



**STUDENT  
HANDBOOK  
2021 - 2022**

**EAST ROCKAWAY JUNIOR/SENIOR HIGH SCHOOL**  
**443 Ocean Avenue**  
**East Rockaway, New York 11518**  
**887-8300**

**BOARD OF EDUCATION**

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Mr. Gary Gregory, Director, Physical Education, Health and Athletics  
Mr. Peter Ceglie, Chairperson, Fine & Performing Arts  
Ms. Dame Forbes, Chairperson, Science  
Mr. William Gibbons, Chairperson, English & Social Studies  
Mr. Joseph Polite, Chairperson, Math  
Mr. Russell Pajer, Dean of Students

**GUIDANCE DEPARTMENT**

Mrs. Janna Bonacorsi, Director  
Ms. Megan Librizzi, Counselor  
Ms. Jennifer Melecio, Counselor  
Ms. Donna Robbins, Counselor

September 2021

Dear Families:

It is my privilege to welcome you to the 2021-2022 school year. This handbook has been assembled to inform you of the rules and regulations of our school, as well as our academic and extracurricular activities. Please use it to assist in planning a successful Junior/Senior high school career.

As required by the State Education Department, this handbook also contains a summary of our district's code of conduct. The code of conduct in its entirety is available in the Main Office and the district website:

[www.eastrockawayschools.org](http://www.eastrockawayschools.org).

As you know, students are here to learn. In turn, we hold a high standard of self-control, respect, sensitivity and maturity in all areas of our campus – classrooms, halls, cafeteria, assemblies and on school grounds. Consistency, fairness and good common sense will eliminate most problematic situations.

Please review this handbook carefully. I look forward to getting to know you and helping to guide you in fulfilling our mutual quest for achievement and excellence.

Sincerely,



Richard Schaffer  
Principal

**The policies, rules and regulations listed in this handbook are in effect as of the printing of this document and are subject to revisions and changes. Parents and students will be made aware of any changes in a timely fashion.**

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## Important People to Know

- Mr. Schaffer, Principal - Main Office  
Mrs. Catapano, Secretary – Principal’s Office  
Mrs. Torborg, Secretary – Main Office  
Mrs. Serrano (Attendance) - Main Office
- Ms. Terranova, Assistant Principal (Grades 7-9) – Middle School Office (Chair - World Languages)  
Mrs. Hernandez, Secretary
- Dr. Krauz, Assistant Principal (Grades 10-12)- Room 226 (Chair – Business & Technology)  
Mrs. Hickey, Secretary
- Mrs. Bonacorsi, Director of Guidance – Guidance Office  
Ms. Melecio, Guidance Counselor – Guidance Office  
Ms. Librizzi, Guidance Counselor – Guidance Office  
Ms. Robbins, Guidance Counselor – Guidance Office  
Ms. Daube, Secretary – Guidance Office  
Mrs. White, Secretary – Guidance Office
- Mr. Kennedy – Assistant Director, Pupil Personnel Services - Room 223  
R. Pzena, Psy.D., Psychologist, Psychologist Office - Room 206  
Ms. Mednick, Social Worker – Social Worker Office-Main Hallway, Next to Guidance Office  
Ms. Maureen Schutta, Social Worker/Transition Coordinator - Room 129  
Ms. Amy Weissman, Social Worker - Middle School Wing
- Mr. Gregory, Athletic Director (P.E., Health, FACS, Driver’s Education) – Physical Education Office  
Mrs. Millar, Secretary
- Mr. Ceglio, Department Chairperson (Chair – Fine & Performing Arts) - Band Room  
Mr. Gibbons, Department Chairperson (Chair - English & Social Studies) - Room 208A  
Mr. Polite, Department Chairperson (Chair - Mathematics) - Room 208A  
Ms. Forbes, Department Chairperson (Chair - Science) - Room 208A  
Mr. Russell Pajer, Dean of Students - 2<sup>nd</sup> Floor, next to the Library  
Mrs. Smith, School Nurse – Health Office
- Ms. Ruiz, Superintendent - Superintendent’s Office  
Mrs. Volino, Secretary - Superintendent’s Office
- Mr. Vincent Healy, Director of Pupil Personnel Services – PPS Office  
Mrs. McKeon Secretary - PPS Office  
Mrs. Blumlein, Secretary - PPS Office  
Mrs. Fodera, Secretary – PPS Office
- Mr. DeTommaso, Assistant Superintendent, Curriculum & Instruction – Room 116  
Mrs. Daly-Louw, Secretary – Curriculum Office
- Mr. Ryan Fisk, Director – Technology - Room 111  
Mrs. Hernandez, Secretary – Curriculum Office

