

Irvington High School



IRVINGTON
UNION FREE SCHOOL DISTRICT

2018-2019

Student Handbook

PREFACE

The purpose of this booklet is to outline key responsibilities of students while attending Irvington High School classes, programs and activities.

Irvington is a student institution and, consequently, guidelines have been designed in order to insure each student an opportunity to pursue a program of studies in a wholesome and safe atmosphere.

The objectives which follow reflect the philosophy of Irvington High School:

Students will be accorded the rights mandated by the courts and by the commissioner's decisions.

Irvington High School, in accordance with its own philosophy as well as that encouraged by the State, will engage in practices which have regard for the dignity of individual human beings and which promote harmonious school and student relationships.

And further, Irvington High School will engage in promoting activities and experiences which will lead students to understand that there are serious responsibilities connected with individual freedoms.

In summary, this booklet recognizes that students have individual rights and responsibilities. This document also recognizes that school officials have the responsibility of interpreting the actions and expressions of students. Where they find that a student has acted in a manner which impinges upon the rights of others or his own rights, the school has the obligation to exercise reasonable controls.

A fundamental objective, then, of this booklet is to communicate a commitment to the mutual responsibility we all share – students and adults – in working together toward the common goal of a vibrant and rich experience.

The primary mission of our schools is to help each student discover – and achieve – his or her highest potential.

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Irvington High School Staff

Administration

Mr. David Cohen
Principal

Mr. Matthew Samuelson
Assistant Principal

Important Telephone Numbers

High School Principal's Office (Mr. Cohen).....	269-5410
High School Principal's Secretary (Ms. Serao).....	269-5412
High School Assistant Principal (Mr. Samuelson).....	269-5420
High School Assistant Principal's Secretary (Mrs. Orlando).....	269-5422
High School Attendance (Mrs. Orlando).....	269-5483
Director of Pupil Personnel Services (Mrs. Krieger).....	269-5440
Assistant Director of Pupil Personnel Services (Ms. Shelly Hoot).....	269-5444
Secretary to PPS Director (Mrs. Riccobono).....	269-5442
High School Nurse (Mrs. Basha).....	269-5450

Counseling Department

Emily Colman (Department Chair).....	269-5430
Heather Attenello.....	269-5435
Andrew Lund.....	269-5434
Claudia Rodriguez.....	269-5433
Counseling Secretary (Mrs.Herskowitz).....	269-5432
High School Athletic Director (Mr. McCormack).....	269-5491
Secretary to Athletic Director (Ms. Torchia).....	269-5549

Library

Lovetta James.....	269-5461
Jackie Richardson.....	269-5461
Circulation Desk (Annie Samnarine).....	269-5547

Department Chairs

English Chairperson (Mr. James Grove)-James.Groven@irvingtonschools.org
Social Studies Chairperson (Mr. Jeffrey Rieck)-Jeffrey.Rieck@irvingtonschools.org
Science Chairperson (Mrs. Ma)-Amy.Ma@irvingtonschools.org
Math Chairperson (Dr. Serrano)-Rey.Serrano@irvingtonschools.org
World Language Chairperson (Mrs. Tempest)-Allyson.tempest@irvingtonschools.org

Psychology

Noreen Sabia	269-5446
Kelly Murphy	269-5470

ATTENDANCE

School attendance is both a right and a responsibility. Irvington High School is an active partner with students and parents in the task of ensuring that all students meet or exceed the expectations of the NY State Learning Standards. As regular school attendance directly correlates to academic success and contributes significantly towards attaining a high school diploma, the high school has developed and will revise when necessary, the following comprehensive Student Attendance Policy.

State Mandated Record Keeping

A. Attendance record keeping shall conform to the following:

1. Attendance will be taken in each period of scheduled instruction, with an exception for consecutive periods where classes are in the same room. (Science labs)
2. Any absence for a school day or part of a school day will be recorded as excused or unexcused as provided for in this policy.
3. Events of late arrival or early departure shall be recorded as excused or unexcused as provided for in this policy.
4. A record shall be maintained of each scheduled day of instruction during which school is closed for all or part of the day because of extraordinary circumstances including adverse weather, failure of the heating system or water supply, fuel supply shortage or structural damage to the building, etc.
5. A record shall be made of the date when student withdraws from enrollment or is dropped from enrollment in accordance with §3202(3a) of the Education Law.

Encouraging Student Attendance

- A. Eligibility for extra and co-curricular activities, interscholastic sports and attendance at school sponsored activities shall be restricted to those students whose attendance supports course credit in each of their academic subjects.
- B. Class cutting shall be deemed an infraction of the Code of Conduct in the nature of insubordination to the teacher and school administration. The Code shall prescribe a range of disciplinary interventions to address class cutting.
- C. Whenever a student exhibits a pattern of unexcused absence, tardiness or early departure, notice will be given to the parent/guardian, in writing and/or by telephone communication, and the student shall be conferred with by the classroom teacher and/or a guidance counselor regarding the pattern in an effort to remediate the underlying problem. Notice shall also be given to the Building Principal who may address the matter with the student and/or his/her parent/guardian.
- D. In the event that the school level interventions have not improved the student's attendance, the Principal may recommend interventions such as a Person In Need of Supervision (PINS) petition to the Family Court and/or contact with the appropriate social services agency to initiate a neglect petition.

- Parents/guardians must contact the Attendance Office, **914-269-5483**, to inform the school of their child’s absence *before or on the morning of* the child’s absence. Or parent/guardian can send a signed note with the student when they arrive at school.
- Parents/guardians will not receive a confirmation call back when they leave a message on the attendance extension; however all parents are encouraged to check their own child’s attendance on Home Access throughout the day. eSchool automatically sends out a daily attendance report at the end of each school day.
- All absences must be verified by the parent/guardian to the Attendance Office in writing prior to the date the student will be out of school. Written verification from parent/guardian explaining any lateness or early pick-up will be accepted the day of the absence. Upon arriving late or leaving early, the student must sign in or out in the main office.
- If the student will be arriving to school after their first class of the day, parents/guardians will need to call and inform the attendance office of the time the student will arrive to school. **Upon arrival the student must sign in with the attendance clerk in order for their attendance to be verified.**
- If a student will be late for their first class of the day, the student should go directly to that class; their teacher will mark them “late” with the time of their arrival. Please note there is no “excused late”.
- A student who arrives late to class 3 or more times within a month may be assigned to a detention.
- Medical appointments should be made before or after school hours. However, when a student must miss a class due to a medical appointment, the parent/guardian needs to call the attendance extension to inform the attendance clerk; the student needs to sign-in/sign-out; and a doctor’s note/receipt needs to be brought in so the student’s attendance can be verified. Without a doctor’s note/receipt, the student’s absence may result in an assigned detention.
- Students who become ill while at school should see the nurse. The nurse will make an assessment and, if necessary, will call the parents to come pick up the student. A student is **not permitted** to call his/her parent to get permission to leave school. Students who leave school because they do not feel well without the nurse’s approval may be assigned detention. **Parent contact explaining the absence must take place in advance to avoid disciplinary measures.**
- Students that participate in after school activities such as sports, plays, concerts, dances, exhibitions, etc. need to be in school the day of the activity. **If a student will be late to school for any reason, the student needs to be signed in at the main office no later than the end of 2nd period (10:05am) and attend the remainder of the day’s classes to get credit for attending school that day and to be allowed to participate in their activity. Otherwise, they will not be permitted to participate in the activity that day.**
- Students are allowed up to 4 consecutive class periods to take their Road Test (not Learner’s Permit). Parent notification will be required in advance and in writing.
- **Juniors and Seniors only**, and with prior written notice from the parent/guardian to the attendance clerk, have up to 3 days per school year for College Visits.

