

2024-2025

IRVINGTON HIGH SCHOOL

STUDENT HANDBOOK

IRVINGTON HIGH SCHOOL
40 North Broadway
Irvington, NY 10533
914-591-8500

Principal	Jonathan Hirsch
Assistant Principal	Sara Rust
Director of PE, Health and Athletics	John Buonamano
School Counselors	Andrew Lund, Chair Heather Attenello Kyle DeBatte
Psychologists	Kaitlyn Hochstein Noreen Sabia
Social Worker	Katherine O'Sullivan
Nurse	Elizabeth Basha

Irvington Union Free School District

**40 North Broadway
Irvington, NY 10533
914-591-8500**

Board of Education Board Members

**Susan Brunenavs Brian Friedman Andrea Flynn
Dympna Kenny David Graeber Beth Propper Jayne Wissner**

Superintendent of Schools: Dr. Mara Ratesic

Assistant Superintendent for Curriculum & Instruction: Dr. Gail Duffy

Assistant Superintendent for Business: Carol Stein

Executive Director of Pupil Personnel Services: Celia Strino

Assistant Director of Pupil Personnel Services: Francis Tolan

Director of Technology: Dr. Jerrod Blair

Board of Education meetings normally begin at 7:30pm twice a month on Tuesdays in the CPR on the High School Campus. There is time on every agenda for comments and questions from those attending the meeting. *(Please check the district website to confirm the dates of Board meetings since this schedule may vary from month to month.)*

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School Calendar

2024-2025

September 3	First Day of School
October 3-4	School Closed: Rosh Hashanah
October 14	School Closed: Columbus Day / Indigenous People's Day
November 1	School Closed: Diwali
November 5	Election Day / SCD
November 11	School Closed: Veteran's Day
November 27	Early Release Thanksgiving
November 28-29	School Closed: Thanksgiving Recess
December 23-January 3	School Closed: Holiday Recess
January 6	School Reopens
January 20	School Closed: Martin Luther King, Jr. Day
January 29	School Closed: Lunar New Year
February 17-21	School Closed: President's Day / Winter Recess
March 31	Eid al-Fitr / SCD
April 14-18	School Closed: Spring Recess
May 26	School Closed: Memorial Day
June 19	School Closed: Juneteenth
June 26	Last Student Day

Irvington High School Environment

The Irvington team works to create a safe and orderly environment that supports student success, both in and out of the classroom. In this environment we strive to help you build strong habits in the areas of Respect, Responsibility, Empathy, and Kindness, in school, at school related events, and in the community, we will support you as you:

- ❖ Work to the best of your ability by being on time to all classes, paying attention, and completing all work by clearly established deadlines.
- ❖ Treat others respectfully at all times, through both your actions and the way in which you speak to and about others in all forms including social media. Use of profanity, language that is vulgar or offensive to others, or words that are derogatory or make fun of others are unacceptable at IUFSD.
- ❖ Are truthful at all times, and encourage your friends to be truthful as well.
- ❖ Accept responsibility for your actions at all times.
- ❖ Respect school property, i.e. lockers, textbooks, Chromebooks, uniforms, etc.
- ❖ Ensure that fellow students feel safe and comfortable at IUFSD, and actively work to help those who feel uncomfortable or threatened in any way (physically, emotionally, etc.) by confiding in an adult who can intervene appropriately.
- ❖ Inform an adult in school if an incident begins outside of school and you believe it may continue in school.
- ❖ Use technology responsibly and for academic pursuits; you may only record, video/audio, or take pictures if given specific permission to do so.
- ❖ Understand and follow all the rules set forth in this handbook, as well as those established by your teachers.

Student Rights & Responsibilities

You Have the Right to:

- Address the Board of Education on the same terms as any other resident of the district;
- Take part in all district activities on an equal basis regardless of race, gender, sexual orientation, or national origin; and
- Present your version of the facts and the circumstances in all disciplinary concerns and to be suspended from instruction only after your rights, pursuant to Education Law, have been observed.
- In cases where there is ongoing threat of danger and/or disruption, suspension may be immediate, students' rights pursuant to Education Law will be observed.

You Are Responsible to:

- Accept responsibility for your actions;
- Work to the best of your ability and attend class regularly and on time;
- Conduct yourself in an appropriate manner at school and at all school-sponsored events;
- Participate appropriately in all **Fire Drills/Emergency Drills:**
Classroom teachers provide supervision and take attendance during emergency drills. Stay with your class and follow your teachers' directions. **The use of cell phones during emergency drills is prohibited.**
- Contribute to an environment conducive to learning;
- Show respect to other people and to property;
- Report fairly and truthfully, the circumstances of school-related issues;
- Be familiar with and abide by all rules of conduct;
- Encourage others to do the right thing; and
- Take care of school property and equipment.

School-Issued Resources:

Our residents/taxpayers pay for school property. Please take care of it. Students will have the opportunity to hand in school-issued books, technology, and other resources at the end of the school year. Students must keep their receipt as a confirmation that they have returned a book. We will not issue additional school resources, transcripts, and/or diplomas until all previously issued resources have been returned and all fines or obligations have been satisfied.

Student Council

The Student Council is run *by Students for Students*. Its purposes are to promote self-development, to improve human relations, to address social concerns, and to make Irvington High School the best that it can be.

	Student	Position
School	Olivia Liu Allie Cloutman Henry Lobel Tessa McRae August Mollo	President Vice-President Treasurer/Secretary Media Liaison Assoc Media Liaison
2025 (Seniors)	Alex Shapiro Annie McFeetors Massimo Ferari Jonathan Guerrero Benjamin Kroop	President Vice-President Treasurer/Secretary Representative Representative
2026 (Juniors)	Jayin Sawhney Max Baron Daisy Hodges Luke Calabrese Maddie Okun	President Vice-President Treasurer/Secretary Representative Representative
2027 (Sophs)	Jonah Tubman Petra Rancic Anya Foley Justin Barger Ben Epple	President Vice President Secretary/Treasurer Representative Representative
2028(Freshmen)	Isabella O'Reilly Samuel Lee Paul Van Haetsdaele Brooke Lee Ally Nghiem	President Vice President Secretary/Treasurer Representative Representative

Bell Schedule

Regular Schedule

DAILY	BEGINS	ENDS
Period 0	7:50	8:32
Period 1	8:35	9:17
Announcements	9:17	9:20
Period 2	9:23	10:05
Period 3	10:08	10:50
Period 4	10:53	11:35
Period 5	11:38	12:20
Period 6	12:23	1:05
Period 7	1:08	1:50
Period 8	1:53	2:35
Period 9	2:38	3:20

There are three-minutes of passing time between periods. Lunch periods are scheduled during periods 4, 5 and 6.. Building hours for students are from 7:50am to 3:20pm. Students should not be in the building or on the grounds exclusive of these hours unless they are participating in a supervised activity.

