Students attempting to correct a failing grade or trying to improve a grade of 65 to 69 will be eligible to retake the course in summer school. Students' transcripts will reflect both the original grade as well as the summer school grade.

Other requirements:

1. Attend the present course to its completion.
2. Complete all required work and final examination in the present program.
3. Complete all required laboratory activities and have them verified by the teacher.
4. Have approval to attend summer school from building Principal or designee.

SATISFACTORY ACADEMIC STANDING

If requested, a Letter of Satisfactory Academic Standing shall be issued after every marking period to students 16 or 17 years old who wish to work past 10:00 PM but no later than midnight on

any day preceding a school day. The student must maintain a grade of 65 or higher in all subjects, which are necessary for promotion and graduation. Reinstatement of a student who fails a subject will occur once it is determined he/she has overcome any academic difficulties.

FUND RAISING

School fund raising must be sponsored by a school club or activity and must be approved by the Director of Student Activities and the Principal. Forms can be obtained from the Director of Student Activities. Dates for these activities will be assigned on a first come, first served basis. All fundraising must be in accordance with the Board of Education policies.

STUDENT CLUBS

Each student group must have a faculty sponsor and a written statement of its goals, purposes, and activities.

To start a new club, interested students must: 1) find a faculty moderator to supervise the club, 2) complete the appropriate application and club charter form, which could be obtained from Jaime Maire or Penelope Macias (Student Council Advisors), and 3) obtain approval from the School Principal, Assistant Superintendent, and/or Board of Education.

Clubs may only meet and conduct activities in the presence of the club's faculty advisor.

OPPORTUNITIES TO MEET THE TEACHER

During the year, time is set aside to permit parents to meet their child's teachers. "Back to School Night" in September provides parents with the opportunity to receive a brief overview of their child's subjects. Parent-Teacher Conferences in November and February enable parents to talk with the teacher on an individual basis. If necessary, conferences can be arranged at any time for parents to discuss their child's progress.

CONDUCT AND DISCIPLINE

The Clarkstown Central School District endeavors to provide the highest quality

education to its students. In furtherance of its mission, the District is committed to ensuring that the educational environment in each of its schools is conducive to the educational process. Of utmost concern is protecting the safety and welfare of students, teachers, and all other members of the community legitimately on school property. To this end, and in compliance with State mandates, the District has established a distinct and formal set of rules and expectations governing the conduct of those on school property, including school buses, and attending school functions. Maintaining the integrity of the educational process is dependent upon the cooperation of everyone in the educational community – students, teachers, parents, administrators, non-teaching staff, and the citizens of the District. Therefore, each of these groups was invited to make a contribution to the development of this Code of Conduct. Following is a summary of this Code of Conduct. A complete copy is available on our district website (please refer to Board of Education Policy #5300).

STUDENT RIGHTS

The district is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly, and civil school environment, all district students have the right to:

1. The opportunity to take part in all district activities on an equal basis regardless of race, color, ethnicity, disability, religion, weight, national origin, gender, sexual orientation, or any other category prohibited by law or any unlawful nature.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.
4. Learn in an environment that is free from harassment based on a person's race, color, ethnicity, disability, religion, weight, national origin, gender, sexual orientation, or any other category prohibited by law or any unlawful nature.

STUDENT RESPONSIBILITIES

All district students have the responsibility to:

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

CORPORAL PUNISHMENT

The Board of Education prohibits the use of corporal punishment. Corporal punishment is defined as using physical force on a student in order to punish him/her. Exception: The use of physical force in emergency circumstances only to the extent necessary to protect the safety and well-being of the subject student, other students, or persons.

PROHIBITED STUDENT CONDUCT

It is the objective and policy of the Clarkstown Board of Education to recognize, preserve, and protect the individual rights of all students and to encourage and enforce the exercise of these rights within the necessary framework of an orderly, efficient and continuing school program. Within

this policy framework it is the continuing duty of the school board, the administrative staff, and the faculties of each school to encourage appropriate behavior and to prohibit and prevent types of student conduct that constitute a menace to the continuing educational program or that become dangerous, disruptive, or destructive, and, therefore, endanger the proper maintenance and function of the school program.

- A. Where appropriate, alternative remedial measures should be considered before suspension from school is imposed. These measures may include: counseling by teachers, guidance personnel, instructional support teams, and administrators; in-school detention; in-house suspension; parent conference; and alternative programming.
- B. When alternative measures are provided and the student and/or the parent do not cooperate, or student behavior continues to be unacceptable, suspension from school may become unavoidable. Suspension is also appropriate as a consequence of serious misbehavior such as conduct which endangers the student or others; actions seriously disruptive of the education process or order on campus; the use, possession or distribution of illicit substances; actions which are also criminal by nature; or, actions violative of the conduct prohibited under this Code of Conduct. In all cases of suspension, immediate steps will be taken to ensure that alternative instruction is provided within a reasonable time.
- C. Students may be subject to disciplinary action, up to and including suspension from school, when they:
 1. Engage in conduct that is disorderly. Examples of disorderly conduct include:
 - a. Running in hallways.
 - b. Making unreasonable noise.
 - c. Using language or gestures that are profane, lewd, vulgar or abusive.
 - d. Obstructing vehicular or pedestrian traffic.
 - e. Engaging in any willful act which disrupts the normal operation of the school community.
 - f. Trespassing.
 - g. Computer/electronic communications misuse.
 - h. Causing a disturbance on a school bus.

- i. Smoking, use, possession or display of tobacco products.
2. Engage in conduct that is destructive.

Examples of destructive conduct include:

 - a. Acts of vandalism on school property or the personal possessions of school personnel and/or other students.
 - b. Graffiti “art” on any school property.
3. Engage in conduct that is insubordinate.

Examples of insubordinate conduct include:

 - a. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
 - b. Lateness for, missing or leaving school without permission.
 - c. Skipping detention.
4. Engage in conduct that is disruptive.

Examples of disruptive conduct include:

 - a. Failing to comply with the reasonable directions of teachers, school administrators, or other school personnel in charge of students.
 - b. Interfering with the conduct of lessons.
 - c. Inappropriate use of a cell phone or a beeper.
 - d. Inappropriately using a photographic device capable of recording and/or sending an image, such as a video or digital camera, or cell phone, while on campus, in a district vehicle, or at district activity. In no circumstance may such a device be used to embarrass or invade the privacy of any person, or to interfere with property rights, or to record or transmit confidential information.
 - e. Using or having in one’s possession or control any electronic device, such as cell phones, wrist watches, hand-held or other portable devices, capable of text messaging in any form, such as language or mathematical expression, at or during exams, or at any other time when such can be disruptive, such as during class.
5. Engage in conduct that is violent. Examples of violent conduct include:
 - a. Committing an act of violence upon a teacher, administrator, student, or other person or attempting to do so.
 - b. If a person is not lawfully on school property, this will be a factor in determining the appropriateness of any actions taken towards them.
 - c. Possessing a weapon, displaying what appears to be a weapon, or threatening to use any weapon, or other object appearing to be a weapon, or which can be used as a weapon.
6. Engage in any conduct that endangers the safety, morals, health, or welfare of others.