**The East Rockaway School District does not discriminate on the basis of Race, Creed, Sex, or handicapping conditions and operates in compliance with Title IX, Part 86 and with Civil Rights Law 504.**

## Bell Schedules

EAST ROCKAWAY JR/SR HIGH SCHOOL

### DAILY BELL SCHEDULE

<u>Period</u>	<u>Start Time</u>	<u>End Time</u>
<b>Extra Help</b>	7:20 AM	7:50 AM
<i>Early &amp; Warning Bells</i>	7:50 & 7:55 AM	
<i>Homeroom</i>	8:00 AM	8:09 AM
<b>Period 1</b>	8:09 AM	8:50 AM
<b>Period 2</b>	8:54 AM	9:35 AM
<b>Period 3</b>	9:39 AM	10:20 AM
<b>Period 4</b>	10:24 AM	11:05 AM
<b>Period 5</b>	11:09 AM	11:50 AM
<b>Period 6</b>	11:54 AM	12:35 PM
<b>Period 7</b>	12:39 PM	1:20 PM
<b>Period 8</b>	1:24 PM	2:05 PM
<b>Period 9</b>	2:09 PM	2:50 PM
<b>Extra Help</b>	3:00 PM	3:30 PM

**EAST ROCKAWAY JR/SR HIGH SCHOOL**  
**TWO-HOUR DELAYED OPENING**

<u>Period</u>	<u>Start Time</u>	<u>End Time</u>
<i>Early &amp; Warning Bells</i>	9:50 & 9:55 AM	
<i>Homeroom</i>	10:00 AM	10:10 AM
<b>Period 1</b>	10:10 AM	10:33 AM
<b>Period 2</b>	10:37 AM	11:00 AM
<b>Period 3</b>	11:04 AM	11:27 AM
<b>Period 4</b>	11:31 AM	12:04 PM
<b>Period 5</b>	12:08 PM	12:41 PM
<b>Period 6</b>	12:45 PM	1:18 PM
<b>Period 7</b>	1:22 PM	1:55 PM
<b>Period 8</b>	1:59 PM	2:22 PM
<b>Period 9</b>	2:26 PM	2:50 PM



# GRADUATION REQUIREMENTS

## Full Board of Education Policy:

[http://eastrockaway.syntaxny.com/Assets/4000\\_Series/4770\\_Graduation.pdf?v=995](http://eastrockaway.syntaxny.com/Assets/4000_Series/4770_Graduation.pdf?v=995)

Updated March 2021

### 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)

English	4	Minimum number of credits
Social Studies	4	
<i>Distributed as follows:</i>		
U.S. History (1)		
Global History and Geography (2)		
Participation in Government (½)	4	
Economics (½)		
Science	3	
<i>Distributed as follows:</i>		
Life Science (1)		
Physical Science (1)		
Life Science or Physical Science (1)	3	
Mathematics	3	
Languages Other than English (LOTE)	1(**)	
Visual Art, Music, Dance, and/or Theater	1	
Physical Education (participation each semester)	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 CDOES Commencement Credential (<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).
- 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 the [Endorsements and Seals webpage](http://www.nysed.gov/curriculum-instruction/endorsements-and-seals) (<http://www.nysed.gov/curriculum-instruction/endorsements-and-seals>) for additional information pertaining to awarding special endorsements to students with exam exemptions due to COVID-19.
- 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 are not required to pass such specific examinations to meet the assessment requirements for any diploma type. Reference the following FAQs: [June/August 2020](#), [January 2021](#), and [June/August 2021](#) for additional information.