Club Schedule

DAILY	BEGINS	ENDS
Period 0	7:50	8:29
Period 1	8:32	9:11
Announcements	9:11	9:14
Period 2	9:17	9:53
Period 3	9:56	10:35
Period 4	10:38	11:17
Period 5	11:20	11:59
Period 6	12:02	12:41
Period 7	12:44	1:23
Period 8	1:26	2:05
Clubs	2:08	2:35
Period 9	2:38	3:20

Assembly Schedule

DAILY	BEGINS	ENDS
Period 0	7:50	8:25
Period 1	8:28	9:05
Announcements	9:05	9:08
Period 2	9:11	9:48
Period 3	9:51	10:28
Period 4	10:31	11:08
Period 5	11:11	11:48
Period 6	11:51	12:28
Assembly	12:31	1:20
Period 7	1:23	1:58
Period 8	2:01	2:35
Period 9	2:38	3:20

PLRD Schedule

DAILY	BEGINS	ENDS
Period 0	7:50	8:26
Period 1	8:29	9:04
Announcements	9:04	9:07
Period 2	9:10	9:45
Period 3	9:49	10:24
Period 4	10:27	11:02
Period 5	11:05	11:40
Period 6	11:43	12:18
Period 7	12:21	12:57
Period 8	1:00	1:35
Period 9	1:38	2:20

Early Dismissal Schedule

DAILY	BEGINS	ENDS
Period 0	7:50	8:20
Period 1	8:23	8:49
Announcements	8:49	8:52
Period 2	8:55	9:17
Period 3	9:20	9:41
Period 4	9:44	10:05
Period 5	10:08	10:29
Period 6	10:32	10:53
Period 7	10:56	11:17
Period 8	11:20	11:41
Period 9	11:44	12:07

2-Hour Delay

DAILY	BEGINS	ENDS
Period 0	9:50	10:19
Period 1	10:22	10:51
Announcements	10:51	10:54
Period 2	10:57	11:23
Period 3	11:26	11:55
Period 4	11:58	12:27
Period 5	12:30	12:59
Period 6	1:02	1:31
Period 7	1:34	2:03
Period 8	2:06	2:35
Period 9	2:38	3:20

The School Day

Busing

The school day begins at the bus stop. Students who live 1½ miles or further from the high school are eligible for school bus transportation. Because safety is the first priority on the bus, students can enter or exit the bus only when it has come to a complete stop. All passengers must be in their seats when the bus is moving. The driver has authority on the bus and will report any unacceptable behavior, which can result in a suspension of bus privileges.

Senior Parking

Parking is a privilege for ***Seniors only***. To be eligible for parking privileges seniors are to complete a Parking Permit Registration form, and obtain a parking permit, which must be displayed. Seniors may only park in the upper gravel lot. Seniors disregarding the parking policies will have the following consequences

- The signed registration is the first warning/notice
- The 1st violation will result in 1 detention and a hold on the IC account
- The 2nd violation will result in 2 detentions and a hold on the IC account
- The 3rd violation will result in the suspension of parking privileges, the car will be booted, the IC account will be put on hold and a guardian will be contacted to take possession of the vehicle

UNDERCLASSMAN ARE NOT PERMITTED TO PARK ON CAMPUS. IF AN UNDERCLASSMAN IS FOUND TO BE PARKING ANYWHERE ON CAMPUS DURING THE SCHOOL DAY THEY WILL BE FINED PER FINE SCHEDULE AND WILL HAVE THEIR IC ACCOUNT LOCKED UNTIL PAYMENT AND WILL JEOPARDIZE THEIR SENIOR PARKING PERMIT PRIVILEGES.

Access for Students with Handicaps

Irvington High School is accessible to all people.

Lockers

We encourage students to use their assigned locker to store their personal items.

Lockers (Gym)

Gym lockers will be assigned at the beginning of the school year by the Physical Education Department. Students will be provided with a school issued combination lock. It is very important for students to store their belongings in a locker secured with a lock during PE classes and after- school practices and games.

Inclement Weather

We encourage you to register for automated email or phone messages regarding changes to the school day schedule. In the event of school cancellation or delay due to snow or for another emergency. Please contact Leann Serao in the high school office at leann.serao@irvingtonschools.org to register for Constant Contact.

Lost and Found

If you've lost something or found something you should check the lost and found bins located in the hallway on the second floor, in the cafeteria or in the library. It is suggested that any electronic devices, such as cell phones, should be brought to the main office.

Working Papers

Students between the ages of 14 and 18 need working papers in order to obtain an after-school job. Applications are available in the Counseling Office or on the School Counseling website. A Parent or Guardian must sign Part I of the form for consent. If the nurse has a copy on file of a physical exam that has been given within 12 months prior to the issuance of the employment certificate, the student can have the nurse sign the Physical Fitness Certification page. If the nurse does not have a current copy on file, the form must be completed by the student's physician.

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 New York 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.

9th & 10th graders are not allowed to leave campus during the school day.

11th & 12th graders are allowed to leave campus only during their free periods.

Absences

Parents/guardians must contact the Attendance Office, **914-269-5483** or email Ms. Adinaro at venus.adinaro@irvingtonschools.org to inform the school of their child's absence with details of the absence ***before or the morning of*** the child's absence. Any calls after the fact or the school day is over will not change the unexcused absence unless there was a family emergency. Calls or emails from the student themselves are not allowed.

You will not receive a confirmation call back or email when you leave a message; however, all parents are encouraged to *check their own child's attendance on IC Portal* throughout the day. Parents will automatically receive a daily email attendance report at the end of each school day if and when there is a coded unexcused absence. Parents must have a registered IC account in order to receive attendance emails.

Medical/Personal Appointments

Medical and personal appointments should be made before or after school hours. However, when a student must miss school due to a medical/personal appointment, a verification note/receipt must accompany the student when they return to school. When arriving late due to an appointment, the student needs to sign in at the main office with their note/receipt. When a student needs to leave school early for an appointment, the parent/guardian needs to call the attendance office and the student needs to sign out at the main office and bring in their note/receipt the following school day.

Lates

If a student will be arriving to school late, the parent will need to call the Attendance office and inform the attendance office of the time their child is expected to arrive with the reason for their lateness; when the student arrives at school *he/she must sign in at the attendance office. **Students MUST sign in for verification*** and upon their arrival their attendance will be updated.

Road Tests

Students are allowed up to 4 consecutive periods to take his/her ROAD TEST - not their learner's permit. Attendance will be coded as Road Test. Classes missed over and beyond the given 4 periods will be marked as Unexcused.

College Visits:

Up to 3 days per year are excused for college visitations for *Juniors and Seniors only*— and only upon prior knowledge and approval by the parent/guardian to the attendance office. If a sibling will be going along on the trip, their absence will be marked as Vacation/Personal.

Students That Become Sick While at School

Students who feel sick while at school need to inform their teacher and go to the nurse's office. The nurse will make her assessment and if necessary call the parents to come pick up the student. Students who leave school because they do not feel well without checking out through the nurse will be considered unexcused for any missed classes and will be considered cutting their classes. A letter, phone call or email from a parent after the fact will not excuse the absence.

If you are injured:

If you are hurt in any way, even if it seems like a minor injury, report to the nurse to file an accident report.

Extended Illness:

During the first week of an extended illness, a parent or guardian must contact the attendance office. Parents must provide a doctor's note, detailing the nature of the illness as well as the potential length of absence.

After School Activities:

Students that participate in after-school activities such as sports, plays, concerts, dances, exhibitions, field trips, etc. need to be in school the day of the activity. *If a student will be late for any reason, they need to be signed in at the attendance desk by the end of 2nd period (10:05) 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 after school event. Otherwise, they will not be permitted to participate in their after school activity. Likewise, if a student goes home early for whatever reason, they will not be permitted to participate in an after school activity.

Field Trips:

Signed parental permission forms are required for all field trips. There are no refunds for missed trips or change of personal plans. Students are responsible to communicate with all of their teachers in advance of the trip and must make up for all missed work.

The IHS School Counseling Department

The School Counseling Department in Irvington UFSD is committed to providing every high school student with a comprehensive program that delivers academic, social-emotional and college and career development. Student centered, goal focused, individualized and personalized services describe the commitment of the school counselors.

