

# 2025-2026

## IRVINGTON HIGH SCHOOL

### STUDENT HANDBOOK

IRVINGTON HIGH SCHOOL  
40 North Broadway  
Irvington, NY 10533  
914-269-5412

Principal	Jonathan Hirsch
Assistant Principal	Sara Rust
Dean of Students	Ferhad Razzak
Director of PE, Health and Athletics	John Buonamano
School Counselors	Andrew Lund Heather Attenello-Chair Kyle DeBatte Francesca Pulice
Psychologists	Noreen Sabia Kristen Birchard
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    Steven Balet    Beth Propper    Jayne Wissner**

**Superintendent of Schools: Dr. Mara Ratesic**

**Assistant Superintendent for Curriculum & Instruction: Dr. Scott Wynne**

**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.)*

# Table of Contents

<b><u>School Calendar</u></b>	5
<u>Irvington High School Environment</u>	6
<u>Student Rights and Responsibilities</u>	7
<u>Student Council</u>	8
<u>Bell Schedules</u>	9
<u>The School Day</u>	12
<u>Busing</u>	
<u>Senior Parking</u>	
<u>Lockers</u>	
<u>Inclement Weather</u>	
<u>Lost and Found</u>	
<u>Working Papers</u>	
<u>Cell Phone Rules</u>	14
<b><u>Attendance Policy</u></b>	16
<u>Absences</u>	
<u>Medical/Personal Appointments</u>	17
<u>Lateness</u>	
<u>Road Tests</u>	
<u>College Visits</u>	
<u>Students Sick While at School</u>	
<u>Extended Illness</u>	18
<u>After School Activities</u>	
<u>Field Trips</u>	
<b><u>Counseling</u></b>	19
<u>Mission</u>	
<u>Vision for our students' success</u>	
<u>Counselor Assignments</u>	
<u>Direct Services</u>	
<u>Indirect Services</u>	
<u>Additional Information</u>	
<u>Academic Requirements for Graduation</u>	20
<u>Grades</u>	22
<u>High Academic Achievement</u>	
<u>Extra Help</u>	24
<u>Earning College Credit</u>	
<u>Schedule Changes</u>	
<u>Ranking</u>	
<u>School Records</u>	25

<a href="#"><u>Library Media Center and Virtual Library</u></a>	26
<a href="#"><u>Computer and Other Technology</u></a>	27
<a href="#"><u>Acceptable Use Policy</u></a>	
<a href="#"><u>Physical Education</u></a>	29
<a href="#"><u>National Honor Society</u></a>	30
<a href="#"><u>Clubs and Co-Curricular Activities</u></a>	31
<a href="#"><u>Athletics</u></a>	32
<a href="#"><u><b>Code of Conduct</b></u></a>	33
<a href="#"><u>Activities Code of Conduct</u></a>	
<a href="#"><u>Academic Integrity</u></a>	35
<a href="#"><u>Dress Code</u></a>	37
<a href="#"><u>Behavioral Expectations</u></a>	38
<a href="#"><u>Board of Education Regulations</u></a>	39
<a href="#"><u>Food Deliveries</u></a>	40
<a href="#"><u>Disciplinary Procedures</u></a>	40
<a href="#"><u>Code of Conduct Purpose</u></a>	41

## **School Calendar**

**2025-2026**

September 2	First Day of School
September 23-24	School Closed: Rosh Hashanah
October 2	School Closed: Yom Kippur
October 13	School Closed: Columbus Day / Indigenous People's Day
October 20	School Closed: Diwali
November 4	Election Day / SCD
November 11	School Closed: Veteran's Day
November 26	Early Release
November 27-28	School Closed: Thanksgiving Recess
December 22-January 2	School Closed: Holiday Recess
January 5	School Reopens
January 19	School Closed: Martin Luther King, Jr. Day
February 16-20	School Closed: Winter Recess
March 20	Eid al-Fitr-SCD
March 30-April 3	School Closed: Spring Recess
May 25	School Closed: Memorial Day
June 19	School Closed: Juneteenth
June 25	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, both as a student and in your relationships, 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 of students or staff if given specific permission to do so.
- ❖ Understand that being in possession of or sharing images or videos of people, even if if you did not create them or obtained them through social media, without their permission is also a violation
- ❖ Understand and follow all the rules set forth in this handbook, as well as those established by your teachers. If given a directive, follow it in the moment and please follow up with an adult after if you have concerns or questions.