Examples of such conduct include:

 - a. Lying to school personnel.
 - b. Stealing the property of other students, school personnel, or any other person lawfully on school property or attending a school function.
 - c. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group by demeaning them.
 - d. Discrimination, which includes the use of race, color, creed, ethnicity, disability, religion, religious practice, national origin, sex, gender (identity and expression), sexual orientation, weight or any other category prohibited by law or of an unlawful nature treating another in a negative manner.
 - e. Harassment or bullying, which is the creation of a hostile environment by words, conduct or threats, intimidation or abuse. It includes ridiculing, demeaning, terrorizing, coercing or being cruel to another person.
 - f. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
 - g. Hazing, which includes any intentional, harassing or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club, or team.
 - h. Selling, using, or possessing obscene materials.
 - i. Using abusive language or excessive cursing, swearing or vulgar language.
 - j. Smoking, possessing or displaying a cigarette, cigar, pipe, electronic cigarette or using chewing or smokeless tobacco.

- k. Possessing, consuming, selling, offering, manufacturing, distributing or exchanging alcoholic beverages or illegal substances, or drug related paraphernalia or being under the influence of any of the aforesaid substances.
 - l. Inappropriately using or sharing prescription and over-the-counter drugs or abuse of inhalants.
 - m. Gambling.
 - n. Indecent exposure that is, exposing private parts of one's body in a lewd or indecent manner and/or in an inappropriate setting.
 - o. Engaging in sexual activity on the school campus or attempting to compel another to engage in such activities.
 - p. Initiating a report warning of fire or other catastrophe, activating fire alarm, misuse of 911, or discharging a fire extinguisher, all without valid cause.
 - q. Subjecting other students, school personnel, other person lawfully on school property or attending a school function to danger by recklessly engaging in conduct which creates a substantial risk of physical injury.
7. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving, and fighting will not be tolerated.
8. Engage in any form of academic misconduct. Examples of academic misconduct include:
- a. Plagiarism
 - b. Cheating
 - c. Copying
 - d. Altering records
 - e. Assisting another student in any of the above actions.
9. Engage in off-campus misconduct that endangers the health and safety of students or staff within the school or substantially disrupts

- the educational process. Examples of such misconduct include, but are not limited to:
- a. Cyberbullying (i.e., inflicting willful and repeated harm through the use of electronic means).
 - b. Threatening or harassing students or school personnel through electronic means.
 - c. Using electronic means to convey threats, derogatory or violent comments or images, or posting pornographic pictures of students or school personnel.

PENALTIES

The ranges of penalties which may be imposed for violations of the student disciplinary code include the following:

1. Verbal warning
2. Written warning
3. Written notification to parents
4. Detention
5. Suspension from transportation
6. Suspension from athletic participation
7. Suspension from social or extracurricular activities
8. Suspension of other privileges
9. In-school suspension
10. Removal from classroom by teacher
11. Short-term (five days or less) suspension from school
12. Long-term (more than five days) suspension from school
13. Permanent suspension.

LONG TERM SUSPENSION

A student is removed from attending Clarkstown North by the determination of a Superintendent's Hearing. If the circumstances of an incident are deemed serious enough by building administrators, a referral may be made to the Superintendent. If all disciplinary options have been exhausted, the Superintendent or his/her designee may remove the student for an extended period of time from attending Clarkstown North.

PROCEDURES

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed the school personnel authorized to impose the penalty must

inform the student of 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 to be given penalties of detention or any type of suspension are entitled to additional rights before the penalty is imposed. These additional rights are explained below.

1. *After School Detention*

Teachers, principals, and the superintendent may use after school detention as a penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate. The student has 24-hours to arrange transportation.

Administrative *After School Detention* will be held from 2:10 to 3:45 P.M. from Monday through Friday.

2. *Suspension from transportation* If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the attention of the building principal and the Director of Transportation. Students who become a serious disciplinary problem may have their riding privileges suspended by the building principal or the Superintendent or their designees. In such cases, the student's parent will become responsible for seeing that his or her child gets to and from school safely.

3. *Suspension from athletic participation, extracurricular activities and other privileges.* Student athletes are expected to comply with the standard of conduct set forth in the Clarkstown Central School District Athletic Handbook. Penalties for violations may be imposed as set forth in the Athletic Handbook.

4. *In-school suspension* The in-school suspension program is an alternative to out-of-school suspension. Students who perform suspendable offenses (truancy, excessive behavior, etc.) will be assigned to the in-house suspension facility where they will receive appropriate academic work to complete and be provided with the opportunity for counseling in an effort to rectify their disruptive behavioral pattern.

5. *Teacher disciplinary removal of disruptive students*

As per Board of Education policy #5300, a classroom teacher may remove disruptive students from class for up to two days.

6. *Suspension from school*

It is the continuing duty of the school Board, the administrative staff, and the faculties of each school to prohibit and prevent types of student conduct that constitute a menace to the continuing educational program or that become dangerous, disruptive, or destructive, and therefore endanger the proper maintenance and function of the school program.

For further clarification of these procedures, as well as associated student rights, refer to the complete District Code of Conduct (Board of Education Policy #5300).

VISITORS TO THE SCHOOLS

The Board of Education and staff of the school district welcome members of the community and other interested persons to the schools.

Appointments are required to meet with school personnel.

All visitors must register with security immediately upon entering the building. Visitors will be asked for a photo ID and issued a "visitors" badge. Upon the conclusion of the visits, visitors must sign out with security, return the badge and promptly leave the building.

BUS RULES

Students will observe the following rules when riding on a school bus:

1. Obey the driver at all times
2. Demonstrate appropriate behavior
3. Be courteous; use no profane or inflammatory language
4. Do not throw anything out the window
5. Keep the bus clean
6. No smoking, vaping, eating or drinking on bus
7. Do not damage bus or equipment
8. Remain seated while bus is in motion
9. Keep head and arms inside
10. Do not bring animals on the bus

11. Do not bring flammable material on the bus
12. Keep aisle and emergency door clear
13. Leave and enter in an orderly fashion at the designated stop.

GUIDELINES REGARDING DRUG ABUSE

Recognizing that the widespread use of drugs is prevalent throughout the entire nation and in Rockland County as well, Clarkstown High School North adopts the following guidelines for drug abuse.