Mission

The mission of the Irvington School Counseling Program is to develop and deliver a comprehensive school counseling program that cultivates in students the knowledge and skills necessary to experience success in academic pursuits, social–emotional development, and career and post-secondary aspirations. We are committed to building strong relationships with students, families, teachers, and the Irvington Community as we foster student self-awareness and self-reliance through collaboration, support, advocacy, and education.

Vision for our Students' Success

It is the vision of the Irvington School Counseling Department that students from Irvington will become independent, socially conscious, civically minded members of society. With the help of school, family, and community students will strive for their best selves having developed the skills needed to maximize their academic success and social/emotional development.

Counselor Assignments

The IHS Counselors follow Irvington's Comprehensive School Counseling program to assist all students. Each ninth grade student works with one counselor who is assigned to them based on their last name and they will work together throughout all four years of high school.

Direct Services provided by the School Counselors include in-person interactions between School Counselors and students. These activities include and are not limited to: short-term individual counseling, group counseling, classroom curriculum, crisis intervention and management, prevention activities, student-family conferences and meetings, assemblies, career development activities, educational planning, goal setting, and college and career exploration.

Each student meets with their school counselor annually to participate in an Individual Progress Review (IPR). This may include student records, social/emotional development, academic skills, and post-secondary planning. Topics included or emphasized will vary depending on the developmental stage and individual needs of each student.

Indirect Services are a result of the school counselors' interactions with others including consultation and collaboration with parents, teachers, social workers, school psychologists, referrals for additional assistance, and working with other educators and community organizations. These services also include participation on school committees and student support teams, collaborating with college admissions counselors, organizing evening workshops for parents and family members, and community outreach.

Additional Information

A great resource to get information regarding academic success, post-secondary planning, social & emotional support, as well as our Comprehensive School Counseling Program and Plan is the IHS School Counseling Website, which can be located at <https://www.irvingtonschools.org/Page/3158>

Academic Requirements for Graduation

Students may earn a Local Diploma (special education only), a Regents Diploma, or an Advanced Regents Diploma. Below is information regarding earning different diploma types a student can earn. For the most up to date information, including appeals and pathway options, please contact your counselor or click [HERE](#)

Updated July 2020

Assessment Requirements									
	Regents Diploma for All Students		Regents Diploma via Appeal for All Students		Local Diploma via Appeal for All Students		Local Diploma for Students with a Disability		Local Diploma via Appeal for English Language Learners
REGENTS EXAM or passing score on a Department approved alternative	# of Exams	Passing Score	# of Exams	Passing Score	# of Exams	Passing Score	# of Exams	Passing Score	# of Exams
English Language Arts (ELA)	1	65	1	65	1	65	1	55 ^{1A}	1
Math	1	65	1	65	1	65	1	55 ^{1A}	1
Science	1	65	1	65	1	65	1	55 ^{1A}	1
Social Studies	1	65	1	65	1	65	1	55 ^{1A}	1
Pathway (See note 1 on reverse side)	1 or CDOS	65 if Regents Exam	1 or CDOS	65 if Regents Exam	1 or CDOS	65 if Regents Exam	1 or CDOS	55 ^{1A} if Regents Exam	1 or CDOS
Compensatory Safety Net	Non-Applicable		Non-Applicable		Non-Applicable		Scores of 45-54 on any required Regents exam (except ELA and Mathematics) can be compensated by a score of 65 or above on another required Regents exam including ELA and Mathematics.		Non-Applicable

Regents Diploma with Advanced Designation									
Students seeking the Regents diploma with advanced designation must:					Assessment Combinations for Advanced Designation				
<ul style="list-style-type: none"> Meet the credit and assessment requirements for a Regents diploma; and Pass two additional science exams or Department approved alternatives in mathematics; and Pass one additional Regents exam or Department approved alternative in science <ul style="list-style-type: none"> students seeking advanced designation must pass at least one Regents exam or Department approved alternative in both sciences (one life and one physical); and Complete a sequence: <ul style="list-style-type: none"> earn an additional 2 units of credit in LOTE (for a total of 3 LOTE credits) and pass a locally developed Checkpoint 8 LOTE examination, or complete a 5 unit sequence in the Arts, or complete a 5 unit sequence in CTE. 					Traditional Combination	ELA, Global History and Geography, US History and Government, 3 mathematics, 2 science (1 life science, 1 physical science) = 8 assessments			
					Pathway Combination (other than STEM)	ELA, 1 social studies, 3 math, 2 science (1 life science, 1 physical science), 1 Pathway (other than science or math) = 7 (+Pathway) or 8 assessments.			
					STEM (Mathematics) Pathway Combination	ELA, 1 social studies, 4 math, 2 science (1 life science, 1 physical science) = 8 assessments.			
					STEM (Science) Pathway Combination	ELA, 1 social studies, 3 math, 3 science (at least 1 life science, at least 1 physical science) = 8 assessments.			

* A student with a disability may appeal scores between 52 and 54 on up to two Regents examinations in any discipline and graduate with the local diploma. Reference [New York State Diploma/Credential Requirements: Local diploma for Students with Disabilities](http://www.nysed.gov/common/nysed/files/programs/curriculum-instruction/diploma-and-credentials-summary-requirements.pdf) (<http://www.nysed.gov/common/nysed/files/programs/curriculum-instruction/diploma-and-credentials-summary-requirements.pdf>).

^{1A}In the event a student with a disability is unable to attain a passing score on any Regents examination, the student may be eligible for a Superintendent Determination of a local diploma. Reference [Appeals, Safety Nets, and Superintendent Determination](http://www.nysed.gov/curriculum-instruction/appeals-safety-nets-and-superintendent-determination) (<http://www.nysed.gov/curriculum-instruction/appeals-safety-nets-and-superintendent-determination>).

^{1B}English Language Learners seeking an appeal for a score of 55-59 on the ELA Regents Exam are only eligible if they entered the United States in grade 9 or after and were classified as an English Language Learner when they took the test the second time. Reference [New York State Diploma/Credential Requirements: Local diploma for English Language Learners](http://www.nysed.gov/common/nysed/files/programs/curriculum-instruction/diploma-and-credentials-summary-requirements.pdf) (<http://www.nysed.gov/common/nysed/files/programs/curriculum-instruction/diploma-and-credentials-summary-requirements.pdf>).

^{1C}The 4th mathematics examination can be selected from the list of [Department Approved Alternative Examinations](http://www.p12.nysed.gov/assessment/hsgen/archive/list.pdf) (<http://www.p12.nysed.gov/assessment/hsgen/archive/list.pdf>).

Updated July 2020

New York State Diploma Requirements Applicable to All Students Enrolled in Grades 9-12

Credit Requirements

(Apply to all diploma types: local, Regents, Regents with advanced designation)

	Minimum number of credits
English	4
Social Studies <i>Distributed as follows:</i> <i>U.S. History (1)</i> <i>Global History and Geography (2)</i> <i>Participation in Government (½)</i> <i>Economics (½)</i>	4
Science <i>Distributed as follows:</i> <i>Life Science (1)</i> <i>Physical Science (1)</i> <i>Life Science or Physical Science (1)</i>	3
Mathematics	3
Languages Other than English (LOTE)	1 ^(**)
Visual Art, Music, Dance, and/or Theater	1
Physical Education <i>(participation each semester)</i>	2
Health	0.5
Electives	3.5
Total	22

^(**)Students with a disability may be excused from the requirement for 1 unit of credit in LOTE if so indicated on their IEP, but they must still earn 22 units of credit to graduate.