Excused and Unexcused Absences

In accordance with New York State law, The Board recognizes the following as excused absences, each of which must be verified by the student’s parent/guardian or school personnel by phone or written notice:

1. Personal illness
2. Death in the family
3. Religious observance-not retreats or conferences
4. Court Appearance
5. Approved schoolsponsored activities, including field trips, interscholastic athletics, musical and other competitions
6. Directed or authorized presence at the Administrative Offices or Nurse's Office.
7. Quarantine
8. Family medical emergencies

9. Military obligations
10. Approved cooperative work study program
11. College visitations [only for juniors and seniors], with a prior written notice to the Attendance office.

The following absences are considered unexcused absences:

Doctor Appointments (a doctor's note/receipt must be presented to the Attendance

Office when student signs in. Attendance records will record unexcused for classes missed)

Vacations/Family Trips (written or verbal notice to Attendance office prior to Absence).

Leaving School Campus

1. 9th and 10th grade students are not allowed to leave the campus during the school day. Juniors and Seniors are allowed to leave campus during their free periods. Students who are ill must check out with the nurse before leaving school. Anyone leaving school without permission will be considered cutting. Violations of the policy can lead to disciplinary actions. This policy applies to those who drive off campus illegally and to their passengers.
2. Application can be made by students through the high school principal for admission into our work study program. Students accepted into the program may have an abbreviated academic schedule permitting them to leave school grounds to participate in an approved form of employment off campus. Such a program requires the approval of the high school principal, parent or guardian, employer and student.

Credit & Make-Up Work

A. High School Course Credit - Any high school student who has been determined to exceed 10 **unexcused** absences in a semester course, or to exceed 20 **unexcused** absences in a full year course may be ineligible for course credit. (Please refer to the New York State list of reasons for excused absences on page 2. Any reason not on this list is an unexcused absence.)

Any high school student who has been determined to exceed 10 **excused** absences in a semester course, or to exceed 20 **excused** absences in a full year course may be ineligible for course credit if required make-up assignments are not submitted in a timely manner (as noted in Section B below). In departmentalized classes, the course credit standard shall be applied separately for each course of instruction.

The parent/guardian of a student shall be notified by telephone and/or in writing, whenever a student has unexcused absences in excess of six per semester, regardless of whether the course is a semester or full year course.

B. Make-up Assignments, Excused Absences - Make-up assignments shall generally be required for all excused absences within one week of the student's return to class or at the discretion of the teacher. With the approval of the building principal, make-up assignments may be waived in exceptional circumstances or where a §504 accommodation is warranted.

The Guidance Department shall be responsible for making a personal contact with the high school student when absences are in excess of 6 per semester for the purpose of determining what reason or reasons are contributing to the student's poor attendance. Parental contact will also be made for students at the elementary, middle level and high school levels. Reasonable efforts shall be made to assist the student in addressing the causes of the attendance problem. Such efforts may include:

- Discussions with the student's teacher(s)
- Discussions and/or meetings with the student and his/her parent/guardian
- Discussions with the student's guidance counselor
- Recommendation to the appropriate authorities for the suspension of extra and /or co-curricular activity privileges

C. Makeup Assignments, Unexcused Absences - When there is a planned unexcused absence (e.g., a family trip) no schoolwork will be given in advance of the absence. Students will be given a period of time to make up the missed work upon their return, but the absence will still be counted as unexcused for attendance purposes. With the approval of the building principal, make-up assignments may be waived in exceptional circumstances or where a § 504 accommodation is warranted.

Cutting Policy

Success in school is linked clearly to attendance and participation in class. To address the important issue of cutting (illegal absence from class) we stress communication among student, parent and teacher/administrator rather than punitive measures which have limited effect. Hopefully, by requiring direct contact between all concerned parties, the underlying reasons for cutting can be understood and parents can be made genuine partners in the design of strategies to reduce/eliminate cutting problems where they exist. The following procedures will be used when students cut classes at Irvington High School:

1. When a first cut in any class is reported and verified, the teacher of that class will contact the parent directly by phone. The teacher will speak directly to the student about the cut. The Assistant Principal will be notified.
2. If a student cuts any class a second/third time, the student will be referred to the Assistant Principal and detention will be assigned. Detention will be assigned for all free periods and after school. The Assistant Principal will notify the parent by phone call or a detention letter that will be sent home.
3. Students who leave school without checking out through the nurse will be considered cutting. A letter or phone call from a parent after the fact will not excuse the absence. Students who leave school for non-medical reasons must check out through a school administrator. Here again, the school will not accept parent permission after the fact.
4. If detention is assigned for cutting, work missed may not be made up.
5. Students who cut assigned detentions will be assigned double the number of detentions that were cut. Continued cutting of detention could result in suspension.
6. **Truancy** - Truancy is an unauthorized absence of a student from school for one half or one full day without the knowledge of his parents or guardians or without permission from school authorities. A student who is truant will be suspended. Cuts will be recorded for each class the truant student misses. If the truancy is the second cut in any class, the suspension will cover both offenses.
7. **Lateness** – Research demonstrates that lateness to class is a major cause of disruption in the educational process. Lateness forces teachers to delay the start of classes. It further creates interruptions of classes which reduce concentration. Lateness infringes on the integrity of courses and the preparation of teachers. An illegal lateness of five (5) minutes or more to any class period will be noted on a students' attendance. Three (3) illegal lates will be reported to the Assistant Principal by the teacher.

Assemblies

- Effort will be made to develop a reasonable number of educationally valuable assemblies each school year for students
- It is expected that all students will be in attendance at assemblies when such attendance is mandatory.
- It is assumed that behavior at assemblies will be appropriate and in keeping with the nature of the assembly program being presented.
- Disruptive and disrespectful students will be asked to leave the assembly and report directly to the office. Parent(s) will be notified of inappropriate behavior and the student(s) will be requested to make appropriate apologies to assembly performers and/or participants.
- Approval for assemblies will be granted through building site committee and faculty council.

- Parents will be notified of assemblies whenever possible. If a parent objects to his/her child's attendance at the assembly, he/she must notify the school in writing and the child will be excused from the assembly and required to remain in the library during the assembly period.

ACADEMIC ELIGIBILITY

1. At the end of each reporting period, those students who are receiving a D or below or receiving two or more comments of "Student is achieving a D+ or D" and/or "Student is currently failing" will be placed on probation for five weeks. Furthermore, those students who have not been on probation but whose GPA falls below the grade level standard at the end of each marking period will also be placed on probation. Their parents, teachers, coaches, advisors and counselors will be notified. During the probationary five weeks, students affected will be strongly encouraged to seek extra help; indeed, the coaching staff has agreed to require athletes who are on probation to attend extra help sessions twice a week. Being placed on probation will not exclude students from participating in extracurricular activities and/or interscholastic sports.
2. At the end of every five week period, students who have been placed on probation and who have a Grade Point Average below grade level standard (seniors: 2.0; juniors and sophomores: 1.8; freshmen: 1.67) will be declared ineligible for all extracurricular activities and interscholastic sports for the next five weeks. This does not include practices or rehearsals but does include games, performances, and club trips. Parents, teachers, coaches, advisors and counselors will be notified.
3. At the end of the next five weeks, the ineligible student's GPA will be calculated by asking his/her teachers to submit current grades. If the student's average is at or above his/her grade level standard, he/she will be taken off the ineligible list and permitted to participate in extracurricular activities and interscholastic sports. If his or her average remains below the standard, the ineligible period would be extended another five weeks. (Note: It would be possible, however, for a student to be taken off the ineligible list and be placed on probation again, depending on teachers' five week comments.)
4. If a student is not placed on probation at five weeks but falls below his/her grade level standard at the end of ten weeks, he/she will be placed on probation for five weeks, and his/her eligibility status will be determined by teachers' marks at the end of those five weeks.
5. A student will be allowed to appeal his/her ineligibility status to an Appeals Committee if the student feels he/she has had serious extenuating circumstances which warrant a review.
6. The comments and grades students receive in June will determine their probationary/eligibility status in September. A student's eligibility will be determined by the higher average of either the fourth quarter grades or the final grade point average. If applicable, summer school grades will be used to determine eligibility for the first five weeks of school.
7. The academic eligibility policy will continue to be reviewed and modified as deemed necessary.