The Clarkstown Board of Education has prohibited any person or persons to carry, use, be in possession of, or sell drugs of any kind on school property. Possession or use of drugs is not only illegal according to state law, but students who bring drugs into school are a danger to themselves and other students. In order to uphold the state education law and the authority of the Board of Education, the following guidelines are hereby instituted:

1. All incidents concerning possession, use or distribution of illegal drugs (including alcohol) and/or drug-related paraphernalia on school grounds will be reported to the Principal. If the Principal confirms violation of the law, he will report this to the parents or guardians of the student, and to the appropriate law enforcement authorities.
2. Students that distribute, sell, possess, or use illegal drugs (including alcohol) and/or drug-related paraphernalia on school property, will be suspended or expelled, subject to the specific review procedures as those used in any other disciplinary action. Due process will be granted to such students.
3. When an educator comes into possession of a suspected drug and/or drug-related paraphernalia, that drug and/or paraphernalia will be turned over to the Principal who will contact the appropriate law enforcement agency.
4. Once the suspected drug and/or drug-related paraphernalia is in the possession of the educator, the substance and/or paraphernalia should be placed in an envelope or other container and labeled with the date, time, and how obtained. The individual's name should be noted.
5. In a classroom situation, teachers should not try to diagnose symptoms of drug abuse since it is difficult to determine symptoms. It is required that if a student seems incapable of functioning properly, that student be sent to the school nurse where appropriate school health referral procedure will be followed.
6. Students who are suspended for possession of drugs and/or drug-related paraphernalia will be expected to seek professional assistance prior to returning to school.
7. A repeated offense for consuming or possessing drugs and/or drug-related paraphernalia may warrant expulsion depending upon the circumstances.
8. Any student suspended for the abuse of drugs will not be readmitted to school until a parental conference has been conducted with the Substance Abuse Assessment Team.
9. Parents/guardians will be contacted and requested to come to school immediately for a conference. If a diagnosis of drug abuse is made, the parents/guardians will be notified in writing that the student is suspended and that the case may be referred to the Superintendent of Schools for a hearing.
10. If a student displays symptoms to a degree that clearly necessitates emergency treatment (unconscious or near unconscious or conscious but in need of a physician's attention), first aid will immediately be administered by the nurse and an ambulance called with immediate notification of the parent or guardian of the student. The parent or guardian will be informed and requested to come to the school, or go to the hospital, whichever is indicated.
11. In all such cases the school Principal will be notified, a parental/guardian conference held, and appropriate disciplinary action taken including recommendation to the Superintendent for a hearing.

Protecting the general welfare and health of individual students and preserving their safety on school property at all times is recognized as the legal and moral responsibility of the school staff. To that end, drug sniffing dogs will be utilized to randomly search public areas where there is no

expectation of privacy. The problem of drug abuse is not a problem created in the schools, nor can schools effectively solve it alone.

Clarkstown High School North recognizes that this serious community problem concerns each and every one of us – the school, staff, parents/guardians, students, and the community. If a solution is to be found, we must work together.

COMPUTER USE IN INSTRUCTION

The Clarkstown Central School District considers student access to a computer network, including the Internet, to be a powerful and valuable educational and research tool, and encourages the use of computers and computer-related technology in district classrooms for the purpose of advancing and promoting learning and teaching. By using district equipment or logging in to the District's network, users agree to comply with the District's Computer Use in Instruction Policy (See Policy #4526). Failure to comply may result in disciplinary action.

PARENTS RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

Parents of a student under 18, or a student 18 or older, have a right to inspect and review any and all official records, files, and data directly related to their children, or themselves. A parent of a student under 18 years of age or an eligible student shall make a request for access to a child's (or their own) school records, in writing to the Assistant Principal in accordance with Policy #5500.

DIRECTORY INFORMATION/ MILITARY RECRUITERS

Under the No Child Left Behind Act ("NCLB"), the District (Information Release Policy #5500) is required to disclose the names, addresses, and telephone numbers of high school students to military recruiters, subject to the right of parents and students over age 18 ("eligible students") to "opt out" and preclude such disclosure. Parents and eligible students who wish to "opt out" and preclude disclosure must complete an "opt out" form and return the form to the high school principal by October 1 of each school year. The form can be found on the District website

(www.ccsd.edu) in accordance with Policy #5500-E.3.

PARENTAL RIGHTS TO REQUEST INFORMATION ON TEACHER QUALIFICATIONS

In accordance with the federal No Child Left Behind Act of 2001, parents and guardians have the right to request specific information about the professional qualifications of their child's classroom teachers and paraprofessionals. This information includes teacher certifications, college and advanced degrees, and college major.

Further explanations of these annual notifications can be obtained from the Superintendent's Office at 639-6418.

NOTICE OF RELEASE OF LIMITED DIRECTORY INFORMATION

Student Status – Directory Information and Student Work; The District's Student Records policy #5500 includes a designation of the following student information as Directory Information that may be released without prior consent:

- Name
- ID number, user ID, or other unique personal identifier used by a student, for purposes of accessing or communicating in electronic systems (only if the ID cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the student's identity)
- Degrees and awards received
- Weight and height if a member of an athletic team
- Grade level
- Photograph
- E-mail address
- Enrollment Status

For more information, please refer to Policy #5500.

Please complete the "Notice of Objection to Release of Limited Student Directory Information" contained on the District website (www.ccsd.edu).

ACT SCHEDULE (ANTICIPATED)

<u>Test Date</u>	<u>Registration Deadline</u>	<u>Late Deadline</u>	<u>Online Score Release*</u>
09/12/2020	08/07/2020	08/21/2020	09/22; 10/06/2020
10/24/2020	09/20/2020	10/04/2020	11/03; 11/17/2020
12/12/2020	11/06/2020	11/20/2020	12/22; 01/05/2021
02/06/2021	01/08/2021	01/15/2021	02/16; 03/01/2021
04/17/2021	03/05/2021	03/19/2021	04/20; 05/04/2021
06/12/2021	05/07/2021	05/21/2021	06/22; 07/06/2021
07/17/2021**	06/11/2021	06/25/2021	07/27; 08/10/2021

*The first date is when multiple choice scores come out, and the second date is when complete scores become available

**No test centers are scheduled in New York for the July test date.

SAT SCHEDULE (ANTICIPATED)

<u>Test Date</u>	<u>Registration Deadline</u>	<u>Late Registration Deadline</u>
10/03/2020	09/03/2020	09/21/2020
11/07/2020	10/07/2020	10/25/2020
12/05/2020	11/05/2020	11/23/2020
03/13/2021	02/13/2021	02/24/2021
05/08/2021	04/09/2021	04/27/2021
06/05/2021	05/07/2021	05/18/2021