- 1.) Pathways**
A student must either:
 - successfully complete all the [requirements for the CDOS Commencement Credential](http://www.nysed.gov/curriculum-instruction/cdos-pathway-regents-or-local-diploma) (<http://www.nysed.gov/curriculum-instruction/cdos-pathway-regents-or-local-diploma>); or
 - pass an additional math Regents examination or Department approved alternative in a different course; or
 - pass an additional science Regents examination or Department approved alternative in a different course; or
 - pass an additional social studies Regents examination or Department approved alternative in a different course; or
 - pass an additional English assessment in a different course selected from the Department approved alternative list; or
 - successfully complete an approved CTE program, including the associated 3-part technical assessment; or
 - pass a Department approved pathway assessment in the Arts; or
 - pass a Department approved pathway assessment in a Language Other than English (LOTE).
Reference [Multiple Pathways](http://www.nysed.gov/curriculum-instruction/multiple-pathways) (<http://www.nysed.gov/curriculum-instruction/multiple-pathways>).
Reference [Department Approved Alternative Examinations](http://www.p12.nysed.gov/assessment/hsgen/archive/list.pdf) (<http://www.p12.nysed.gov/assessment/hsgen/archive/list.pdf>).
- 2.) Appeals**
Appeals are subject to local district approval.
Reference [Appeals, Safety Nets, and Superintendent Determination](http://www.nysed.gov/curriculum-instruction/appeals-safety-nets-and-superintendent-determination) (<http://www.nysed.gov/curriculum-instruction/appeals-safety-nets-and-superintendent-determination>)
- 3.) Special Endorsements**
Honors: A student earns a computed average of at least 90 on the Regents examinations applicable to either a Regents diploma or a Regents diploma with advanced designation. No more than 2 Department approved alternatives can be substituted for Regents examinations. The locally developed Checkpoint 8 LOTE examination is not included in the calculation.
Mastery in Math and/or Science: A student meets all the requirements for a Regents diploma with advanced designation AND earns a score of 85 or better on 3 math Regents examinations and/or 3 science Regents examinations.
Technical Endorsement: A student meets the requirements for either a local diploma, a Regents diploma or a Regents diploma with advanced designation AND successfully completes a Department approved CTE program including the 3-part technical assessment.
Reference [Regents Examination and Graduation Requirements: Questions Related to COVID-19 Closures](http://www.nysed.gov/curriculum-instruction/appeals-safety-nets-and-superintendent-determination) FAQ for additional information pertaining to awarding special endorsements to students with exam exemptions due to COVID-19 closures.
- 4.) Languages Other than English (LOTE) Exempt Students**
Students with a disability may be excused from the required units of credit in LOTE if so indicated on their IEP, but they must still earn 22 units of credit to graduate. A LOTE exempt student who seeks a Regents diploma with advanced designation does NOT have to complete the 5-unit sequence in the Arts or CTE in lieu of LOTE in order to meet the assessment requirements for the advanced diploma.
- 5.) Superintendent Determination of a Local Diploma**
Students with a disability who are unable to attain a local diploma through the various safety net provisions may be eligible for a Superintendent Determination of a local diploma under certain conditions. Reference [Appeals, Safety Nets, and Superintendent Determination](http://www.nysed.gov/curriculum-instruction/appeals-safety-nets-and-superintendent-determination) (<http://www.nysed.gov/curriculum-instruction/appeals-safety-nets-and-superintendent-determination>).
- 6.) Exemptions due to the COVID-19 Public Health Emergency**
Students granted an exemption from any examination due to COVID-19 cancellations are not required to pass such specific examinations to meet the assessment requirements for any diploma type. Reference [Regents Examination and Graduation Requirements: Questions Related to COVID-19 Closures](http://www.nysed.gov/curriculum-instruction/appeals-safety-nets-and-superintendent-determination) FAQ.

Grades

Course grades reflect a student's class participation, completion of daily assignments, unit tests, quiz marks, class work, projects, and final or Regents exam grades. Local Midterm, Final and Regents Exams count for a percentage of the final course grade. Grades are updated regularly and may be reviewed through the IC Portal. All courses conclude with a final assessment.

There is a grade floor of 50% for every quarter EXCEPT the last quarter in the course, for which there is no grade floor.

High Academic Achievement

To earn Honor Roll distinction, students must achieve a GPA from 3.25-3.63. To earn High Honor Roll distinction, students must achieve a GPA at or above 3.64. The student must be enrolled in at least three courses and must not have a grade below 70 for any course.

There are four marking periods, as outlined on the following schedule:

IHS Progress Report and Report Card Schedule 2024-2025 For Families
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Beginning	End	Campus Portal Closing and Opening Dates	Report Cards available on Campus Portal by 3pm on:
1st Quarter Grade Update			
All grades updated by 3pm on October 1			
1st Quarter Report Card			
9/3/24	11/4/24	11/4/24-11/8/24	11/13/24
2nd Quarter Grade Update			
All grades updated by 3pm on December 9th			
2nd Quarter Report Card			
11/6/24	1/17/25	1/17/25-1/27/25	1/30/25
3rd Quarter Grade Update			
All grades updated by 3pm on March 4th			
3rd Quarter Report Card			
1/27/25	4/2/25	4/2/25-4/7/25	4/10/25
4th Quarter Grade Update			
All grades updated by 3pm on May 7th			
4th Quarter Report Card			
4/3/25	6/9/25	6/9/25-6/27/25	6/30/25

Extra Help

Teachers are available for extra help. Some teachers have scheduled weekly office hours while others schedule individual student meetings. Please consult with your individual teacher regarding their policy.

Earning College Credit

There are two ways to earn college credit as an IHS student.

We offer Advanced Placement (AP) courses as part of a national program sponsored by the College Board. Depending on your score on the AP exam and the colleges to which you are applying, you may earn varying amounts of college credit. Specific information is available via www.collegeboard.com. See your school counselor for details. Please note that students are expected to take the AP exam associated with the course. Students who do not fulfill this requirement will have their course changed from an AP designation to an Honors designation on their transcript.

We offer other courses (SUPA, PLTW, etc.) that may also allow students to earn credit. Depending on your final grade some colleges may grant credit. Specific information is available via the individual college registrar. Please see your counselor with any related questions.

Schedule Changes

Please discuss any changes you are considering with your parents, teachers and counselor. Until you have met with your counselor, completed the necessary forms, and been issued a new schedule from your counselor, please follow your current schedule. Students may add new courses to their schedule within the first two weeks of school, schedule and class size permitting.

We will consider course-level change requests in consultation with the student, counselor, parents, and both the sending and receiving teacher. (An example of a course-level change would be moving from Geometry Honors to Geometry Regents.) **There is no “boost” added to student grades when changing a course-level.**

- Students may only drop **Full-Year courses** until one week following the release of **Midyear grades**.
- Students may only drop **Semester 1 courses** until one week following the release of **Quarter 1 grades**.
- Students may only drop **Semester 2 courses** until one week following the release of **Quarter 3 grades**.

Ranking

We do not rank our students. We do, however, designate a Valedictorian and Salutatorian to the two students with the first and second highest weighted, cumulative grade point averages (GPA) respectively.

These grade point averages will be calculated at the conclusion of the first semester of the senior year.

Full classes taken in the senior year will be included in this calculation with the average of the first and second quarter being factored in.

School Records

Every student has a permanent transcript and a permanent file. This file includes the results of any testing in the IUFS, as well as from any previous school system attended. The nurse also maintains a health

record. Students under 18 years of age need parent permission to review their academic records. Parents or guardians are also permitted to view these records. For more information, see your School Counselor.