Possible academic eligibility scenarios:

- Student goes on probation at five weeks due to two or more comments of "Student is achieving a D+ or D" and/or "Student is currently failing." Grade point average is computed at ten weeks to be below grade level standard. Student is ineligible for next five weeks. Grades at the end of those five weeks determine eligibility/probation for next five weeks.
- Student does not receive two comments at five weeks indicating that he/she is achieving a "D" or "D+" and/or is currently failing. At ten weeks, however, he/she is below grade level standard. Student is placed on probation for five weeks and retains eligibility. At the end of the next five weeks, the student's teachers are asked to submit grades and eligibility status is consequently determined.
- Student is placed on probation at five weeks due to comments. At the end of ten weeks, his/her GPA is at or above grade level standard, but two or more comments indicate that student is achieving "D+", "D" or "F" in two or more classes. Student remains on probation but is eligible.
- Student has below grade level standard on final marking period and final average after having been placed on probation five weeks earlier. Student goes to summer school and raises average to appropriate grade level standard or above. Student is eligible and off probation beginning in September.

COMMUNITY SERVICE

A community service program has been established at Irvington High School. Students participating in the program will receive ½ credit for sixty hours of approved community service and a maximum of 1 credit for 120 hours. Possible placements include tutoring at Children’s Village, helping senior citizens, sponsoring homeless programs, volunteering at nearby hospitals, and tutoring at Dows Lane.

LIBRARY MEDIA CENTER

Quiet is the axiom in the library. Below is a list of guidelines required to ensure a positive climate for all working in the library.

Designated Areas of the Library

2nd Floor Library

Study Carols – Are to be used for individual work where absolute silence is stressed. Students should not be interacting with other students while working in this area.

Group Tables: Four students per table where quiet study work is being done. Students may talk no louder than a whisper so that the table nearest them cannot hear them.

1st Floor Library

Classroom Area is reserved for classes that have informed the library media specialist ahead of time. If it is not being used, students may utilize this area to work independently or in groups.

Tabled Areas: Students may sit 6 per table at the large tables and 4 per table at the smaller tables. Group and individual work may be performed and chatter must be kept to low volumes. Students will receive two warnings before they will be asked to leave for the period if they exceed the appropriate volume level.

Computer Area: One student per computer. Groups of students may not congregate around any particular computer.

Electronic Devices

Electronic devices may be used as long as the student is sitting or working quietly and the music cannot be heard. Cell phones may be used quietly for texting and accessing information so long as the device cannot be heard. Making and answering phone calls is strictly prohibited. If the electronic device creates a distraction, the student may be asked to put the device away.

Computer Usage

Computers should be used according to the acceptable use policy of the district. Students are permitted to access the computers for academic work, web surfing, online shopping, and fantasy sports. Students are not permitted use computers to play any type of game. Students using the computer for non-academic purposes may be asked to surrender the computer to another student who needs it for academic reasons.

Food, Snacks and Beverages

No food or snacks of any kind are permitted in the library. Water is the only beverage permitted in the library and should not be placed on the desk tops with the computers at any time.

Student Removal Log

If a student is removed from the library for a period by a faculty or staff member, that student's name will be entered into a log book held behind the circulation desk. If a student is removed three times in a week, the library media specialist will make a referral to the assistant principal or principal.

Circulation Desk

Students are not permitted behind the circulation desk at anytime unless they are given permission to do so.

Insubordination

Any student who is asked to leave the library by a faculty or staff member and refuses to leave will be referred to the assistant principal or principal. This action is considered insubordination and appropriate consequences will be administered.

Graffiti and Vandalism

Graffiti and vandalism will not be tolerated at anytime. Students caught vandalizing will be referred to the assistant principal or principal and appropriate consequences will be administered.

Overdue Library Books Policy

At the beginning of each month, students who have overdue library materials will be notified. After being notified, students have three days to return/renew books. After the three days a phone call will go to the parents. Five days after that, the librarian will send a letter home with the necessary information about the overdue library materials. Once this process is completed, the Assistant Principal will be notified.

COMPUTER AND INTERNET USE

The following prohibited use of District-owned computer drives, network facilities and Internet links may give rise to disciplinary action against any user of such equipment and/or facilities:

1. E-mail originating from the school premises or received at the school premises that a user creates that:
 - Is lewd, vulgar, obscene, indecent or inappropriate for student recipients of certain ages;
 - Conveys an imminent threat of violence, including sexual violence, to a specific individual or individuals;
 - Constitutes a state and/or federal crime; is the cause of or a substantial contributing factor to a substantial interference with the orderly functioning of the school(s);
 - Attributes the text of e-mail to school officials or that the text is school endorsed, unless there is such official endorsement or consent from school officials.
2. Internet use that circumvents access restrictions placed upon the District's computer systems by the Board of Education or its administrative designee(s).
3. Computer and/or Internet use that is not school related or is unauthorized.
4. Permitting the use of a student's computer access code by any other person and such student shall assume responsibility for occurrences in violation of this code of conduct that occurs under the student's access code number.

COURSE REQUIREMENTS

1. *Course Load Minimum*

The Board of Education policy requires that all students in grades 9 thru 11 must maintain a minimum of six courses each semester in addition to Physical Education. Seniors are required to maintain a minimum of 5 1/2 courses each semester in addition to Physical Education. These six courses must be selected from the areas of English, Social Studies, Science, Mathematics, World Language, Art, Business, Music, Architectural Technology, Support Service, Learning Center, and BOCES; independent courses are subject to the principal's approval. Independent courses and work experience do not count as one of the six courses required. Health is acceptable as a one semester 6th course. Exceptions to course load minimum can be made by the high school principal and/or guidance counselors.

2. *Program Changes*

The scheduling process is extremely complicated and course changes are difficult to make due to limitations set by class size and time of school offering. Therefore, counselors will be able to make changes in September only in those cases in which an extenuating set of circumstances exist. Hence, students will be expected to follow the program that they chose during the spring under the supervision of their guidance counselor.

3. *Dropping Courses*

The following procedures will be utilized in dropping courses:

- a. A student conference may be required with the guidance counselor, teacher and department chairperson.
- b. A written parental request is required in all cases.
- c. Semester courses may be dropped up to the fifth week with no notation on the student school record or transcript. Students may drop semester courses between the fifth week and the eighth week at which time a drop/pass, drop/fail notation will appear on the transcript as a final grade. After eight weeks, a semester course cannot be dropped without an "F" recorded on the transcript as a final grade.

For full year courses, a student may drop a course up to the tenth week with no notation on his records or transcript. Between the tenth and twentieth weeks, students may drop with the record noting drop/pass, drop/fail. After first semester, students may not drop a full year course without an "F" being recorded on the transcript.