# 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 expression, 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. Rest assured that 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.

## **Student Issued Resources:**

Our residents/taxpayers pay for your 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 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	Max Baron Adam El-Hakim Daisy Hodges August Mollo Jonah Schneider	President Vice-President Treasurer/Secretary Media Liaison Assoc Media Liaison
2026 (Seniors)	Julia Welter Maddie Okun Soren DeYonker Luke Calabrese Sabrina Pasternak	President Vice-President Treasurer/Secretary Representative Representative
2027 (Juniors)	Jonah Tubman Petra Rancic Anya Foley Justin Barger Navin Vasudev	President Vice-President Treasurer/Secretary Representative Representative
2028 (Sophs)	Isabelle O'Reilly Samuel Lee Paul Van Haetsdaele Brooke Lee Henry McFeetors	President Vice President Secretary/Treasurer Representative Representative
2029 (9th Graders)	Annika Ziff Glueck Marina Foley Elijah Sirulnik Charley Adler Paxton Kitcharayothin	President Vice President Secretary/Treasurer Representative Representative



## Bell Schedule

### Regular Schedule

<b>DAILY</b>	<b>BEGINS</b>	<b>ENDS</b>
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 3, 4, 5, 6, and 7. 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

<b>DAILY</b>	<b>BEGINS</b>	<b>ENDS</b>
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**

<b>DAILY</b>	<b>BEGINS</b>	<b>ENDS</b>
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**

<b>DAILY</b>	<b>BEGINS</b>	<b>ENDS</b>
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**

<b>DAILY</b>	<b>BEGINS</b>	<b>ENDS</b>
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**

<b>DAILY</b>	<b>BEGINS</b>	<b>ENDS</b>
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 and/or additional consequences in line with the Code of Conduct.

## 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 **Designated area** in the Immaculate Conception Church/John Cardinal O'Connor School campus. 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 HAVE THEIR IC ACCOUNT LOCKED AND WILL JEOPARDIZE THEIR SENIOR PARKING PERMIT PRIVILEGES.**

## Access for Students with Handicaps

Irvington High School is accessible to all people.

**Lockers**

Every student is assigned a locker. We encourage students to use their assigned locker to store their personal items. As per our [cellphone policy](#), all cell phones must be stored in lockers during the school day.

**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](mailto: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 racks 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, air pods, jewelry etc., 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.

# IHS Cell Phone Rules: Student Guide

## The Basics

You can't use your cell phone or any internet-connected device during the school day. This rule is based on state law and Board Policy 5695. It includes cell phones, tablets, laptops, smartwatches, headphones, gaming devices, and anything else that can go online. Devices the school gives you for learning are allowed for schoolwork.

## Where Your Phone Goes

When you arrive at school, turn off your cell phone and put it in your locker.\*\* You can't keep it in your backpack or pocket. It must stay there until dismissal. Other electronics like headphones or internet-enabled calculators should also be stored in your locker\*\* or backpack and kept silent unless your teacher says you can use them.

**\*\*Every IHS student has been assigned a locker. The locker number and combination will appear on the bottom of your schedule.**

## When You Can Use Your Phone

You may only use your phone or other internet-connected devices:

- On a school trip if your principal or a staff member says it's okay
- If you leave campus for lunch or an appointment
- After school for sports, clubs, or activities
- If it's in your IEP or 504 Plan
- For translation help that's been approved
- For medical needs (with documentation)
- In rare cases approved by the MTSS team

## How Parents Can Contact You

If your family needs to reach you:

- **Urgent:** They should call the Main Office, and you'll be called down.
- **Not urgent:** They can call or email the Main Office and leave a message.

## **What Happens If You Break the Rules**

- **Using your phone when you shouldn't:** Your teacher will tell an administrator, your phone will be taken until the end of the day, and your parent and/or guardian will be contacted.
- **Lying about storing your phone:** You'll get a disciplinary referral, your phone will be held until the end of the day, and the situation will be reviewed for insubordination.
- **Repeated issues:** Your parents will meet with an administrator, and you could face more serious consequences.
- **Refusing to hand over your phone:** The situation will be treated as insubordination, your parents will be contacted, and consequences may include suspension.