2021 IB EXAM SCHEDULE (ANTICIPATED)

<u>Date</u>	<u>Morning</u>	<u>Afternoon</u>
04/30		Bus. Mgmt SL Paper 1
05/03	Bus. Mgmt SL Paper 2	Sports Exercise & Health Science SL Paper 1 and 2
05/04	Sports Exercise & Health Science SL Paper 3	History HL Paper 1 & 2
05/05	History HL Paper 3	
05/06		Math Applications SL Paper 1
05/07	Math Applications SL Paper 2	
05/10		Eng A Lit HL Paper 1
05/11	Eng A Lit HL Paper 2	
05/13		Spanish B SL/Spanish ab initio Paper 1 & 2 (reading comprehension)
05/14	Spanish B SL/Spanish ab initio Paper 2 (listening comprehension)	Environmental Systems & Societies SL Paper 1
05/17	Environmental Systems & Societies SL Paper 2	Italian B SL/Japanese B SL Paper 1 & 2 (reading comprehension)
05/18	Italian B SL/Japanese B SL Paper 2 (listening comprehension)	
05/20		French B SL Paper 1 & 2 (reading comprehension)
05/21	French B SL Paper 2 (listening comprehension)	

2021 AP EXAM SCHEDULE (ANTICIPATED)

<u>Date</u>	<u>Morning</u>	<u>Afternoon</u>
05/03	United States Government and Politics	Physics C: Mechanics Physics C: Electricity & Magnetism (2 pm start time)
05/04	Calculus AB Calculus BC	
05/05	English Literature and Composition	Japanese Language and Culture Physics 1: Algebra-Based
05/06	United States History	Computer Science A
05/07	Chemistry	European History Art Studio 2D, 3D, Drawing Last day to submit digital portfolios
5/10	World History French Language and Culture	
5/11	Spanish Language and Culture	
5/12	English Language and Composition	Music Theory
5/13	Computer Science Principles	Statistics
5/14	Biology Italian Language and Culture	Environmental Science

2020-2021 STUDENT ATHLETICS

FALL

	Varsity	JV	Boys & Girls
Cheerleading	Varsity	JV	Boys & Girls
Cross Country	Varsity		Boys & Girls
Dance Team	Varsity		Boys & Girls
Field Hockey	Varsity	JV	Girls
Football	Varsity	JV	Boys
Soccer	Varsity	JV	Boys & Girls
Swimming	Varsity		Girls
Tennis	Varsity	JV	Girls
Volleyball	Varsity	JV	Boys & Girls

2020-2021 STUDENT ATHLETICS

WINTER

	Varsity	JV	Fresh.	Boys & Girls
Basketball	Varsity	JV	Fresh.	Boys & Girls
Bowling	Varsity			Boys & Girls
Cheerleading	Varsity	JV		Boys & Girls
Dance Team	Varsity			Boys & Girls
Fencing	Varsity			Boys and Girls
Gymnastics	Varsity			Girls
Ice Hockey	Varsity			Boys & Girls
Skiing	Varsity			Boys & Girls
Swimming	Varsity			Boys
Track & Field	Varsity			Boys & Girls
Wrestling	Varsity	JV		Boys

SPRING

	Varsity	JV	Fresh.	Boys
Baseball	Varsity	JV	Fresh.	Boys
Golf	Varsity			Boys & Girls
Lacrosse	Varsity	JV		Boys & Girls
Softball	Varsity	JV	Fresh.	Girls
Tennis	Varsity	JV		Boys
Track	Varsity			Boys & Girls
Crew	Varsity			Boys & Girls

STUDENT CLUBS AND ACTIVITIES

For a complete list and a description of student clubs and activities, please refer to the school website under the Student Clubs and Activities section.

VALEDICTORIAN/SALUTATORIAN SELECTION

The valedictorian and salutatorian must be students enrolled in the 12th grade and be graduating with their cohort class. All NYS graduation requirement policies must be fulfilled or in progress and verified by the high school counselor and principal.

The overall weighted Grade Point Average (GPA) used for determining the valedictorian and salutatorian is based on all high school courses completed **prior to the second semester of senior year**. This GPA is calculated to the fourth place beyond the decimal point. All GPA's are based upon the weighted grading system.

The valedictorian must have earned the highest GPA in her/her graduating class. The salutatorian must have earned the second highest GPA in his/her graduating class. In the event of a tie, the recognition shall be shared.

Transfer student stipulation: The student must be enrolled in the district and minimally earn **FINAL** grades from Clarkstown High School for sophomore and junior year and first semester of senior year. Therefore, any student who transfers into a Clarkstown High School after the completion of sophomore year will not be eligible to be valedictorian or salutatorian. Only grades earned in Clarkstown will be counted towards the final weighted overall GPA.

DEPARTMENTAL HONOR SOCIETIES

English, World Language, Science, Social Studies, Art, and Mu Alpha Theta (Math)

CRITERIA FOR ADMISSION INTO THE NATIONAL HONOR SOCIETY

The National Honor Society was founded in 1921 by the National Association of Secondary School Principals. According to this organization, a student must demonstrate outstanding performance in the four criteria of scholarship, leadership, character, and service. Based on the scholarship criteria, students will be invited to a meeting where they will fill out an application in October or November. **Selection to the National Honor Society is a privilege, not a right. Students must provide the Faculty Council with the necessary information to support their candidacy for membership.**

SCHOLARSHIP

The current academic requirement needed for consideration is a cumulative scholastic average of 92.00 or higher. The academic threshold is 92.00 exactly (an average of 91.99 would fail this threshold) at the end of the sophomore year for a junior or at the end of the junior year for a senior. The students who have met the scholarship requirement are then eligible for consideration on the basis of service, leadership, and character.

LEADERSHIP

Each applicant's leadership characteristics must be demonstrated by submitting a written response exhibiting three traits of a leader as listed below:

- Is resourceful in proposing new problems, applying principles, and making suggestions
- Demonstrates initiative in promoting school activities
- Exercises positive influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability
- Is a leader in the classroom, at work, and in other school or community activities
- Is thoroughly dependable in any responsibility accepted
- Is willing to uphold scholarship and maintain a loyal school attitude
- Student may be quiet and still possess positive leadership skills through the actions listed above.