**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 1	# of Exams 1	# of Exams 1	# of Exams 1	# of Exams 1
English Language Arts (ELA)	Passing Score 65	Passing Score 65	Passing Score 65	Passing Score 55**	Passing Score 55**
Math	1	1	1	1	1
Science	1	1	1	1	1
Social Studies	1	1	1	1	1
Pathway (See note 1 on reverse side)	1 or CDOS	1 or CDOS	1 or CDOS	1 or CDOS	1 or CDOS
Compensatory Safety Net	Non-Applicable	Non-Applicable	Non-Applicable	Non-Applicable	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"> <li>Meet the credit and assessment requirements for a Regents diploma; and</li> <li>Pass two additional Regents exams or Department approved alternatives in mathematics; and</li> <li>Pass one additional Regents exam or Department approved alternative in science                             <ul style="list-style-type: none"> <li>students seeking advanced designation must pass at least one Regents exam or Department approved alternative in both sciences (one life and one physical); and</li> </ul> </li> <li>Complete a sequence:                             <ul style="list-style-type: none"> <li>earn an additional 2 units of credit in LOTE and passing a locally developed Checkpoint B LOTE examination, or</li> <li>complete a 5 unit sequence in the Arts, or</li> <li>complete a 5 unit sequence in CTE.</li> </ul> </li> </ul>	<table border="1"> <tr> <td>Traditional Combination</td> <td>ELA, Global History and Geography, US History and Government, 3 mathematics, 2 science (1 life science, 1 physical science) = 8 assessments</td> </tr> <tr> <td>Pathway Combination (other than STEM)</td> <td>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.</td> </tr> <tr> <td>STEM (Mathematics) Pathway Combination</td> <td>ELA, 1 social studies, 4 math*, 2 science (1 life science, 1 physical science) = 8 assessments.</td> </tr> <tr> <td>STEM (Science) Pathway Combination</td> <td>ELA, 1 social studies, 3 math, 3 science (at least 1 life science, at least 1 physical science) = 8 assessments.</td> </tr> </table>	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.
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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>).

^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/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>).

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>).

\*The 4<sup>th</sup> 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>).

## ACADEMIC INTEGRITY

***What is cheating?*** Cheating is the use of dishonest means to gain or give an advantage. This includes, but is not limited to, using secretive means to get ahead or do better on quizzes, tests, projects, essays and other graded assessments.

***What is plagiarism?*** Plagiarism is academic theft. It is the passing off of another's work (whether found on the internet, obtained from a published source, or obtained from a friend) as one's own.

Students should consider all work that is assigned as work to be independently completed unless the teacher specifies otherwise. When in doubt, do it yourself without assistance. It is always best to obtain extra help from a teacher, when necessary, to improve your own skill set, rather than turn to the strengths of another for illicit gain.

### ***Consequences for Academic Dishonesty***

#### First Offense

- Grade of '0' will be assigned until the assignment is made up.
- Student is required to make up assignment.
- Grade will be reduced by 25% to 50%, based on the discretion of the teacher, in consultation with department chairperson/administrator.
- Required parent meeting with student, teacher, guidance counselor and department chairperson/administrator.
- Referral to Ms. Terranova (grades 7-9) or Dr. Krauz (grades 10-12), who will keep the official record of all incidents in student's records.

#### Second Offense

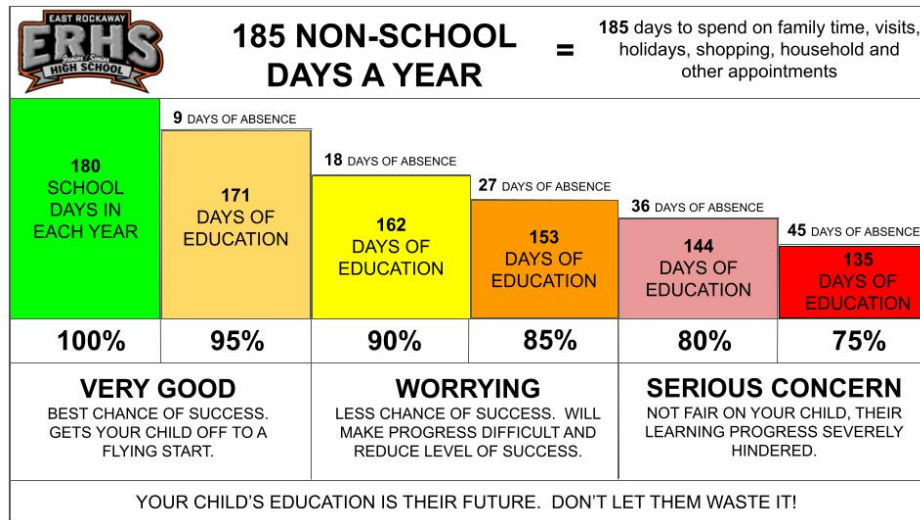
- Zero on the assignment with no chance to make-up.
- Required parent meeting with student, teacher, guidance counselor and department chairperson/administrator.
- Referral to Ms. Terranova (grades 7-9) or Dr. Krauz (grades 10-12), who will keep the official record of all incidents in student's records.