No part of a student's record may be divulged to any person, organization, or agency in any manner not covered by these or subsequent regulations unless:

1. There is a written consent by the parent, legal guardian, or a legally authorized surrogate parent acting as a parent of a student in the absence of a parent or guardian. Unless there is a state law or court order governing such matters a divorce, separation, custody, or a legally binding instrument which provides to the contrary, the supervisor may presume a parent has the authority to exercise the rights inherent in the Family Educational Rights and Privacy Act (FERPA).
2. There is a valid court order or lawfully issued subpoena requesting such information. In such cases, the director shall notify the parent immediately in writing of the information which has been subpoenaed or which is the subject of the court order.

Library Media Center and Virtual Library

- o The teacher on duty circulates around the library to ensure students are meeting library expectations.
- o The Library is available to High School students from 7:50 AM to 4:15 PM. The Library closes at 3:20 PM on Faculty Meeting days (1st Wednesday of every month). It also closes on a few school-wide testing days. Notices are posted on the Library door when the Library is closed. Emails are sent out regarding the Library closing on testing days.
- o Students are not permitted to eat in the library; this includes candy and chewing gum. Only water is allowed in closed bottled containers. This means no plastic or styrofoam drink cups.
- o Students working in the library are expected to work quietly. Students may read a book, use the computer, work on assignments/projects, study for an exam, etc. Disruptive/noisy students will be asked to leave by the teacher on duty.
- o Students may only use computers in the library for educational/school related assignments. No games are allowed, including educational games.
- o No digital or analog gaming is allowed.
- o Students are not permitted to speak on their phones in the Library. They should step outside to speak on their phones.

Computers and Other Technology

The district offers vast and unique technology resources. In addition to the library, computers are available for student use in our computer labs. The District's goal in providing this service is to support teaching and learning and to promote educational excellence by facilitating responsible resource sharing, innovation, communication, and Internet access to thousands of databases, libraries and services.

Access to the Internet and the school computer network is a privilege, not a right. Please review the following Acceptable Use Policy.

Computer Acceptable Use Policy

BE SAFE—Passwords are confidential information and must not be shared with anyone. Never reveal personal information, including your personal address, telephone number or anyone else's. Never transmit credit card information.

BE YOURSELF—Use only your own username, password, or account. Do not post anonymous messages.

BE HONEST—Observe copyright laws. Cite sources properly. Do not transfer any commercial software onto school computers.

BE POLITE—Do not insult or lie about anyone or use offensive language, not even in private messages to friends. This includes materials created out of school and accessed at school. Do not send or access pornographic materials or files containing racial, ethnic or minority slurs. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are also prohibited.

BE FAIR—Use the Internet, which includes email, for schoolwork only. Do not use it for commercial purposes or political lobbying (excluding student government).

BE CONSIDERATE—Use your computer time diligently and for academic purposes.

BE CAREFUL—Do not download or transmit any file with a computer virus. Abide by all federal, state, or local laws.

BE ALERT—Report any security problems, violations, or abuses to your teacher immediately.

BE RESPONSIBLE—Users shall not intentionally seek information about, obtain copies of, or modify files, other data, or passwords belonging to other users. Hardware or software shall not be destroyed, damaged, modified or abused in any way. Users are not allowed to install software from any source without specific permission from a system administrator. Misuse or perceived misuse of school issued and/or personal electronic devices are subject to search.

Conditions of Usage - Your Pledge

- Electronic material that I transmit or store is not private. The District reserves the right to monitor, edit or remove any material I store on the system.
- The IUFSO does not guarantee the Network will provide all the information I may need or that the Network will be error free or uninterrupted. Certain web sites may be blocked by the District's Internet filter. Any violation of the regulations may constitute a criminal offense.
- Should I commit any violation, my access privileges may be suspended or revoked and disciplinary action will be taken.

Physical Education

Unless medically excused, all students must participate in Physical Education every semester to meet New York State requirements for graduation. Failed courses must be made up.

All students are required to attend and participate in their assigned PE classes. A student's PE grade consists of effort, participation, sportsmanship, and in some units a written assignment.

Students who attend class but do not have clothes that are safe and appropriate for physical activity will be marked as unprepared. Students need to wear sneakers, athletic shorts, sweats, and t-shirt or sweatshirt. No boots, jeans, denim shorts, belts, jewelry, etc. are permitted.

Students who are medically excused (with a doctor's note) will receive individual written assignments to substitute physical participation. When possible, students will receive alternative physical activities designed for their abilities.

Missing class or being unprepared will result in a deduction of grade points unless the classwork is made up.

National Honor Society Expectations

Membership in the National Honor Society is a privilege based on criteria developed by each individual society, based upon the pillars of scholarship, leadership, service, and character. National Honor Society members must represent Irvington High School with the highest levels of honor and integrity.

Students of Irvington High School are invited to consider candidacy for the Irvington High School Chapter of the National Honor Society after their sophomore or junior year, if they have a GPA of 3.78 or higher, and have attended Irvington High School for a minimum of one semester. Candidates need to have a minimum of 60 hours of service for rising sophomores and 90 hours of service for rising juniors. *(The number of hours have been modified to be 30 and 60, respectively, during the pandemic.)* Candidates also need to show leadership skills and demonstrate good character.

Students who pursue candidacy and are selected for membership are expected to participate actively in our chapter of NHS. This includes attending meetings and participating in NHS projects. Members must also continue to uphold all of the pillars - maintaining a GPA of 3.78 or higher, completing community service on his/her own (in addition to NHS service projects), being a leader and role model, and demonstrating outstanding character. This also means adhering to the Irvington High School Code of Conduct. Any member who does not meet membership obligations risks not being in good standing or potentially dismissal. Any member who violates a law or a school regulation could result in disciplinary action and/or dismissal.

Appeals Procedures

Students may appeal an eligibility decision and appeals will be handled according to the society guidelines and/or charter.

For more information about the Irvington High School Chapter of the National Honor Society, including the By-Laws, Appeals Process, and Candidacy Paperwork, visit the IHS NHS Website: <https://sites.google.com/irvingtonschools.org/ihsnhs/home>.

Clubs and Co-curricular Activities

IHS offers a wide range of clubs for students. Consider becoming part of some of them:

❖	Academic Challenge	❖	Positive Impact Club
❖	Alianza	❖	Robotics Club
❖	All Athletic Sports (Please see the Athletics section for more information)	❖	Science Olympiad
❖	American Comp Science League	❖	Spanish Club
❖	Art Club	❖	Student Council
❖	Asian American	❖	Tech Crew
❖	Biology Club	❖	Theology Club
❖	Chess	❖	Tolkien Club
❖	Chorus	❖	Westchester Youth Congress
❖	Community Service	❖	Wind Ensemble
❖	Debate Club	❖	Yearbook
❖	DECA		
❖	Drama Club		
❖	Environmental Club		
❖	Film		
❖	Flag Team		
❖	French		
❖	Glam4Good		
❖	GSA/LGBTQIA Club		
❖	Investment Club		
❖	Jazz Ensemble		
❖	Jewish Cultural Club		
❖	Latin Club		
❖	Literary Magazine		
❖	Marching Band		
❖	Math Club		
❖	Midnight Run		
❖	Mock Trial		
❖	Model UN		
❖	Music		
❖	National Honor Society		
❖	Paw Print		
❖	People of Color & Allies Student Union		

Athletics

Irvington High School offers an extensive athletic program, which meets the needs of all students. Please see the Athletic Department website for details. The school year is divided into three separate sport seasons and includes the following teams:

FALL TEAMS

Varsity Boys'/Girls' Cross Country

Varsity Football

Varsity & JV Boys' Soccer

Varsity & JV Girls' Soccer

Varsity & JV Girls' Tennis

Varsity Boys & Girls Ice Hockey

Varsity Wrestling

Varsity & JV Volleyball

Varsity Boys' Swimming

Varsity Indoor Track & Field

Varsity Girls' Swimming

WINTER TEAMS

Varsity & JV Boys' Basketball

Varsity & JV Girls' Basketball

Varsity Boys'/Girls' Bowling

Varsity Boys'/Girls' Fencing

Varsity & JV Girls Tennis

SPRING TEAMS

Varsity & JV Baseball

Varsity Boys Golf

Varsity & JV Boys' Lacrosse

Varsity & JV Girls' Lacrosse

Varsity & JV Boys' Tennis

Varsity Outdoor Track/Field

The IUFSD Athletic Program is part of the New York State Public School Athletic Association and must abide by all state rules and regulations governing athletic competitions.