## 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.

**9<sup>th</sup> & 10<sup>th</sup> graders are not allowed to leave campus during the school day.**

**11<sup>th</sup> & 12<sup>th</sup> 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](mailto: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. 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.

## Lateness

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 their 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 2<sup>nd</sup> 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 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 9th-grade student will work with a dedicated counselor who specializes in the high school transition. For students in grades 10-12, a team of three upperclass counselors are assigned based on a proportional distribution of each class to ensure consistent support throughout the students' final three years. This model allows for specialized attention for incoming students while maintaining continuity for upperclassmen.

## **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, career development activities, educational planning, goal setting, and post secondary exploration.

## **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 <sup>1A</sup>	1
Math	1	65	1	65	1	65	1	55 <sup>1A</sup>	1
Science	1	65	1	65	1	65	1	55 <sup>1A</sup>	1
Social Studies	1	65	1	65	1	65	1	55 <sup>1A</sup>	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 <sup>1A</sup> if Regents Exam	1 or CDOS

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 <sup>(**)</sup>
Visual Art, Music, Dance, and/or Theater	1
Physical Education <i>(participation each semester)</i>	2
Health	0.5
Electives	3.5
<b>Total</b>	<b>22</b>

(\*\*) 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 B 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](#) 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](#) 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:

<b>IHS Progress Report and Report Card Schedule</b> <b>2025-2026</b> <b>For Families</b>
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Beginning	End	Campus Portal Closing and Opening Dates	Report Cards available on Campus Portal by 3pm on:
<b>1<sup>st</sup> Quarter Grade Update</b>			
All grades updated by 3pm on October 3rd			
<b>1<sup>st</sup> Quarter Report Card</b>			
9/2/25	11/5/25	11/5/25-11/10/25	11/14/25
<b>2<sup>nd</sup> Quarter Grade Update</b>			
All grades updated by 3pm on December 8th			
<b>2<sup>nd</sup> Quarter Report Card</b>			
11/6/25	1/26/26	1/26/26-1/30/26	2/3/26
<b>3<sup>rd</sup> Quarter Grade Update</b>			
All grades updated by 3pm on March 3rd			
<b>3<sup>rd</sup> Quarter Report Card</b>			
1/27/26	4/10/26	4/10/26-4/15/26	4/17/26
<b>4<sup>th</sup> Quarter Grade Update</b>			
All grades updated by 3pm on May 8th			
<b>4<sup>th</sup> Quarter Report Card</b>			
4/13/26	6/12/26	6/12/26-6/25/26	6/30/26

## 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.

1. 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](http://www.collegeboard.com). See your school counselor for details. Please note that students must 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.
2. 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 **Quarter 2 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 IUFSD, 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.

## Other Shared Spaces

- Other shared spaces include the atrium, Academic Commons, and courtyard
- Eating is allowed in these spaces, however it is your obligation to dispose of trash and clean up after yourself. Please let an adult know if attention from a custodian is needed
- Similarly, it is the students' responsibility to monitor their noise level. These spaces are shared so volume must be kept at a level that works for everyone.

## 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 or ethnic slurs or any other language that could be deemed hurtful and/or inappropriate. 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 or class assignments).

**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 IUFSB 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. 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, Apparels 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
- ❖ Alianza
- ❖ All Athletic Sports (Please see the Athletics section for more information)
- ❖ American Comp Science League
- ❖ Ancient Greek Club
- ❖ Art Club
- ❖ Asian American Pacific Islander
- ❖ Book Club
- ❖ Chess Club
- ❖ Chorus
- ❖ Community Service
- ❖ Debate Club
- ❖ DECA
- ❖ Drama Club
- ❖ Dungeons and Dragons
- ❖ Film Club
- ❖ Flag Team
- ❖ French Club
- ❖ Glam4Good
- ❖ GSA/LGBTQIA Club
- ❖ Jazz Ensemble
- ❖ Jewish Cultural Club
- ❖ Latin Club
- ❖ Literary Magazine
- ❖ Marching Band
- ❖ Marine Club
- ❖ Math Club
- ❖ Midnight Run
- ❖ Mock Trial
- ❖ Model UN
- ❖ Music Club
- ❖ National Honor Society
- ❖ Paw Print
- ❖ People of Color & Allies Student Union
- ❖ Positive Impact Club
- ❖ Robotics Club
- ❖ Science Olympiad
- ❖ Student Council
- ❖ Tech Crew
- ❖ Tolkien Club
- ❖ Wind Ensemble
- ❖ Yearbook