- d. No partial credit will be granted for any course which is dropped except where there are extenuating circumstances deemed sufficiently important by the department and the administration, (e.g., early graduation). Approval for the allotment of partial credit must be secured from the principal.
- e. No elective course may be dropped if this means students will be carrying less than five courses.
- f. A drop form must be completed and approved by a guidance counselor for the course to be officially dropped. A student is expected to remain in the course until it is officially dropped.

4. *Summer School*

If a student who has lost credit in a course fails to attend the class as required, that student may be denied the privilege of attending summer school. Also, this would hold true for any student in a class who refuses to attempt to do the assigned work.

If a student fails a Regents examination or RCT, it is strongly recommended that he/she take that examination in August at the conclusion of summer school (whether or not the student attends summer school). Failing students and their parents must take the responsibility of contacting the appropriate guidance counselor to arrange for a retaking of the Regents/RCT exams during the summer.

STANDARDIZED TESTING

The SAT I may be considered in the college application process. Some colleges/universities also request subject tests (SAT II exams). SAT II exams should be taken immediately after the course to which they are most directly related.

Current information on the SAT I and SAT II is available in the Counseling office. Registration forms for both tests may be obtained in the Counseling office and are mailed out directly by students along with the appropriate fees. See your counselor if you have any questions.

The Irvington High School CEEB test code number: 332520

Test Dates	Test	Deadline	Late Deadline(fee applies)
October 6, 2018	SAT & Subject Tests	September 7, 2018	Sept 26, 2018 (online/phone registrations)
November 3, 2018	SAT & Subject Tests	October 5, 2018	Oct 24, 2018 (online/phone registrations)
December 1, 2018	SAT & Subject Tests	November 2, 2018	Nov 20, 2018 (online/phone registrations)
March 9, 2019	SAT only	February 8, 2019	Feb 27, 2019 (online/phone registrations)
May 4, 2019	SAT & Subject Tests	April 5, 2018	Apr 24, 2019 (online/phone registrations)
June 1, 2019	SAT & Subject Tests	May 3, 2019	May 22, 2019 (online/phone registrations)

AMERICAN COLLEGE TEST (ACT)

Some colleges/universities accept the American College Test in the admission process in lieu of the SAT. While Irvington is not a test center for the ACT, information regarding the test and registration forms are available in the Counseling office.

Test Date	Registration Deadline	(Late Registration Deadline)
December 8, 2018	November 2, 2018	November 19, 2018
April 13, 2019	March 8, 2019	March 25, 2019
June 8, 2019	May 3, 2019	May 20, 2019

NYS REGENTS EXAMS

Most courses culminate in either a final exam or a Regents exam. If a Regents exam is given for the course, a student is required to take the exam. Most Regents are administered in June; however, some exams are given in January and some can be retaken in August. The passing of the course and the Regents exam entitles a student to Regents credit. If a

student is absent for a Regents exam, the student will receive an incomplete until they sit for the exam during the next administration.

January 2019 Regents: Tuesday, January 22, 2019 – Thursday, January 25, 2019

June 2019 Regents: Monday, June 3, 2018; Tuesday, June 18, 2019 – Thursday, June 25, 2019

August 2019 Regents: Wednesday, August 13, 2019 and Thursday, August 14, 2019

EXAMINATIONS – MIDTERM AND FINAL

The following will be the standards used for determining the importance of midterm and final examinations in calculating final averages:

1. In year-long courses, the midterm examinations will be weighted either 10% to 20% of the second quarter grade or between 5% and 15% of the final average.
2. Final examinations will count between 10-20% of the final average.
3. For semester examinations in semester courses, the exams will be weighted between 20% and 33% of the final average.
4. Regents examinations will be recorded numerically. Local examinations will be recorded numerically.
5. Students may not leave a Regents examination before two hours have elapsed and may not leave a local final examination and/or any midterm examination before one hour has elapsed.

PHYSICAL EDUCATION

NY State Law requires all students to take physical education for the entire time they are in high school. Each student must successfully complete all 16 quarters of PE in order to qualify for graduation.

Excuses from PE

Temporary: Parents who wish to have their children excused from PE for a day because of a cold or a minor illness must present a written request to the Nurse. The Nurse will determine if a temporary pass should be issued.

Long Term: Students must have a written excuse from their physician if they are to be excused from PE classes for an extended period of time. Students excused from participation in their PE class must remain with the class for the entire class period. Students will be responsible for the completion of a written project related to the curriculum.

HOMWORK

Students are encouraged to obtain homework assignments and/or relevant information for the day(s) they were absent. It is also recommended that students consult with their classmates in order to obtain specific notes for those classes missed. If a parent anticipates an absence for a son/daughter exceeding two school days, the appropriate guidance counselor or teachers may be contacted for homework assignments. Students are fully responsible for seeking information on missed class work and assignments due to absence. Homework will be posted on Edline.

GRADE POINT AVERAGE (GPA)

In determining **GRADE POINT AVERAGE**, there is no weighting of grades for report cards. Average is based on final marks. The GPA for college admissions purposes is based on final grades in Grades 9 thru 11 according to the following scale:

A+ = 4.33 (97-100)	C+ = 2.33 (77-79)
A = 4.00 (93-96)	C = 2.00 (73-76)
A- = 3.67 (90-92)	C- = 1.67 (70-72)
B+ = 3.33 (87-89)	D+ = 1.33 (67-69)
B = 3.00 (83-86)	D = 1.00 (66)
B- = 2.67 (80-82)	D- = 0.67 (65)
	F = 0.00 (0-64)

For the college transcript all honors and advanced placement courses will be weighted by 1.10%.

If a student attends summer school for a course, the transcript will show both the original mark for the course and the summer school mark. Both marks will be used when computing GPA.

If a Regents examination is taken over, both marks will be recorded. If a student enrolls in an advanced placement course with advanced placement notification on the transcript, that student must take the advanced placement examination in May. If a student does not take the advanced placement examination, the advanced placement designation and honors designation will be removed from the transcript.

If a student exceeds the maximum number of absences as defined by the minimum attendance policy, credit may not be granted for the course. If the student has a passing mark at the point he/she exceeded the allowable number of absences,

the final mark on the report card will be left blank. If the student was failing the course at the point he/she exceeded the allowable number of absences, an “F” will be recorded as a final mark. A course in which credit is denied due to excessive absences will not be counted in determining GPA. If the course is repeated at Irvington High School during the regular academic year, the final mark will be recorded and will be used in computing GPA. The administration and guidance department, for purposes of identifying graduation speakers, will re-compute GPA for the top quintile students at the conclusion of the first semester of senior year. Also, if colleges request a GPA extending through the first semester of senior year, this average will be computed and sent to the colleges.

HONOR ROLL

An honor roll is computed and published every ten weeks. The criteria for including courses in honor roll computation were determined by student/faculty committee. The grade point average is used for computing the quarterly honor roll. The following indices are required:

High Honors	-	3.67
Honors	-	3.33

The student must be enrolled in at least six courses and receive no “D’s” or “F’s” in any of the courses. Although most courses are included in computation, there are certain courses excluded. A list of exclusions is obtainable in the high school office.

PASS/FAIL OPTIONS

Pass/Fail options do not serve the best interests of students in the Irvington Public Schools. Henceforth, there will be no option for Pass/Fail designation in any course offered at the high school unless the principal gives permission.

GRADE REPORTING SCHEDULE

Progress Report Dates:

10/15/18
12/18/18
03/11/19
05/17/19

Report Card Dates:

11/16/18
02/05/19
04/12/19
07/05/19

GRADUATION

Any senior who does not meet the graduation requirements by June his/her senior year can still participate in the graduation ceremonies if he/she can meet the requirements by August of the same year.