NOTE: In order to participate in athletic events or co-curricular activities on any school day, nine-period attendance is expected.

Codes of Conduct

The disciplinary code outlines the expectations for student behavior at all school and community events. Students should refer to the complete District Code of Conduct which includes provisions defining student dress, language and behavior, a listing of the essential partners, student rights and responsibilities, specifics on prohibited student conduct, definitions, and information regarding penalties and procedures. A copy of the complete [District Code of Conduct](#) is available to all students and parents on the District Website.

The New York State (NYS) *Dignity for All Students* (Dignity Act), Chapter 482 of the Laws of 2010 prohibits harassment and discrimination of individuals on school property, at a school function, or via electronic means that has, or reasonably believe it could have an impact in school based upon a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

Activities Code of Conduct:

Participation in extracurricular activities is a privilege and carries with it certain responsibilities. Participants represent Irvington High School, and they should demonstrate pride and respect for our school. Participants should model citizenship and follow the district's Code of Conduct both in school-related activities and outside of school throughout the school year. Each extracurricular activity and club may have more specific guidelines to supplement the district's Code. Student violations of this code will be subject to review.

Participation in any extracurricular program requires a time commitment. If a student cannot make the full commitment or decides to withdraw from the program, he or she should discuss the situation with the faculty advisor(s).

Attendance:

Students are expected to have strong school and class attendance. In order to participate in after school activities, nine-period attendance is expected.

Students with two or more unexcused class absences within any one quarter may be placed on probation. Five or more class cuts during the quarter may result in ineligibility from participation in extracurricular activities for two weeks. Continued unexcused absences may result in removal from the club.

Academic Eligibility:

Participants in extracurricular programs must remember that academic studies come first. Students who are failing two or more classes will enter a probationary period of five weeks, in which they must demonstrate improved effort and/or achievement or may lose the privilege of participation.

Citizenship

Participants are expected to follow all school rules and model good citizenship.

Any student who is suspended from school will also be ineligible to participate in any after-school activity on or off school grounds during the period of suspension. Any student who receives a disciplinary referral may be removed from any official office or leadership position within a club. Further disciplinary action may result in removal from the extracurricular program, assignment of community service, or loss of other club privileges.

Appeals Procedures

Students may appeal an eligibility decision by submitting a written request to the club/activity advisor. The Eligibility Committee, comprised of an administrator, two or more teachers, and a student, will convene to review the student's appeal.

All members in extracurricular programs are responsible for abiding by the guidelines set forth; it is expected that participants and their parents or guardians discuss these expectations and sign the notice of acknowledgement.

Clubs and activities with national governing organizations will communicate and follow those guidelines, in addition to those set forth in this document.

Academic Integrity:

Honesty is the ability to tell the truth, even under pressure, and integrity is the dedication to do what is right. It is expected that all members of the Irvington High School community will act in an honest and ethical manner, displaying academic integrity at all times.

Plagiarism:

Plagiarism is using someone else's words or ideas and presenting them as your own. This is a form of academic fraud. Failing to give credit to others by indicating the source of the ideas or work in a proper citation is an example of being dishonest and cheating. This also may violate the legal rights of others. Plagiarism is more than simply copying compositions or papers, it also includes using, referencing, or copying parts or all of another person's work into your own assignment without crediting the source.

Plagiarism includes:

- copying and pasting from the Internet or any other source without citing the source and including quotation marks around these borrowed words. This can include, among other things, the following: text, music, drawings/pictures, video clips, maps, ideas, Power Points, tables/charts/figures, and interviews. Possible sources include books, magazines, newspapers, movies, web pages, letters, advertisements, TV programs, blogs, other people, or any other medium or source;
- copying and editing someone else's words by reordering the words in the sentence or by using synonyms to express the other person's ideas/words. To paraphrase a source, we must present the ideas entirely in our own words, not simply change a few words;
- copying or taking from another person's homework or assignment, either in part or in its entirety.
- copying someone else's ideas without crediting the source (this includes copying from Spark Notes, Cliffs Notes, or other study guides)
- submitting papers written by others (this includes siblings, friends, etc., with or without their knowledge)
- submitting the same paper for more than one class
- downloading entire or parts of research or term papers from the Internet

All work or ideas taken from other sources, even if you paraphrase the words, must be properly cited in accordance with your teacher's requirements.

If you are not sure how to do this, it is your responsibility to ask your teacher to explain how he/she wants work cited. The school librarian can also assist you with this.

Other Examples of Academic Dishonesty include:

- copying from other people during exams;
- obtaining examination materials prior to test distribution;
- using or possessing cheat sheets or other written resources;
- using electronic equipment, including graphing calculators, cell phones, iPods, smart watches, MP3 players, recorders, devices, copy of unauthorized information, etc., to obtain, store, transmit or copy information or material to assist you or another person during a quiz, test, exam, or any other assessment; or
- allowing others to copy your work, give others answers to use as their own, or obtain answers from a tutor, sibling, family member, etc. on a graded essay or assignment.

All instances of academic dishonesty will be reported to school administration.

Consequences for academic fraud may include:

- A grade of “0” on the assignment or exam
- Completing the “How NOT to Plagiarize Workshop” with the librarian
- In-school suspension
- Community service
- Restriction from participation in extracurricular activities and organizations
- Dismissal from an Honor Society

Repeat offenders of academic dishonesty will face more serious consequences.

Dress Code

The Board of Education of the Irvington Union Free School District (7310.vi) believes that learners should dress with the intention to promote and engage in a positive learning environment. The primary responsibility for this resides with the student and parents or guardians. Student attire must ensure the health and safety of all students, and it should support a student's ability to access their education without substantially disrupting school activities. This [policy](#) is intended to provide guidance to students, parents and staff.

MINIMUM REQUIREMENTS:

- Clothing must cover undergarments, bra straps excluded.
- See-through garments must not be worn without appropriate coverage underneath.
- Headwear must allow the face to be visible and not interfere with the line of sight to any student or staff.
- Clothing must be functional for the environment and suitable for all school activities including but not limited to physical education, athletics program, science labs, art, and other activities where unique hazards exist.
- Footwear must be worn at all times and chosen with safety in mind.

ADDITIONAL REQUIREMENTS

- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict violent language or images of firearms, profanity, pornography, nudity or sexual acts.
- Clothing may not use or depict hate speech, or images or language that creates a hostile or intimidating environment by targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, weight, or any other protected groups.
- Clothing, including gang identifiers, must not threaten the health or safety of any other students or staff.

DISCIPLINE RELATED TO DRESS CODE VIOLATIONS

Students who do not adhere to these requirements will not be allowed to attend class.