**\*\*ANY ACT OF ACADEMIC DISHONESTY IS SUBJECT TO DISCIPLINARY ACTION.**

***\*\*Students that willingly assist in an act of Academic Dishonesty are subject to academic and/or disciplinary consequences as described above.***

Please keep in mind that offenses accumulate across all courses and content areas.

## ATTENDANCE AND LATENESS PROCEDURES



Regular attendance is an essential ingredient in academic achievement. In keeping with the concept and requirements of New York State, East Rockaway High School has established the following attendance policy:

- A) All students are expected to be in class on time each day.
- B) Students who exceed the maximum number of unexcused absences for semester courses (9) or full-year courses (18) **may not receive credit for the course**. Excused absences are defined as absences due to personal illness, illness or death in the family, impassable roads or weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations, or such other reasons as may be approved by the appropriate building administrator.
- C) Credit for all physical education courses is totally dependent upon class participation. Therefore, absences and/or failure to participate in class will be counted under the policy.
- D) Students who exceed the maximum number of allowable absences will be notified that they will not receive credit for the course. Any student who wishes a review of the attendance ruling based on extenuating circumstances must submit an appeal (in writing) to the Assistant Principal's office.
- E) Students must attend class through the end of the semester in order to be considered eligible for repeating that class in summer school. Cumulative total absences that exceed the equivalent of one quarter may exclude a student from being eligible to take that course in summer school.
- F) It is the parent's responsibility to notify the Attendance Office on any day of any absence. Upon return to school, but no later than 5 days after an absence, the student must bring a note that is signed by a parent/guardian, indicating the reason for absence and date(s) of absence. Alternatively, an email may be sent to [attendance@astrockawayschools.org](mailto:attendance@astrockawayschools.org). **Students that are absent regularly due to illness may be required to produce a doctor's notice in order to excuse the absences. The school reserves the right to review all notes provided parents and to request additional documentation before an absence is excused.**
- G) **Lateness to class is not acceptable.** It interrupts the learning process of all students in the class and disturbs classroom procedures. Lateness is defined as not being in class when the bell rings.
- H) Students, who for some reason must leave school during the school day, (other than illness) must report to



the Attendance Office before homeroom with a written excuse and must receive a pass approving the departure at the requested time. This written excuse signed by a parent/guardian must state:

1. Where the student is going
2. Time that the student must leave
3. Name of the adult who is going to pick the student up
4. Telephone number where the parent/guardian can be contacted

If the student returns to school that day, he/she must go the Attendance Office to be signed back into the school before reporting to any classes. Students are not to leave the school building on their own. **If a student leaves the campus without permission from the Health Office or the Main Office, it will be considered a cut.**

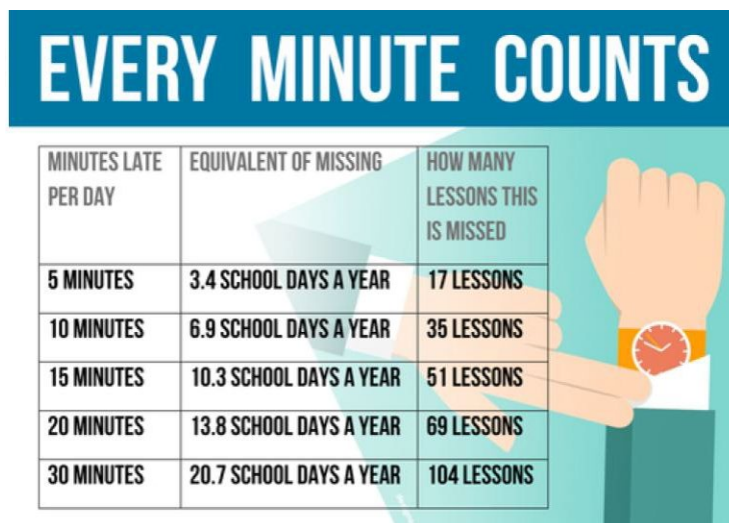
I) A student who becomes ill during the school day must obtain a pass to the Health Office from the classroom teacher. If the nurse determines that the student should be released from school, a parent, guardian, or designated adult will be contacted. This adult must accompany the student from the school. If no designated adult is available, the student must remain in school until the end of the school day. For this reason, it is important to return an updated health card to the Health Office each September. **Students may not leave school on their own due to illness.** If a student becomes ill while at home for lunch, a parent must notify the school immediately that the student will not be returning from lunch that day and must provide a note upon his/her return to school.