GRADUATION (EARLY)

In general, the Board considers it good policy for a student to complete four full years of secondary school work and, therefore, as a general rule, does not encourage early graduation. For those students who still wish to advance their graduation, the following procedures will apply:

All students should be advised that the school requirement for minimum course load will remain in effect should a student fail in his attempt for early graduation and, therefore, return for a normal senior year.

All students should be made aware of the fact that some colleges will accept students at the end of the junior year who have not earned sufficient credits for graduation. Upon completion of the required course/credits in college, the Board will award the student a high school diploma at the end of his first college year upon recommendation of the high school principal.

Students graduating early do not have senior privileges.

Procedure for Early Graduation:

It is requested that a student who wishes to advance her/his graduation notify her/his guidance counselor and the principal of this request. At that time, a conference should take place involving the student, parents, the guidance counselor and the principal.

When a request has been made, a comprehensive plan for achieving all the necessary credits should be placed on file in the guidance office. The student must see the English and Social Studies chairpersons about requirements.

Students may take one 3 credit college course (not remedial) to equal one semester of English 12 or one semester of Social Studies 12.

FILES – STUDENT

Permanent record files are intended to provide information which can be used to develop the best possible education for each student. Irvington High School's files include information such as report cards, interim reports, standardized test results and other test data. A parent or legal guardian is entitled to inspect a student's cumulative record. To review a student's record, a parent should make an appointment with the guidance counselor who will assist in the interpretation of the records and answer questions that may arise from the parental review.

FOOD POLICY

There are three lunch periods (3rd, 4th, 5th & 6th periods) during which all students will eat lunch. 9th and 10th grade students must eat lunch on campus.

Food cannot be consumed at any time in the library, computer room, auditorium, gym, hallways or classrooms unless a teacher has given permission. **Students may not bring food back into school.**

Students must dispose of garbage in the proper receptacles which are conveniently located throughout the school. Recycling is strongly encouraged.

Students may order out on Mondays and Fridays only. If there is no school on a Monday, students may order out on the Tuesday; if there is no school on Friday, students may order out on Thursday.

BUS CONDUCT

The Board of Education has determined that students who wish to ride the school buses shall be required to conduct themselves in accordance with a code of behavior which shall be applicable at school bus stations as well as on the school buses. A student shall not be disorderly or insubordinate and shall conduct himself so as not to threaten, intimidate or endanger the safety, health or welfare of himself and others. Smoking is not permitted on buses. Any student violating this code of behavior shall be subject to disciplinary action which may include a two week suspension of bus riding privileges on the first violation, and a full suspension of bus riding privileges on repeated violations.

Any person who believes a student has not conducted himself in a manner consistent with this code should report the incident to the school administration. Any student who believes a bus driver has operated a bus in an unsafe manner should report this directly to the business office. A student who damages a bus will be required to pay for the damage.

CHEATING

The moral and ethical development of young people is a major goal of an effective school district. In Irvington, we hope that students will graduate with a sensitivity to right and proper behavior and that our youth will be well prepared to assume roles as responsible citizens. One area of mutual concern for schools is appropriate behavior in respect to measurements used by teachers to determine marks.

Please refer to Academic Honesty Guideline which is posted on Edline.

Any identified cheating on a test, homework assignment, essay, project, etc., will result in a zero recorded by the teacher for the evaluation measurement on which the student cheated.

A student who has been caught cheating by a given teacher more than once in an academic year will be required to attend a parent conference called by the appropriate program chairperson when the chairperson is informed of the situation by the teacher. The teacher, student, parent(s), along with other appropriate school personnel, will attend such conferences.

Plagiarism: A paper or assignment that is plagiarized will earn a grade of zero. Consult the English Department Handbook or a teacher if you are unsure what constitutes plagiarism.

GAMBLING

No form of gambling is permitted in any location at the high school at any time. Games such as card playing, dice, etc., commonly associated with gambling are prohibited. Those who are found gambling will be reported to the Assistant Principal.

DRUG – ALCOHOL ABUSE

The school recognizes that the illegal use of alcohol, marijuana, and illicit drugs constitutes a health hazard to all students. Education, prevention, and intervention are serious responsibilities which must be shared by the schools, parents, and community at large in order to provide appropriate assistance to young people. The persistent problem of drug abuse (both illegal and prescription drugs) and of alcohol abuse, requires continuous and concentrated effort. In the event that a student is involved in the possession and/or use of drugs/alcohol, he/she will be reported to the administration.

A student who has been apprehended abusing alcohol and/or drugs (possession, distribution, or ingestion) will be suspended from school for a period of time in accordance with education law. An administrative conference with parent(s) and student will be held in order to offer the supportive school and/or outside agency services, and to make clear the school's position and student's responsibility. Where warranted, the youth officer, courts, family service, Student Intervention Counselor, etc., will be informed.

The Student Assistance Counselor will provide counseling services to students with school, peer, family, alcohol and/or drug related problems. Referrals to the Student Assistance Counselor will be strictly confidential.

TOBACCO USE

Smoking and chewing of tobacco or use of any electronic cigarette is banned from Irvington High School building and grounds by any person. This total ban on tobacco use will be in effect at all times, 24 hours a day. Any student reported to the administration for tobacco use will be dealt with as follows:

First Offense: Parents and the Student Assistance counselor will be notified and detention will be assigned.

Second Offense: The offending student will be suspended from school for one day.

Further Offenses: The actions taken for the second offense will be repeated as needed.

Again, no smoking is permitted at Irvington High School in the building or on the grounds by any person. State law has made school buildings and their properties twenty-four hour no smoking zones.

GRAFFITI

Students responsible for graffiti will be required to remove/repair the damage done and/or pay to restore the school property to its original condition. Students involved in a graffiti related incident will be required to participate in a parent conference held at the high school. Further incidents will lead to suspension and other actions deemed necessary.

CLASSROOM CONDUCT

A student dismissed from class by a teacher for improper behavior will be required to meet in a conference with the teacher afterwards. The student will also be reported to the Assistant Principal by the teacher.

LOCKERS

Students are responsible for the proper maintenance of their lockers. There should be no graffiti on lockers and special effort must be made not to bend locker doors. Further, students will be held financially accountable for damage to these lockers. Other locker regulations:

1. Lockers are issued as soon as possible after the opening of school each year.
2. The locker must be used only by the student to whom it has been assigned. Students may not change their locker without official notification from the Assistant Principal's office.
3. It is especially important to use locks on gym lockers.
4. Valuables (jewelry, wallets, etc.) should not be left in any unlocked locker at any time.
5. Each student should be responsible for his/her locker. Excess papers, clothing and lunches should be removed periodically by the student.
6. Students should report to the Assistant Principal any problems which may occur during the year with their lockers, i.e., damaged lockers, stolen property, etc.
7. Coaches will be providing student athletes during athletic contests with safe places to store valuables, knapsacks, etc. Students are to make certain they ask for proper security which will be provided.
8. There is no expectation of privacy in student lockers.

TEXTBOOK/EQUIPMENT OBLIGATIONS

Students are responsible for all school materials (textbooks, workbooks, other books, athletic supplies, calculators, etc) distributed to them. All materials belonging to the school must be replaced or replacement costs are to be paid by the individual students irrespective of the reason for the loss, otherwise a lien will be placed on the Home Access account.

PERSONAL PROPERTY

The school insurance carrier does not cover losses of student's personal properties resulting from loss, theft, etc. Any student personal property loss can be reported to the police via the administration. We strongly recommend that personal electronic devices, cash, etc. not be brought to school.