Administrative personnel have the authority to require a student to change their attire if it violates this dress code. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.

Behavioral Expectations:

- **Electronic Devices:** During classes, teachers may require that all cell phones be stored in a communal place until class is over, otherwise cell phones must be set on silent mode or turned off entirely and may not cause interference to the learning process. Students may also bring their personal devices for use in classes, with teacher permission, and may access the District's wi-fi. No laser pointers or other similar items are permitted at school. Electronic devices may be used in the cafeteria and during free periods responsibly and appropriately, or with specific teacher permission. Please understand students are solely responsible for the safe-keeping of these devices.
- **Personal possessions:** It is strongly recommended that all items of value be left at home. If an item of value must be brought to school, it is strongly recommended that it remain locked in the student's locker throughout the school day. The school is not responsible for lost or stolen items.
- **Food:** Students may eat in the cafeteria, the Quad or the Atrium. Students are responsible to clean up after themselves.
- **Quad:** The quad is a "common area" shared with the Middle School and students must respect other people's rights while there. Activities that damage property or that inconvenience or endanger others are not permitted.
- **Hallways:** When moving through the halls, students must not distract teachers, classes or other students. Students must not run, play, loiter, litter, use profanity, eat, or drink in the hallways.
- **No Smoking/Vaping:** IHS is a smoke-free/Vape-free school. Students may not possess or use tobacco products or smoking-related accessories including e-cigarettes, vaping devices and/or other paraphernalia anywhere on campus, inside or out.

This section seeks to provide a clear understanding among the IHS community of its mutual rights and responsibilities. Concurrent with those rights, there exist responsibilities that must be respected to prevent infringement of the rights of others. This handbook is meant to describe the kind of behavior expected of students at Irvington High School, rather than to list every offense and consequence to every action committed by a student.

Board of Education Regulations

Our goal as a school system is to provide a supportive and safe environment for all who study, work, or visit in our schools. Through respect and responsibility for ourselves and others, we expect that IUFSO will continue to be recognized for exemplary programs and for caring about each individual. It is with these goals in mind that the Board of Education has adopted the rules and regulations listed below. The following are prohibited on school property, school buses, or in connection with school activities:

- Gambling and/or gambling paraphernalia (e.g. dice, cards, etc.)
- Theft or extortion
- Assault, fighting, instigating, encouraging or supporting an assault or fight
- Damaging school or personal property
- Bullying, repeatedly insulting, intimidating or harassing others
- Using threats, curses, or insults
- Possessing any dangerous weapon, such as knives, guns, fireworks, clubs, chains, or any other article likely to be used to hurt others
- Disrupting any class or school activity
- False alarms or bomb threats
- Interfering with the lawful activities of others
- Possessing, selling, or using alcohol or any illegal drug
- Violating the rules of the district or the school dealing with smoking, class attendance, public displays of affection, appropriate dress, and the use of motor vehicles on school property
- Defying appropriate school authority, insubordination
- Smoking or possession of tobacco products, lighters, matches or smoking paraphernalia, e-cigarettes, hookah pens and any other electronic paraphernalia.
- Encouraging others to do any of the above

In addition, a student may be subject to discipline for conduct constituting a crime or other conduct committed on or off school grounds.

Disciplinary Procedures

In most cases, teachers will be responsible for student discipline through their own effective classroom management. They will refer to the administration any student who commits a serious breach of school regulations or who is a continual disruption. Parental involvement will be requested, whenever possible, in the early stages of any problem handled by an administrator. The counseling department and school psychologists will assist in working with students having impulse control problems.

When possible, discipline will be applied in the area where the violation occurred, for example, violation of bus regulations may result in curtailment of bus privileges. Each case of a violation of district or school rules will be reviewed individually, and appropriate and reasonable penalties will be determined by the administrative staff.

Co-curricular clubs and athletic teams fall under the auspices of the Code of Conduct. Any reports of school misconduct that result in school consequences may result in co-curricular and/or athletic consequences as well. Any misconduct that takes place in co-curricular activities or athletics may result in a school consequence in addition to any co-curricular consequence that is assigned.

Participation in the prom and graduation ceremony is a privilege and can be jeopardized based on a student's discipline record.

Student lockers, cars parked on school property, backpacks and students' cell phones may be searched by school personnel if there is reasonable suspicion of a violation of the District Code of Conduct.

Penalties for Cutting Classes

- Students more than 20 minutes late to class without a pass are considered cutting class and will be marked unexcused on their attendance.
- Cutting class can result in a student losing privileges and being assigned detention.

Lateness Policy

- Students who arrive to class late after the start of class will be marked Late with the time they arrived in class. Students late in excess of 20 minutes without a pass, will be marked unexcused and will count toward the minimum attendance requirements.
- Repeated latenesses will be discussed with parents and can result in detention

IHS Code of Conduct

Purpose

The Irvington High School's philosophy of discipline is based on the belief that teaching students to be responsible is an ongoing process that will help them to internalize values and help them make sound ethical and moral judgments.

Irvington High School is a community of individuals who are expected to demonstrate respect, sensitivity and openness to others. These attitudes lead to an active concern for ourselves, our community and the world around us. Our goal for school discipline is to provide a structure that promotes this sort of empathy, learning and academic success.

The Irvington High School community strives to help our students develop:

- A positive and accepting attitude towards self and others;
- Respect for the rights and welfare of others;
- A capacity for self-motivation and self-discipline;
- A high level of self-esteem and self-respect.

To accomplish this, all members of the IHS community must have an understanding of our corrective disciplinary procedures which are designed to prevent disruptive actions and foster constructive, pro-social behaviors that are conducive to a high-functioning learning environment.

Basis

The following document provides a summary of the IUFSD Code of Conduct that is appropriate to the High School and its students.

Responsibilities

Ideally, conduct is self-directed and self-regulated. In order to assure an orderly environment in which each person may live and learn to his or her full capabilities, students, teachers, administrators and parents must share the responsibility for helping students develop this sort of autonomy. One responsibility shared by all groups is that of being a good citizen. As such, it is the duty of all, especially staff and students, to help maintain a positive environment by refusing to tolerate behaviors by others that take away from such an environment. It is the expectation of our school that students and staff will hold themselves to the highest standards, take appropriate actions, including the reporting of infractions, to ensure that all can hold themselves as models of personal conduct and promote the highest level of academic success.

To that end, Student Responsibilities include:

- Contribute to maintaining a safe, supportive and orderly school environment that is conducive to learning and to show respect to other persons and to property;
- Wearing a face mask at all times except during supervised and approved mask breaks and when eating lunch;
- Maintaining proper social distancing at all times;
- Demonstrating respect for the well-being of others by practicing healthy hygiene such as regular hand washing and properly blocking sneezes and coughs;
- Following all posted hallway and stairway traffic directions;
- Not sharing food, beverages, instructional materials and supplies or personal items with others;
- Always reporting when one is not feeling well to the school nurse;
- Log into your Google meeting at the scheduled time if/when applicable.
- Remain in a Google meeting only if the teacher is present if/when applicable.
- Be sure you have all the supplies you need before class begins.
- Mute your microphone when not speaking if/when applicable.
- Cameras must be turned on during all class or group meetings if/when applicable..
- Be respectful to the teacher and the other students by staying fully engaged during the entire class.
- Do not take recordings, photos, screenshots of class meetings, videos, etc.
- Daily attendance, consistent completion of school work and participation in all class activities are required.
- Read and understand student rights and responsibilities as outlined in the IUFSD Code of Conduct;
- Obey school rules and regulations;
- Accept responsibility for their actions;
- Respect the rights of students, staff and property;
- Attend school regularly, consistently and punctually;
- Show consistent effort in all academic pursuits;
- Work to foster a positive school climate;
- Cooperate with school staff to ensure a safe environment for learning and growth.