CHARACTER

A person of character demonstrates the following six qualities; respect, responsibility, trustworthiness, fairness, caring and citizenship. Additionally, a student of character:

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability); actively helps rid the school of bad influences or environment
- Upholds principles of morality and ethics
- Cooperates by complying with all school regulations
- Demonstrates the highest standards of honesty and reliability
- Manifests truthfulness in acknowledging obedience to rules, abides by and adheres to the school's Academic Honesty Policy (as stated in this Student Handbook), and shows unwillingness to profit by the mistakes of others

- Regularly shows courtesy, concern, and respect for others
- Observes instructions and rules, is punctual, and faithful both inside and outside the classroom
- **Any infraction of the code of conduct (Policy #5300) that leads to suspension will disqualify a student's candidacy into the National Honor Society.**

SERVICE

The following provides some expectations regarding the service requirement:

- Students must have been actively involved in a combination of at least three school and community service groups or projects for more than 45 hours.
- Service hours will be calculated based on activities performed during the calendar year of application.
- The maximum number of service hours an applicant may receive for school-based activities is 30 hours.
- School service may include school-based activities, such as clubs/organizations, music, drama, publications, sports, or other approved school-based functions.
- All school-based service activities will be evaluated by advisors and faculty members based on the level of involvement and advisor ratings
- School-based activities will be categorized in three tiers as follows:

TIER	MAXIMUM SCHOOL SERVICE HRS
1	15
2	10
3	5

For a list of school-based activities and their corresponding tiers, please refer to the National Honor Society website:

<https://sites.google.com/s.ccsd.edu/nhs>

- Service hours must be activities for which the student did not receive academic credit or monetary compensation and were not performed as a requirement for another honor society.
- Community service must be documented on letterhead by the supervisor of the organization

involved and must include the student's name, description of service completed, time frame, and a contact phone number.

- The variety, consistency, value, and depth of service will be reviewed by the faculty council. They will be looking for a pattern of on-going involvement.

The overall quality of the student's service will be based on the following:

- Willingness to render service to school when called upon
- Shows courtesy by assisting visitors, teachers, advisors, students, and/or administrators
- Volunteers and provides dependable and well-organized assistances
- Willingness to sacrifice to offer assistance.

Method of Evaluation

After completed applications are submitted for consideration a faculty committee evaluates the information. Only completed applications will be evaluated, and it is the responsibility of the applicant to ensure completion prior to the deadline. The faculty committee will review the character and leadership ratings. Additionally, faculty council will review the service hours, focusing on variety, depth, consistency, and value of the activity. **The decisions of the faculty council are final and are not subject to appeal.**

STUDENT GOVERNMENT ELIGIBILITY

Any infraction of the code of conduct (Policy #5300) that leads to suspension will disqualify a student's candidacy to the Student Government. A student must also be in good academic standing.

WELLNESS POLICY

The goal of the Policy (Board Policy #5405) is to create and maintain a school environment that supports and offers opportunities for students to eat healthy, be physically active, and be educated about healthy lifestyles in order to grow, learn, and thrive. Birthday "parties" will only include fruits, vegetables, and water, and may be non-food "activity-based" events. Some holidays, such as Halloween, will be planned as non-food events, while winter holiday or end of the year celebrations will be luncheon events, where students plan the menus based on healthy choices.

Any foods brought to the buildings must meet two guidelines. First, they must comply with Board Policy #5405, and state and local sanitary regulations. This means that food that is brought into our schools during the school day (other than for individual meal or snack consumption) must be purchased from a commercial establishment and cannot be prepared at home. Second, foods brought into the school must be approved by the building Principal. Detailed descriptions of these changes and policies can be found on our district website.

DIGNITY FOR ALL STUDENTS

New York State's Dignity for All Students Act (The Dignity Act) was passed to create a safe learning environment for our state's public elementary and secondary school students - an environment free from discrimination, intimidation, harassment, and bullying on school property, a school bus, and/or at a school function. The Dignity Act was signed into law on September 13, 2010 and took effect on July 1, 2012. The Dignity Act is not an anti-bullying law, rather the law focuses on acts of discrimination and harassment. Bullying is considered an act of harassment. The intent of the law is the prohibition of harassment, discrimination, and other intimidating behaviors of students by students and staff. Please refer to Clarkstown Central School District's Policy #0115 to find out information about how this law is reflected in our school district policy.

GENDER NEUTRAL BATHROOMS

Gender Neutral Bathrooms are located in the Mansion (outside the Mansion Office opposite Room 199) and in the Annex (opposite the Math Department Office on the 500 Floor).

ACADEMIC HONESTY

Academic honesty is a fundamental principle for all educational institutions. It means that you assume responsibility for your own work at all times and your individual contribution to group work as assigned by your teacher. What you do represents who you are. It is important for you to act in an ethically responsible manner.

SOME EXAMPLES OF VIOLATION OF ACADEMIC HONESTY

Any action intended to obtain or assist in obtaining credit for work that is not one's own is considered academic dishonesty. Such conduct includes, but is not limited to the following:

- a. Submitting another person's work as one's own work;
- b. Obtaining or accepting a copy of any assessments, tests, or scoring devices;
- c. Giving test questions or answers to a member of any class, or receiving test questions or answers from a member of any class;
- d. Copying from another student's tests or allowing another student to copy during a test;
- e. Using materials which are not permitted during a test;
- f. Plagiarizing (presenting as one's own material copied without adequate documentation from a published source);
- g. Copying or having someone other than the student prepare the student's homework, paper, project, laboratory report, or take-home test;
- h. Permitting another student to copy, or writing another student's homework, project, report, paper, or take-home test;
- i. Falsely claiming illness to avoid the date on which a paper, project, report, or presentation is due, or a test is given;
- j. Using an on-line translator in writing assignments and projects and to prepare for oral presentations; (use of an on-line dictionary to look up isolated words is permitted);
- k. Unlawful copying of computer software or data created by others;
- l. Misusing district computer systems that are used for student, staff, or administrative purposes;
- m. Providing classwork, homework, writing, or any other assigned work to another student when that work is meant to be completed individually, regardless of intent;
- n. Collaboration on studying or homework is not considered academic dishonesty

unless it is prohibited or limited by procedures established by the teacher.

PENALTIES

Students who have violated the Academic Honesty Policy will be disciplined in one or more of the following ways:

1. Referral to school administrator.
2. Receipt of a zero on a test or assignment (with the expectation that the student may be required to redo or make up the work without credit);
3. Detention/suspension from school;
4. Removal from the course and receipt of a failing grade (DF) drop fail;
5. Placement in the permanent file of a written statement summarizing the violation;
6. Denied admission into any or all of the school's Honor Societies (including the National Honor Society);
7. Removal as a member from any or all of the school's Honor Societies (including the National Honor Society);

Other penalties may be assigned at the discretion of the school administrators.

PERSONAL ELECTRONIC DEVICES

Students who bring Personal Electronic Devices to school **must turn them off when in class or study hall and keep them safely stored in their bag/pocket or in an area designated by a teacher (such as a hanging pocket organizer) throughout the class period.** Students must safely store these devices throughout the lesson, unless otherwise directed by a staff member.