MESSAGES

The high school office **will not interrupt** classes to deliver personal messages to students unless there is an emergency. No classes will be interrupted under any circumstances to deliver messages relating to lunches, clothing and/or homework brought to the school for students. There is a designated area in the main office for things to be left for students to pick up.

PARKING

Irvington High School has limited parking space. We therefore have a strict parking policy. The parking policy is as follows:

- The lower lot is reserved for faculty and staff only.
- Visitor parking is restricted to the upper (gravel) lot and spaces to the left of the traffic island outside of the Maher Gym entrance.
- NO parking is permitted in fire lanes or student drop-off areas.
- Visitors must report to the security desk and check in.
- Enforcement is in place from 6:30 a.m. to 3:30 p.m.
- Only seniors with registered parking permits are allowed to park on campus. Seniors are to park in the upper lot only. Any other students that are found to be parked anywhere on campus will receive a parking fine and could lose their senior parking privileges.

Morning/Afternoon Traffic Note

Please be considerate of others when dropping off and picking up your children. Do not stop to chat ...There are people behind you that need to “keep moving.” **Also, dropping off or picking up your students in the parking lot is very dangerous and is not permitted. Please use designated areas only. Thank you.**

STUDENT DRESS CODE

Students are expected to dress and groom themselves in an appropriate manner. Students must be dressed in appropriate clothing and protective equipment as required for physical education classes, participation in athletics, science laboratories and building construction skills classes.

The following are considered to be inappropriate dress, grooming and appearance and are prohibited in school or at school functions:

- Any dress or appearance which constitutes a threat or danger to the health and safety of students (e.g., heavy jewelry or jewelry with spikes which can injure the student or others);
- Any dress or appearance which is vulgar, lewd, obscene or indecent or profane or which exposes to sight the private parts of the body (e.g., t-shirts with a phallic symbol and messages consisting of sexual metaphors; see-through garments, extremely plunging necklines or waistlines);
- Any dress or appearance which encourages or advocates the use of illegal drugs, alcohol and/or tobacco;
- Any dress or appearance which advocates or encourages other illegal or violent activities;
- Any dress or appearance which advocates discrimination or denigrates others based upon race, color, creed, religion, national origin, gender, sexual orientation or disability;
- Any dress or appearance which constitutes a disruption to the educational process.
- Any outfit which exposes bare midriff and underwear.

POSTERS/FLYERS

As a general guideline, the principal or his/her designee may regulate posters/flyers which are displayed on school property. Posters/flyers will openly be displayed on bulletin boards and/or classroom windows with teacher approval. Posters/flyers should be brought to the principal’s office for approval prior to displaying them.

Decisions as to whether posters/flyers can be displayed or not, will be based on state guidelines and current court decisions.

SCHOOL DAY

There will be ten periods in the school day with 3rd, 4th, 5th & 6th periods for lunch. All periods including lunch will be forty-two 42 minutes in length. No athletic practices will begin before 3:30 p.m. An extracurricular/ extra help period will be held the 1st and 3rd Tuesday of each month from 2:08-2:35 p.m.; the rest of the day will have abbreviated periods

Regular Bell Schedule

Period	Time
0	7:50 - 8:32
1	8:35 - 9:20
2	9:23 - 10:05
3	10:08 - 10:50
4	10:53 - 11:35
5	11:38 - 12:20
6	12:23 - 1:05
7	1:08 - 1:50
8	1:53 - 2:35
9	2:38 - 3:20

Club/Activity Bell Schedule

Period	Time
0	7:50 - 8:29
1	8:32 - 9:14
2	9:17 - 9:53
3	9:56 - 10:35
4	10:38 - 11:17
5	11:20 - 11:59
6	12:02 - 12:41
7	12:44 - 1:23
8	1:26 - 2:05
Clubs/Xtra Help	2:08 - 2:35
9	2:38 - 3:20

Assembly Bell Schedule

Period	Time
0	7:50 - 8:25
1	8:28 - 9:08
2	9:11 - 9:48
3	9:51 - 10:28
4	10:31 - 11:08
5	11:11 - 11:48
6	11:51 - 12:28
Assembly	12:31 - 1:20
7	1:23 - 1:58
8	2:01 - 2:35
9	2:38 - 3:20

Early Dismissal Bell Schedule

Period	Time
0	7:50 - 8:20
1	8:23 - 8:52
2	8:55 - 9:17
3	9:20 - 9:41
4	9:44 - 10:05
5	10:08 - 10:29
6	10:32 - 10:53
7	10:56 - 11:17
8	11:20 - 11:41
9	11:44 - 12:07

2-Hour Delay Bell Schedule

Period	Time
0	9:50 - 10:19
1	10:22 - 10:54
2	10:57 - 11:23
3	11:26 - 11:55
4	11:58 - 12:27
5	12:30 - 12:59
6	1:02 - 1:31
7	1:34 - 2:03
8	2:06 - 2:35
9	2:38 - 3:20

PLRD Early Release Schedule

Period	Time
0	7:50-8:26
1	8:29-9:07
2	9:10-9:45
3	9:49-10:24
4	10:27-11:02
5	11:05-11:40
6	11:43-12:18
7	12:21-12:57
8	1:00-1:35
9	1:38-2:20

TRANSPORTATION

Student bus assignments are available via our **online transportation portal**.

- Go to transportation.ardsleyschools.org or use the link provided on the Irvington UFSD website.
- In the field for user name, enter your child's student ID number, preceded by IR-. If you do not have this number, please check with your child's school.
 - *NOTE: You must include IR-in front of the number to identify your district. Example: If your student ID is 81234, you will enter IR-81234.*
- In the field for password, enter your child's student ID number (preceded by IR-) again. You will be prompted to change your password once you have logged in to the site.
 - *Please be sure to set up your password retrieval as prompted. Once you have changed your password, the transportation department will not be able to provide it to you if you should forget. If you changed your password in the prior school year, it will not be carried over for the new school year. You must log in as directed above and then change it again.*
- After log-in, click on "View Student" to access your child's current bus information. You will be able to see and/or print:
 - Your child's bus number
 - Your child's bus stop
 - Your child's Am pick-up time and approximate PM drop-off time
- Students should be at bus stop 5 minutes earlier than their scheduled AM pick-up time.
- Below the bus details, you will see the phone numbers and email addresses that are on file in the transportation office. Click "Show Basic Information" and then click "Show Info Fields". You may use the "Parent Communication" link on the portal Home page to provide us with any updates to this information.

Please check the portal frequently during the first few weeks of school since time adjustments may need to be made to allow for students being added to or removed from your route.

Who to Contact

- ✓ For lost belongings or questions related to a specific bus that may be late, call the bus company dispatch office: 914-365-1888 (6:30am – 6:00pm)
- ✓ For specific routing questions/problems or requests for changes to a bus stop or route, email Vic Granuzzo, Transportation Supervisor, at vgranuzzo@ardsleyschools.org. Such requests will be considered only after the first few weeks of school.
- ✓ For general transportation questions or assistance, contact the transportation department at 914-295-5544

Before your child rides the bus, please review the important School Bus Safety Rules with him/her. Infractions may be subject to disciplinary action by school administrators

SCHOOL BUS SAFETY RULES

Parents/Guardians: Please review these rules thoroughly with your child. They are important to the safety and comfort of all students, as well as the bus driver/monitor and other motorists. **Infractions may be subject to disciplinary action by the school administrator.**

Note: In order to ensure your child's safety, in addition to the training that our bus drivers and monitors receive, we employ surveillance cameras to document and address any unsafe activities on our buses.