## 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 Field Hockey  
Varsity Football  
Modified Football (9th Gr. Only)  
Varsity & JV Boys Soccer  
Varsity & JV Girls Soccer  
Varsity Girls Swimming  
Varsity & JV Girls Tennis  
Varsity & JV Volleyball

### WINTER TEAMS

Varsity & JV Boys Basketball  
Varsity & JV Girls Basketball  
Varsity Boys & Girls Bowling  
Varsity Boys & Girls Fencing  
Varsity Gymnastics  
Varsity Boys Ice Hockey  
Varsity Boys Swimming  
Varsity Boys & Girls Skiing  
Varsity Boys & Girls Indoor Track  
Varsity Wrestling

### SPRING TEAMS

Varsity & JV Boys Baseball  
Varsity Girls Flag Football  
Varsity Golf  
Varsity Boys Lacrosse  
Varsity & JV Girls Lacrosse  
Varsity & JV Girls Softball  
Varsity & JV Boys Tennis  
Varsity Boys & Girls 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. See [Athletic Handbook](#) for specific rules & expectations.



## **Code 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. See [Athletic Handbook](#) for specific rules & expectations.

**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—including from AI—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, slide shows, 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, AI, 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 technology or seeking to obtain, store, transmit or copy information or material to assist you or another person during a quiz, test, exam, or any other assessment
- 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.
- While authentic collaboration is encouraged, sharing work with peers as a shortcut is prohibited

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
- Completion of reflection assignments
- 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 with slogans that create hostile work environments are similarly prohibited.
- 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:** Students must keep their cell phones and smartwatches in their lockers for the entire school day, as required by New York State. You cannot bring your own laptop, tablet, or other personal device for schoolwork — you will use a school-issued Chromebook or laptop instead. Personal internet-enabled devices, such as AirPods, wireless headphones, or other similar items, may be kept in your backpack but cannot be used anywhere on campus during the school day unless directed by a teacher. Laser pointers and similar items are not allowed. You are responsible for keeping any personal items you bring to school safe.
- **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, Academic Commons, 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, or use profanity.
- **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 IUFSD 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, and/or appropriate dress.
- 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.

## **Food Deliveries**

In recognition of the New York State Free Lunch Program and the New York State cell phone ban, food deliveries may be prescheduled **ONLY** by sophomores, juniors, and seniors. Deliveries must be arranged in advance and picked up at the designated location without disrupting the school day. Students may not access their cell phones during the school day for food deliveries or for any other purpose, unless they are leaving campus. Beginning with the Class of 2029, food deliveries to Irvington High School will no longer be permitted, with the exception of those made by a parent and/or guardian.

Students who violate this procedure will be subject to disciplinary action.

## **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;
- Demonstrating respect for the well-being of others by practicing healthy hygiene
- such as regular hand washing and properly blocking sneezes and coughs;
- Always reporting when one is not feeling well to the school nurse;
- Be sure you have all the supplies you need before class begins.

- Be respectful to the teacher and the other students by staying fully engaged during the entire class.
- 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
- 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 work through challenges and frustration. Remember that they do this on their own every day that school is in session!
- 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 other;
- Guide development of socially acceptable standards of behavior
- Demonstrate an enthusiastic attitude by involving themselves in school and extra curricular activities
- 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 on campus during the school day
- 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 directives
- 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 that targets someone in a protected class
- Fighting
- Gambling
- Leaving school without permission. 11th and 12th graders may leave campus during a lunch or free period.
- 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
- 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.

- Stringent adherence to district Acceptable Use Policy/
- Failure to follow building level protocols regarding hallway behaviors
- Severely disruptive behaviors
- Arson
- Possession/use of fireworks
- Possession/use of a weapon (as defined by the IUFSD 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***