Students who fail to comply will be subject to the policy in the Code of Conduct, which regulates the consequences for unauthorized use of personal electronic devices. *The District is not responsible for personal property, which is lost, stolen, or damaged.*

CLARKSTOWN HIGH SCHOOL NORTH/SOUTH
REVISED CYCLE DAY CALENDAR
2020 – 2021

WEEK OF	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
08/30/20	31 XXXXX	01 XXXXX	02 XXXXX	03 DAY 1	04 DAY 2
09/06/20	07 XXXXX	08 DAY 3	09 DAY 4	10 DAY 5	11 DAY 6
09/13/20	14 DAY 1	15 DAY 2	16 DAY 3	17 DAY 4	18 DAY 5
09/20/20	21 DAY 6	22 DAY 1	23 DAY 2	24 DAY 3	25 DAY 4
09/27/20	28 XXXXX	29 DAY 5	30 DAY 6	01 DAY 1	02 DAY 2
10/04/20	05 DAY 3	06 DAY 4	07 DAY 5	08 DAY 6	09 DAY 1
10/11/20	12 XXXXX	13 DAY 2	14 DAY 3	15 DAY 4	16 DAY 5
10/18/20	19 DAY 6	20 DAY 1	21 DAY 2	22 DAY 3	23 DAY 4
10/25/20	26 DAY 5	27 DAY 6	28 DAY 1	29 DAY 2	30 DAY 3
11/01/20	02 DAY 4	03 XXXXX	04 DAY 5	05 DAY 6	06 DAY 1
11/08/20	09 DAY 2	10 DAY 3	11 XXXXX	12 DAY 4	13 DAY 5
11/15/20	16 DAY 6	17 DAY 1	18 DAY 2	19 DAY 3	20 DAY 4
11/22/20	23 DAY 5	24 DAY 6	25 XXXXX	26 XXXXX	27 XXXXX
11/29/20	30 DAY 1	01 DAY 2	02 DAY 3	03 DAY 4	04 DAY 5
12/06/20	07 DAY 6	08 DAY 1	09 DAY 2	10 DAY 3	11 DAY 4
12/13/20	14 DAY 5	15 DAY 6	16 DAY 1	17 DAY 2	18 DAY 3
12/20/20	21 DAY 4	22 DAY 5	23 XXXXX	24 XXXXX	25 XXXXX
12/27/20	28 XXXXX	29 XXXXX	30 XXXXX	31 XXXXX	01 XXXXX
01/03/21	04 DAY 6	05 DAY 1	06 DAY 2	07 DAY 3	08 DAY 4
01/10/21	11 DAY 5	12 DAY 6	13 DAY 1	14 DAY 2	15 DAY 3
01/17/21	18 XXXXX	19 DAY 4	20 DAY 5	21 DAY 6	22 DAY 1
01/24/21	25 DAY 2	26 DAY 3	27 DAY 4	28 DAY 5	29 DAY 6
01/31/21	01 DAY 1	02 DAY 2	03 DAY 3	04 DAY 4	05 DAY 5
02/07/21	08 XXXXX	09 DAY 6	10 DAY 1	11 DAY 2	12 DAY 3
02/14/21	15 XXXXX	16 XXXXX	17 XXXXX	18 XXXXX	19 XXXXX
02/21/21	22 DAY 4	23 DAY 5	24 DAY 6	25 DAY 1	26 DAY 2
02/28/21	01 DAY 3	02 DAY 4	03 DAY 5	04 DAY 6	05 DAY 1
03/07/21	08 DAY 2	09 DAY 3	10 DAY 4	11 DAY 5	12 DAY 6
03/14/21	15 DAY 1	16 DAY 2	17 DAY 3	18 DAY 4	19 DAY 5
03/21/21	22 DAY 6	23 DAY 1	24 DAY 2	25 DAY 3	26 DAY 4
03/28/21	29 XXXXX	30 XXXXX	31 XXXXX	01 XXXXX	02 XXXXX
04/04/21	05 XXXXX	06 XXXXX	07 DAY 5	08 DAY 6	09 DAY 1
04/11/21	12 DAY 2	13 DAY 3	14 DAY 4	15 DAY 5	16 DAY 6
04/18/21	19 DAY 1	20 DAY 2	21 DAY 3	22 DAY 4	23 DAY 5
04/25/21	26 DAY 6	27 DAY 1	28 DAY 2	29 DAY 3	30 DAY 4
05/02/21	03 DAY 5	04 DAY 6	05 DAY 1	06 DAY 2	07 DAY 3
05/09/21	10 DAY 4	11 DAY 5	12 DAY 6	13 DAY 1	14 DAY 2
05/16/21	17 DAY 3	18 DAY 4	19 DAY 5	20 DAY 6	21 DAY 1
05/23/21	24 DAY 2	25 DAY 3	26 DAY 4	27 DAY 5	28 XXXXX
05/30/21	31 XXXXX	01 DAY 6	02 DAY 1	03 DAY 2	04 DAY 3
06/06/21	07 DAY 4	08 DAY 5	09 DAY 6	10 DAY 1	11 DAY 2
06/13/21	14 DAY 3	15 REGENTS	16 REGENTS	17 REGENTS	18 XXXXX
06/20/21	21 REGENTS	22 REGENTS	23 REGENTS	24 REGENTS	25 RATINGS DAY

CLARKSTOWN HIGH SCHOOL NORTH DISCIPLINARY GUIDELINES 2020-2021 (ADMINISTRATIVE)

These are guidelines. Each situation and each student is handled on an individual basis, with consideration given to circumstances and past disciplinary history. Parent conferences may be part of the disciplinary process and may be mandatory. Administrators have the right to deviate from prescribed consequences if in their judgment the individual situation so warrants. **This list in not exhaustive nor is it intended to be all inclusive. At the discretion of the principal, any infraction may result in suspension and/or loss of privileges. Privileges include, but are not limited to, parking, school dances and events, graduation, participation in extra-curricular activities, and so on.**

Infraction	1st Infraction	2nd Infraction	3rd Infraction	4th Infraction
Absence (Unexcused)	Teacher Detention; Teacher Calls Home; Referral filed for future reference	2 Teacher Detentions; Teacher Calls Home; Referral filed for future reference	1 Administrative Detention; Teacher Calls Home	2 Administrative Detentions - ISS; Teacher Calls Home
Academic Dishonesty	Penalties will be assigned at the discretion of school administration	Penalties will be assigned at the discretion of school administration	Penalties will be assigned at the discretion of school administration	Penalties will be assigned at the discretion of school administration
Arson	OSS; Superintendent's Hearing; Police Involvement; Suspension of privileges			
Assault with Physical Injury	5 Days OSS; Police Involvement; Possible Superintendent's Hearing; Possible suspension of privileges	OSS; Police involvement; Superintendent's Hearing; Suspension of privileges		
Assault with Serious Physical Injury	OSS; Superintendent's Hearing; Police Involvement; Suspension of privileges			
Real or Perceived Threat to the School (Bomb, Gun, Virtual, and so on)	OSS; Police involvement; Superintendent's Hearing; Suspension of privileges			