School Personnel Responsibilities include:

- Adherence to building level protocols and rules for safety;
- Maintenance of building level protocols and rules for safety;
- Effective communication of student behavioral expectations;
- Patient reminders of new protocols.
- Participation in the establishment of school rules;
- Thorough and accurate explanation of rules;
- Encouragement of students to discuss their problems;
- Developing and implementing lessons that are challenging and appropriate;
- Use of appropriate classroom management techniques;
- Modeling of appropriate behaviors;
- Reflecting personal enthusiasm for teaching and learning and a genuine concern for the individual student;
- Fair, firm and consistent enforcement of school rules;
- Giving appropriate positive reinforcement for good decision making;
- Referral to a counselor, psychologist or administrator of any student whose behavior requires special attention;
- Seeking cooperative relationships with parents;

Parent/Guardian Responsibilities include:

- Encourage your child to be as independent as possible including logging in, participating in lessons and completing assigned work.
- Provide a quiet space, free from distractions for your child to meet with their class and when completing assignments;
- Allow the teachers to work with all students present. If your child needs support beyond what is offered in class, have them sign up for time during the teacher's scheduled extra help.
- Encourage your child to work through challenges and frustration. Remember that they do this on their own every day that school is in session!
- Respect the privacy of all students, including your child, and refrain from participating in the lesson or discussing anything you may overhear during a live class.
- Do not take recordings, photos, screenshots of class meetings, videos, etc.
- If you need to speak with the teacher, reach out to them using email.
- Communicate educational, social, emotional or technical needs to student counselor;
- Being certain that all student absences are properly excused;
- Teaching students a respect for the law, the authority of the school and a fundamental respect for others;
- Guide development of socially acceptable standards of behavior;
- Demonstrate an enthusiastic attitude by involving themselves in school activities and curricula;
- Reviewing schools rules with the student and discussing consequences of any violations of these rules;
- Initiate communication with appropriate staff regarding concerns and expectations.

Prohibited Student Conduct and Disciplinary Consequences

When self-discipline fails or self-control falters, a disciplinary response, if imposed, is designed to protect the rights of others and modify inappropriate behaviors. The nature of such a response is determined following the evaluation of several factors including: the severity of the offense, the age of the involved student(s) and each student's prior disciplinary history. Listed below are prohibited student behaviors along with possible disciplinary consequences. The detailed infractions and their consequences do not compose a complete list of possible violations but merely serve as examples to highlight the three different categories of poor student conduct: **Actions That Are Disorderly**, **Actions That Are Disruptive** and **Actions That Endanger**.

Actions That Are Disorderly:

Incidents at this level are those that create brief distractions or disturbances to the climate of a classroom or the school building. Students who witness events that fall into this category should report them to a teacher or staff member for an investigation. The frequency and severity of these behaviors will impact the disciplinary response and could potentially raise them to the level of a Disruptive Action.

- Disrespectful language or gestures;
- Failure to clean up after oneself;
- Violation of school dress code;
- Littering;
- Graffiti;
- Dishonesty;
- Use of cell phone or other electronic device without teacher permission;
- Repeated failure to follow teacher instructions;
- Unexcused lateness to school or class.

Possible Disciplinary Consequences:

- Warning
- Temporary Removal From Class
- Disciplinary Conference
- Detention

Actions That Are Disruptive:

Misbehaviors at this level have serious and negative impacts on the climate of the school. Continued disorderly behaviors will be considered disruptive behaviors. The implications of disruptive behaviors may create a wide spectrum of obstacles, from those that impact small populations to the school to those that interfere with the progress of the entire school itself. If events such as these are observed, they are reported to an administrator who will, in turn, conduct a complete investigation and then determine the appropriate disciplinary response and inform the student and parent/guardian.

- Failure to follow teacher directive during in-person or distance learning;
- Failure to follow distance learning guidelines, including muting of camera, inappropriate or disruptive use of chat feature, inappropriate or disruptive use of background imagery;
- Any online behavior that creates an obstacle between any student and the distance learning content;
- Repeated disorderly behaviors;
- Loud or disruptive behavior in the class or hallways;
- Plagiarism/Cheating;
- Bullying;
- Cutting class/excessive tardiness;
- Using ethnic, religious, racial or sexual slurs or otherwise using language to impugn or injure;
- Fighting;
- Gambling;
- Leaving school without permission;
- Minor physical altercations;
- Possession of indecent materials or objects that cause disruption;
- Invasion of student/teacher privacy;
- Threatening behaviors;
- Use of tobacco products, e-cigarettes, or any vaporizing devices on school property or at school sponsored events.

Possible Disciplinary Consequences:

- Detention
- Disciplinary Conference
- Suspension from school (in or out)
- Temporary withdrawal of privileges
- Exclusion from school trip/activities, per protocols outlined in the Activity Code of Conduct
- Confiscation of inappropriate materials
- Academic consequences, where appropriate

Actions That Endanger:

Violations at this level are acts that are very serious and represent a direct and immediate threat to the welfare of others. In most cases, such acts require administrative action that calls for the immediate removal of the student from school and possible intervention by the police. After a complete investigation, the principal meets with all involved and initiates procedures according to established policy for excluding the student from school. The parents and superintendent are notified immediately. A record is made of the event and is kept on file at the school and is submitted to the superintendent.

- **Taking a photographic or video image of a student or teacher during distance learning, unless directed by the teacher;**
- **Stringent adherence to district Acceptable Use Policy/ Remote Acceptable Use Policy;**
- **Failure to follow state/local health guidelines regarding masks, social distancing or proper hygiene;**
- **Failure to follow building level protocols regarding hallway behaviors;**
- Impeding another student's ability to follow state/local health guidelines regarding masks, social distancing or proper hygiene.
- Severely disruptive behaviors;
- Arson;
- Possession/use of fireworks;
- Possession/use of a weapon (as defined by the IUFS Code of Conduct) on school property or at school-sponsored events;
- Possession, providing, selling or use of any illegal chemical substances, unprescribed controlled substances and/or alcohol on school property or at school-sponsored events;
- Physical aggression towards another student or staff member;
- Theft;
- Sexual Assault;
- Tampering with fire alarm, extinguisher or AED

Possible Disciplinary Consequences:

- Temporary withdrawal of privileges
- Exclusion from school trip/activities, per protocols outlined in the Activity Code of Conduct
- Detention
- Out of School Suspension
- Suspension of school in excess of five days
- Superintendent's Hearing under Sect. 3214 NYSED Law
- 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.
- Placement in an interim alternative education 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 school function, is determined not to be related to his/her disability.

- Permanent suspension

Enforcement of Rules & Regulations

The principal is responsible for deciding if a rule has been broken. Students who break rules may be suspended for up to five days and referred to the Superintendent of Schools, which can result in a long-term suspension from school. Hearings before the Superintendent are closed to the general public and all records of them are kept confidential. At Superintendent's Hearings, persons charged with violating the rules described on the preceding pages may be represented by an attorney, may be accompanied by a parent or others, have the right to present witnesses and other evidence, and may cross examine witnesses who testify against them. Administrators, faculty, staff, or visitors who break any of the aforementioned rules or violate the IUFSD Code of Conduct in any way may be disciplined under the appropriate Education Law or Civil Service Law or in appropriate criminal or civil proceedings.

Note: This handbook contains only a summary and it is not intended to replace the complete Code of Conduct for the IUFSD