Students Should:

- Arrive 5 minutes before scheduled AM pick-up
- Ride only their assigned bus
- Board their bus, sit down and put on seat belt
- Remain seated at all times
- When departing, only cross in front of the bus, **NEVER** behind the bus
- Obey the bus driver/monitor

Students Should Not:

- Throw items out the window or extend any part of the body out of the window
- Stand on seats or sit on top of the back of the seat
- Bring pointed objects or weapons of any kind on the bus
- Bring items that will not fit on their lap or under their seat
- Push, shove or fight on the bus or at the bus stop
- Shout or use lewd, vile or abusive language

Parents Should:

- Not board the bus
- Check their child's clothing/backpack to avoid long, dangling drawstrings, straps, scarves, etc. that could get caught on the bus handrail or door and create a hazard
- Report any unsafe operation of a school bus to the Ardsely UFSD transportation office

SUSPENSION

The high school principal or the principal's designee in the absence of the principal have the authority to suspend a student up to five days after notification to the student and the parent of the nature of the alleged offense or offenses. School authorities prefer not to suspend students from school unless necessary. A student may be suspended if his/her actions are insubordinate, disorderly or endanger the safety, morals, health or welfare of others. An especially serious matter would be possession of dangerous instruments such as weapons, fireworks, etc. No student may be sent home prior to contacting a parent indicating the nature of the offense. Also, a letter stating the reason(s) for suspension must be mailed home. Whenever appropriate, school authorities require a parent conference prior to the student's returning to the regular school program. The purpose of such a conference is to avoid a similar occurrence in the future.

1. *Removal of a Student from the Classroom*

The School District has determined that certain acts of misconduct interfere with instruction and/or the safety and welfare of students and staff. Although some incidents of misconduct may require removal from the classroom or suspension from school, effort will be made to deal with misconduct without removal from the classroom or suspension from school. This is in keeping with the District goal of avoiding consequences that interrupt or interfere with learning. However, no child will be allowed to continue disrupting the instruction of the class or interfering with the safety of the school, its staff, students and visitors.

Teachers shall have the authority to remove a student from their classrooms whenever the student substantially disrupts the educational process or substantially interferes with the teacher's authority over the classroom. "Substantially disruptive" shall mean that the course of instruction has to be discontinued more than momentarily so that it breaks the continuity of the lesson, to address the disruptive conduct of the student. "Substantially interferes" with the teacher's authority over the classroom shall mean that the student has been insubordinate to the teacher in the presence of the class and has failed to obey the teacher's directives to cease and desist (e.g., at least two directives).

A teacher may remove a student for the remainder of the class upon the first event for two days of class upon the second or third event. Upon the occurrence of a fourth event, a Principal's suspension shall occur.

Notwithstanding the above, in light of circumstances that warrant suspension, a Principal's suspension for substantially disruptive behavior may be implemented in addition to or in lieu of removal of the student from the classroom by the teacher.

Once the teacher determines that the student has been substantially disruptive or substantially interferes with the teacher's authority over the classroom:

- the teacher must confront the student in class (or within 24 hours of removal where the student is unmanageable at the time of initial removal) to inform the student of the reason(s) for the removal;
- prior to removal from the classroom (or within 24 hours of removal where the student presents an ongoing threat of disruption or a continuing danger at the time of removal), the teacher shall inform the student of the basis for the removal and allow the student to informally present his/her version of the relevant events;
- the Building Principal or designee must be notified immediately by phone, and then follow-up, in writing, by the teacher of the student's removal from the teacher's class;
- the Building Principal or designee must inform the student's parents of the removal and the reasons therefore within 24 hours of the student's removal;
- upon request, the student and his/her parent must be given an opportunity for an informal conference with the Principal or designee to discuss the reasons for removal. If the student denies the charge(s), the Principal or designee must provide an explanation of the basis for the removal and allow the student and/or his/her parent an opportunity to present the student's version of the relevant events within 48 hours of the student's removal.

- the Principal or designee may not set aside the removal unless s/he finds that the charges against the student are not supported by substantial evidence or the student's removal otherwise violates law or the conduct warrants suspension from school and a suspension will be imposed.
- the Principal's/designee's determination on whether or not to support the teacher's removal of the student shall be made by the close of business on the day succeeding the 48-hour period for the informal Principal's removal conference. The teacher who causes the removal may be required to attend the principal's conference at the Principal's discretion.

The District shall provide continued educational programming and activities for students who are removed from their classrooms.

An appeal brought by the parent or student over the age of 18 of a Principal's removal decision must be presented to the Superintendent of Schools prior to any further appeal.

2. Off-Campus Conduct

A student may be subject to discipline for conduct constituting a crime which is committed off school premises or at non-school sponsored activities to the extent that the Superintendent of Schools and/or Board of Education believes that the continued attendance in school of the student would constitute an endangerment to the health, safety, welfare or morals of the student and/or others in our schools.

3. Student Suspension Process

The Board of Education, District Superintendent, Superintendent of Schools, a Building Principal or in his/her absence, an acting Building Principal, may suspend a student from school where it is determined that the student:

- Is insubordinate or disorderly, or exhibits conduct which endangers the safety, morals, health or welfare of others;
- or
- Exhibits a physical or mental condition(s) which endangers the health, safety or morals of himself/herself or of other students; or
- Is removed from a classroom for substantially disrupting the educational process or substantially interfering with the teacher's authority in the classroom.

In addition to the statutory grounds for suspension from school for conduct or health condition, students shall also be subject to suspension based upon a violation of the specific disciplinary infractions listed below.

a. Pre-suspension Process

Prior to being suspended from school, the student shall be confronted by a school official empowered to suspend, as referenced above, at which time the evidence upon which the decision to suspend is based shall be stated to the student and the student shall be given the opportunity to explain his/her version of the facts. The student shall also be afforded the right to present other persons to the suspending authority in support of his/her version of the facts. If the student's presence in the school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process, such confrontation shall occur following suspension, as soon thereafter as is reasonably practicable. In all cases, there shall be no suspension until after the informal Principal's conference, unless waived.

b. Short-Term Suspension Process

Prior to a proposed suspension from school for between one and five days by a Building Principal or an acting Principal in the absence of the Building Principal, the student and his/her parent shall be notified, in writing, by personal delivery, express mail or overnight service, and by telephone, if possible, within 24 hours of the decision to propose suspension.

Such written notice shall include a description of the incident(s) resulting in the suspension and shall inform the parent of his/her right to request an immediate informal conference with the Principal at which the student and/or his/her parent may present the student's version of the event and ask questions of complaining witnesses. Upon such request, an informal conference with the Principal and other parties involved shall be convened as soon as possible, (at which time the evidence, including the witness(es) relied upon by the Principal in making the suspension determination, may be questioned by the parent or guardian). The right to an informal conference with the Principal shall also extend to a student if 18 years of age or older. Often a phone conversation by the Principal or Assistant Principal with the parent or guardian takes the place of the informal conference, whereby the parent chooses to waive their right to an informal conference. The notice and informal conference shall be in the dominant language or mode of communication used by the parent.

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

Any appeal brought by the parent or student over the age of 18 of a Principal's suspension must be presented to the Board of Education prior to filing any further appeal.

c. Long Term Suspension Process

For those suspensions lasting longer than five days, a Superintendent's meeting must be held. For further information regarding these suspensions, please refer to the District's Code of Conduct, on file in the Main Office of the high school.

d. Suspension from Extra-curricular and Co-curricular Activities, and School Functions

A student may be suspended from participating in extra-curricular or co-curricular activities (including a sports team) for an infraction of any of the provisions herein, for violating a code of conduct issued to participants in the activity by the activity supervisor or for fighting at games. Upon the request of the student's parent/guardian,, the Building Principal shall allow the parent/guardian or other representative of the student the right to appear before him/her informally, to discuss the conduct which led to suspension from the activity.