Infraction	1st Infraction	2nd Infraction	3rd Infraction	4th Infraction
Cell Phones and Electronic Devices (Instructional Setting)	Warning; Referral filed for future reference	Teacher Calls Home; Student and device sent to office; Confiscation for 1 day by office; Referral filed by teacher	Teacher Calls Home; Student and device sent to office; Confiscation until picked up by parent; 1 Day of ASD; Referral filed by teacher	Student and device sent to office; Confiscation until picked up by parent; Referral filed by teacher 1 Day of ISS
Class Disruption	Teacher Detention to OSS (depending on severity); Possible Police Involvement; Teacher Calls Home; Referral filed for future reference	ASD to OSS (depending on severity); Possible Police Involvement; Possible suspension of privileges; Teacher Calls Home; Referral filed for future reference	ISS to OSS (depending on severity); Possible Police Involvement; Possible suspension of privileges; Possible Superintendent's Hearing	OSS; Possible Police Involvement; Possible suspension of privileges; Possible Superintendent's Hearing
Class Lateness	Warning	1 Teacher Detention; Teacher Calls Home; Referral filed for future reference	2 Teacher Detentions; Teacher Calls Home; Referral filed for future reference	1 Administrative Detention; Teacher calls homes parent Conference may be arranged
Computer Tampering or Misuse of Network Privileges or Technology	ASD to OSS (depending on severity); Possible Superintendent's Hearing; Labor/cost; Network privileges may be removed; Possible Police Involvement	ASD to OSS (depending on severity); Possible Superintendent's Hearing; Labor/cost; Network privileges removed; Possible Police Involvement	1-5 Days OSS (depending on severity); Possible Superintendent's Hearing; Labor/cost; Network privileges removed; Possible Police Involvement	5 Days OSS; Possible Superintendent's Hearing; Labor/cost; Network privileges removed; Possible Police Involvement
Criminal Mischief	ASD or ISS (depending on severity); Possible police involvement; Pay for cost of damages	ISS or OSS (depending on severity); Police involvement; Pay for cost of damages; Possible suspension of privileges	5 Days OSS; Police involvement; Pay for cost of damages; Possible Superintendent's Hearing; Suspension of privileges	OSS; Police involvement; Pay for cost of damages; Superintendent's Hearing; Suspension of privileges
Dangerous and disruptive behavior and/or disorderly conduct	1-5 Days of ISS (depending on severity of infraction); Possible Police and/or SAC involvement	1 – 5 Days of OSS (depending on severity of infraction); Possible Police and/or SAC involvement	5 Days of OSS; Police involvement; Possible Superintendent's Hearing; Possible suspension of privileges	5 Days of OSS; Police involvement; Superintendent's Hearing; Suspension of privileges

Infraction	1st Infraction	2nd Infraction	3rd Infraction	4th Infraction
Drug or Alcohol Use, Possession, or sale or Possession of Paraphernalia (including but not limited to vaping devices)	5 Days OSS; Possible Superintendent's Hearing; Police Involvement; Required meeting with Substance Abuse Assessment Team; Possible suspension of privileges	OSS; Superintendent's Hearing; Police involvement; Suspension of privileges		
Failure to Serve Administrative Detention	2 Days of ASD	3 Days of ASD	4 Days of ASD	ISS; OSS
Failure to Serve Teacher Detention	2 Teacher Detentions; Teacher Calls Home Referral filed for future reference	1 Days of ASD; Teacher Calls Home	2 Days of ASD; Teacher Calls Home	3 Days of ASD; Teacher Calls Home
False Alarm	5 Days OSS; Police Involvement; Possible Superintendent's Hearing; Possible suspension of privileges	5 Days OSS; Police involvement; Superintendent's Hearing; Suspension of privileges		
Forgery	Teacher Calls Home; 2 Days of ASD	Teacher Calls Home; 1 Day of ISS	Teacher Calls Home; 2 Days of ISS	3-5 Days of ISS; OSS
Harassment, Intimidation, Menacing, or Bullying Behavior (and no physical contact)	ASD to OSS (depending on severity); Possible Superintendent's Hearing; Possible Police involvement; Possible SAC Involvement; Possible suspension of privileges	ISS to OSS (depending on severity); Possible Superintendent's Hearing; Possible Police involvement; Possible SAC Involvement; Possible suspension of privileges	1-5 Days OSS (depending on severity); Possible Superintendent's Hearing; Police involvement; SAC Involvement; Suspension of privileges	OSS; Superintendent's Hearing; Police involvement; SAC Involvement; Suspension of privileges
Hazing	Up to 5 days OSS; Possible suspension of privileges; Possible Police Involvement; Possible SAC Involvement	Additional OSS; Possible Superintendent's Hearing; Possible Police Involvement; Possible SAC Involvement; Suspension of privileges	5 Days OSS; Superintendent's Hearing; Possible Police Involvement; Suspension of privileges	

Infraction	1st Infraction	2nd Infraction	3rd Infraction	4th Infraction
Inappropriate Use of Language and/or Gestures	ASD – ISS (depending on severity)	3-5 Days of ISS or OSS (depending on severity)	OSS; Possible suspension of privileges; Possible police involvement	5 Days of OSS; Suspension of privileges; Police involvement
Inappropriate Dress; Wearing Headgear	Student will change clothing; Warning	Student will change clothing; 1 Day of ASD	Student will change clothing; 2 Days of ASD	Student will change clothing; 3-5 Days of ASD
Insubordination	Teacher Detention to ISS (depending on severity); Teacher Calls Home; Referral filed for future reference or referral to AP	ASD to ISS (depending on severity); Possible suspension of privileges	ISS; Suspension of privileges	1-5 Days of OSS; Possible Superintendent’s Hearing; Suspension of privileges
Kidnapping	OSS; Police involvement; Superintendent’s Hearing; Suspension of privileges			
Larceny	ISS to OSS (depending on severity); Police involvement; Restitution of stolen items; Possible suspension of privileges	1-5 Days OSS (depending on severity); Police involvement; Possible Superintendent’s Hearing; Restitution of stolen items; Possible suspension of privileges	OSS; Police involvement; Police involvement; Superintendent’s Hearing; Suspension of privileges; Restitution of stolen items	
Leaving the Campus while in or driving a vehicle	3 Days of ASD; 2 weeks suspension of parking privileges	5 Days of ASD; 1 month suspension of parking privileges	2 Days of ISS; 6 months suspension of parking privileges; Possible suspension of other privileges; Possible police involvement	3-5 Days of ISS; Suspension of parking privileges for the remainder of the year; Suspension of other privileges; Police involvement
Leaving the Campus without Permission	3 Days of ASD	5 Days of ASD	2 Days of ISS	3-5 Days of ISS; Possible suspension of privileges
Leaving the Classroom without Permission	Teacher Detention Teacher calls home Referral filed for future reference	2 Days of ASD Teacher calls home	3 Days of ASD Teacher calls home	1 Day of ISS

Infraction	1st Infraction	2nd Infraction	3rd Infraction	4th Infraction
Lying to School Personnel	Teacher Detention or 1-2 Days of ASD; Referral filed for future reference	3-5 Days of ASD	1-3 Days of ISS; Possible suspension of privileges	4-5 Days of ISS or OSS; Suspension of privileges
Minor Altercations	1-5 Days OSS (depending on severity); Possible police involvement; Possible suspension of privileges	3-5 Days OSS (depending on severity); Police involvement; Possible superintendent's hearing; Possible suspension of privileges	OSS; Police involvement; Superintendent's Hearing; Suspension of privileges	
Off-Limit Areas (behind the Annex, X-Wing and Main building. All athletic fields and courts, all parking lots, and all unsupervised areas.)	1 Day of ASD	2 Days of ASD	4 Days of ASD	5 Days of ASD or ISS; Possible suspension of privileges
Racial/Bias Slurs	1-2 Days of ISS; Possible Police and/or SAC involvement	3-5 Days of ISS or OSS (depending on severity); Police and/or SAC involvement; Possible loss of privileges	3-5 Days OSS; Possible Superintendent's Hearing; Police and/or SAC involvement; Loss of privileges	5 Days of OSS; Police and/or SAC involvement; Loss of privileges; Possible Superintendent's Hearing
Reckless Endangerment	1-5 Days OSS (depending on severity); Police involvement; Possible suspension of privileges	OSS; Police involvement; Superintendent's Hearing; Suspension of privileges		
Removal from and/or disruptive behavior in ASD	1 Day of ISS	2 Days of ISS	3 Days of ISS	OSS; Possible suspension of privileges
Removal from and/or disruptive behavior in ISS	OSS	OSS	OSS; Possible suspension of privileges	OSS; Suspension of privileges
Riot	5 Days OSS; Police involvement; Possible Superintendent's Hearing; Possible suspension of privileges	5 Days of OSS; Police involvement; Superintendent's Hearing; Suspension of privileges		

Infraction	1st Infraction	2nd Infraction	3rd Infraction	4th Infraction
Robbery	OSS; Police involvement; Possible Superintendent's Hearing; Possible Suspension of privileges	OSS; Police involvement; Superintendent's Hearing; Suspension of privileges		
School Bus Disruption	ASD or ISS (depending on severity)	1-5 Days of ISS (depending on severity); Possible two-week removal from bus	1 Day OSS; Possible suspension of privileges; Two week removal from bus	2-5 Days of OSS; Suspension of privileges; Up to 1 month removal from bus
Sexual Offenses	1-5 Days of OSS (depending on severity); Police involvement; Possible Superintendent's Hearing; Possible suspension of privileges	5 Days OSS; Police Involvement; Superintendent's Hearing; Suspension of privileges		
Theft (Burglary)	OSS (depending on severity); Restitution of stolen items; Police Involvement	5 Days OSS; Restitution of stolen items; Police Involvement; Possible suspension of privileges	OSS; Superintendent's Hearing; Restitution of stolen items; Police Involvement; Suspension of privileges	
Tobacco and/or Nicotine Products, Smoking Paraphernalia, Electronic Smoking or Vaping Devices (possession, distribution, smoking anywhere on campus)	1 Day OSS; Letter home; Required reading and written material due upon return (if not completed student will complete in ISS); Meeting with Substance Abuse Assessment Team upon return; Confiscation of any and all paraphernalia.	2 Days OSS; Letter home; Meeting with Substance Abuse Assessment Team upon return; Confiscation of any and all paraphernalia; Loss of privileges.	2 Days OSS; 1 Day ISS; Meeting with trained facilitator, review of materials; Referral to youth smoking cessation program(TAP); Confiscation of any and all paraphernalia; Loss of privileges.	3 Days OSS; Confiscation of any and all paraphernalia; Loss of privileges; Principal's Hearing.
Unsafe driving	Suspension of campus parking privileges for up to two weeks	Suspension of parking privileges up to 1 month; Possible Police Involvement	Suspension of parking privileges up to 6 months; Police Involvement	Suspension of parking privileges for the entire year; Police Involvement

Infraction	1st Infraction	2nd Infraction	3rd Infraction	4th Infraction
Vandalism (depending on severity)	Asked to Correct the Situation; Labor/cost; Possible suspension of privileges; ASD – OSS (based on severity); Possible Superintendent’s Hearing	Asked to Correct the Situation; Labor/cost; Possible suspension of privileges; ASD – OSS (based on severity); Possible Superintendent’s Hearing	Asked to Correct the Situation; Labor/cost; Suspension of privileges; ASD – OSS (based on severity); Possible Superintendent’s Hearing	Asked to Correct the Situation; Labor/cost; Suspension of privileges ASD – OSS (based on severity); Superintendent’s Hearing
Vehicle Violations Parking Violations	1 day ASD	Up to 2 Weeks Suspension of Parking Privileges; 2 Days of ASD	Up to 1 Month Suspension of Parking Privileges; ISS; Ticketing by police and/or possible towing of car	Suspension of Parking for the remainder of the year ; OSS; Ticketing by police; Towing of car
Verbal Abuse of Staff	1-2 Days of ISS	3-5 Days of ISS	OSS; Possible suspension of privileges; Possible Police Involvement	5 Days of OSS; Suspension of privileges; Police involvement
Verbal or Written Threats	ISS – OSS (based on severity); Possible Police involvement; Threat Assessment/Evaluation	ISS – OSS (based on severity); Police involvement; Threat Assessment/Evaluation	ISS – OSS (based on severity); Possible Superintendent’s Hearing and Police Involvement ; Possible suspension of privileges Threat Assessment/Evaluation	ISS – OSS (based on severity); Possible Superintendent’s Hearing and Police Involvement; Suspension of privileges Threat Assessment/Evaluation
Weapon – Displaying, possession of, or threatening the use of a weapon (not a gun or firearm)	5 days of OSS; Possible Superintendent’s hearing; Possible suspension of privileges	5 Days of OSS; Superintendent’s hearing; Suspension of privileges		
Weapon – Displaying, possession of, or threatening to use a gun or firearm.	Expulsion for no less than one calendar year; Superintendent’s hearing; Suspension of privileges			