If a student is suspended from school pursuant to §3214 of the Education Law, s/he shall not be permitted to participate in any extra-curricular or co-curricular activities, as well as any other school events or activities which take place on the days of suspension (including intervening weekends).

Disciplinary Measures

The following shall constitute appropriate disciplinary measures authorized by the High School Student Code of Conduct:

1. Warnings (oral or written).
2. Detention.
3. In-school suspension.
4. Suspension from school for up to five (5) school days.
5. Suspension from school in excess of five (5) days.
6. Suspension from school for at least one (1) year for possession of a weapon pursuant to the Gun-Free Schools Act of 1994 (subject to the right of the Superintendent to modify such penalty) or, in the case of a student with a disability whose possession of a weapon is determined not to be related to his/her disability, placement in an interim alternative educational setting for a period of up to forty-five (45) days.

7. Placement in an interim alternative educational setting for a period of up to forty-five (45) days, in the case of a student with a disability whose knowing possession or use of illegal drugs, or sale or solicitation of the sale of a controlled substance at a school or a school function, is determined not to be related to his/her disability.
8. Permanent suspension (Expulsion).

VISITORS

Visitor Protocols The Irvington Union Free School District values the role of parents and community in the education of its students. To support this partnership, parents and community members participate in meetings with school staff and attend events hosted by the Irvington schools. In the interest of school security, all visitors must adhere to the District guest procedures:

1. All visitors are encouraged to make appointments with school staff prior to arrival at a school facility. Those without an appointment will be asked to call the respective party to schedule an appointment.
2. Upon arrival, the security guard will utilize the visitor management system to confirm identification and appointment prior to granting entrance to the building.
 - a. The security guard shall call the respective office/parties to confirm the appointment.
 - i. If there is a question related to the visit, the security guard will contact the school administration for guidance.
 - ii. The visitor management system will check the National Register of Sex Offenders and if a positive match is made, appropriate steps will be taken to ensure the safety of all students.
3. All visitors must show a valid photo identification to be granted access to a school facility.
 - a. Acceptable IDs shall include but are not limited to: driver's license, military ID, other government issued ID, etc.
 - b. Other forms of ID and those in question must be cleared by the school principal.
 - c. Alumni are considered visitors and must adhere to the visitor protocols.
4. School visitors will be issued a visitor pass that will include their name, photo, destination and date. Note: the badge contains security features that will make it evident if it has "expired".
5. While in the school facility, guests must wear a school-issued visitor lanyard displaying the visitor badge at all times. The badge must be visible on the outermost garment being worn.
6. All visitors must sign-out with the security guard, and the lanyard/badge must be returned to the school security guard upon exit of the school building.
7. Parents/Guardians seeking to drop off an item for his/her child will be asked to report to the security guard who will follow local building protocols. Parents and students are strongly encouraged to plan accordingly to reduce interruptions to student learning and the school day.
8. Security guard shall report any questions or concerns to the school administration.
9. If any emergency situations arise, the security guard shall notify the school administration and/or the Irvington Police Department.

Any questions related to the IUFSD Visitor Protocols should be directed to school administration.

ELECTRONIC DEVICES AND CELL PHONES

Electronic devices are not permitted in classrooms at the high school. Cell phones must be turned off during class with the exception of those doing volunteer ambulance or fire department service. Parents are requested not to call/text their children in school unless there's an emergency. If a student is caught using a cell phone or electronic device during class, upon first offense the teacher has the right to confiscate the device until the end of the day if it disrupts the classroom. Upon second offense the electronic device will be confiscated and turned over to the Assistant Principal to be returned at the end of the school day after a conference is held with the student. The third offense will result in the confiscation of the electronic device, turned over to the Assistant Principal and the parent or guardian will be required to pick-up the device from the Assistant Principal. At this time a parent conference will be held. Further violations will result in suspension.

DIGNITY FOR ALL STUDENTS (DASA)

Irvington High School is committed to providing an educational and working environment that promotes respect, dignity and equality. A safe and supportive learning environment is essential for promoting student achievement. Incidents of discrimination and harassment, including, but not limited to, bullying, taunting and intimidation, can interfere with student's ability to learn. Irvington High School is committed to creating an environment free of discrimination and harassment.

Irvington High School prohibits all forms of discrimination and harassment of students by school employees or other students on school property, at school-sponsored activities and events that take place off school property. IHS will investigate reported incidents of discrimination and harassment including cyberbullying. Students who fail to act in a respectful, dignified and civil manner toward others may be subject to formal disciplinary action, including loss of privileges, detention, in-school suspension or out-of-school suspension. Disciplinary consequences will be assigned as appropriate according to the District Code of Conduct.

The district prohibits all forms of discrimination and harassment based on actual or perceived:

- Race
- Color
- Weight
- National origin
- Ethnic group
- Religion or religious practice
- Disability
- Sexual orientation
- Gender

<p>Students have the <i>right</i> to be protected from intimidation, harassment or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, disability, sexual orientation or gender, by school employees or other students.</p>	<p>Students have the <i>responsibility</i> to promote an environment that is free from intimidation, harassment or discrimination.</p>
<p>Students have the <i>responsibility</i> to respect one another and treat each other fairly, civilly and with dignity according to the Code of Conduct, other district policies and the Dignity for All Students Act.</p>	<p>Students have the <i>responsibility</i> to report incidents of discrimination and harassment that are experienced, witnessed or otherwise brought to their attention. Incidents are to be reported in a timely manner. Incidents may be reported to a teacher, counselor or main office.</p>

APPENDIX #1 - NOTIFICATION OF POLICY (TITLE IX)

The Irvington School District does not discriminate on the basis of sex in the educational programs or activities which it operates, and it is required by Title IX of the Educational Amendments of 1972 not to discriminate in such a manner. This policy of nondiscrimination includes the following areas: recruitment and appointment of employees, employment pay benefits, counseling services for students, access by students to educational programs, course offerings, and student activities. Title IX regulations required school districts to adopt grievance procedures providing for prompt and equitable resolution of complaints alleging sex discrimination (including sexual harassment).

APPENDIX #2 - WEAPONS

Given serious nationwide problems concerning violence in public schools – especially violence related to the possession of weapons by students – the Gun-Free Schools Act of 1994 has been added to the Elementary and Secondary Education Act of 1965. Although the Irvington Schools have not confronted many problems of violence and/or weapons possession, the following law is fully applicable to our students:

In compliance with the “Gun-Free Schools Act of 1994,” incorporated as Title VIII of the Elementary and Secondary Education Act of 1965 as amended, 20 U.S.C. Section 8001, any student determined after a hearing pursuant to Section 3214 of the Education Law to have brought or possessed a firearm (as defined by 18 U.S.C. Section 921) on school grounds shall be suspended from regular attendance upon instruction for a minimum period of one year; provided, however, that the Superintendent of Schools may modify such penalty on an individual case-by-case basis.

APPENDIX #3 - COMPUTER RESOURCE USE

The computer equipment available to students at the high school is reserved for positive educational purposes. The same rule applies to external data services accessed via modems. Students using these on-line services will be asked to read and

sign a document stating the rules for acceptable use. Violations of these rules will result in disciplinary action including the suspension of computer privileges.

APPENDIX #4 - BOMB THREATS

A bomb threat, even if later deemed to be a hoax, is a criminal action. It may result in imprisonment and/or civil penalties being imposed against the individual. When a person reports a false bomb threat, he/she commits a crime that is punishable by up to one year imprisonment and a fine up to \$1,000.