J) Students must be present for at least half of his/her assigned periods in order to take part in any after school activity for that day. Students who are absent from school may not take part in any after school activities for that day.

K) Excessive lateness to school and/or classes may result in disciplinary action consistent with the district’s code of conduct. Those penalties include, but are not limited to, detention or denial of the privilege of participating in or attending extracurricular activities/events.

L) A student that is out of school illegally (i.e. truant), or who cuts a class, is subject to disciplinary action. Unexcused lateness of 10 minutes or more will be considered a cut.

M) Upon return from an absence, it is the student’s responsibility to make up any missed work. The teacher may also require the student to attend extra help classes either before or after school. Teachers are not required to accept make-up assignments due to unexcused absences or “cut” classes.



The full Board of Education Attendance Policy is available here:

[http://eastrockawayschools.org/board\\_of\\_ed/policies\\_5000](http://eastrockawayschools.org/board_of_ed/policies_5000)

## CELL PHONE USE

While in school, students' focus should be on academic success and social emotional wellness. Therefore, the following expectations with respect to cell phones apply from 7:20 AM – 3:00 PM in the school building:

- Students may use their cellular devices in the cafeteria (all grades 7-12) during their lunch periods or at the red bench area (for students in grades 10-12 only) during lunch and/or free periods.
- Students may use their cell phones during class for instructional purposes ONLY if given permission by a teacher. In these instances, students must follow the directions given by the teacher for the use of their personal device.
- Students in grades 7 & 8 are not permitted to use their cell phones in the hallways.
- Phone calls cannot be made by students from their personal devices during the school day.
- Cell phones should not be used in study hall.

\*\*The use of headphones/earbuds in the hallway is strictly prohibited and are subject to immediate confiscation.

If, in an emergency, parents need to contact their child during the school day, please call the school directly (516-887-8300). Parents SHOULD NOT call or text their child on their cell phone.

Failure to comply with the above guidelines will result in confiscation of the cellular device. Disciplinary consequences will be appropriately tiered, including, but not limited to the following:

**First offense:** confiscation and return to the student at the end of the day.

**Second offense:** confiscation and return only to a parent or guardian at the end of the day.

**Third and additional offenses:** confiscation and return only to a parent or guardian. Additional disciplinary consequences up to and including in-school suspension will apply.

Additionally, any use of cellular phones that violates the district's Code of Conduct or endangers the physical, social, or emotional well-being of another student or of a staff member will be subject to disciplinary action.

Please note that the school administration reserves the right to have students turn in their cell phones upon entry to the building on a case-by-case basis.

**THE SCHOOL ASSUMES NO RESPONSIBILITY FOR ANY SUCH ITEMS THAT ARE CONFISCATED.**

**All other electronic devices will be monitored according to the above procedure.**

# CODE OF CONDUCT

Students are expected to act in an orderly manner during everyday activities, as well as special situations such as assembly programs, fire drills, PA announcements, etc., and treat all others with dignity and respect. Each student's behavior contributes to the atmosphere of the school. That atmosphere must be orderly, disciplined, and mutually respectful for effective student learning to take place. The school seeks to protect the rights of the students while enabling the students to develop their own sense of responsibilities. To that end, the administration will assist each student in this program of personal responsibility with sensible rules of conduct, focusing on safety and respect for others. These rules will be consistently applied throughout the school year. Students who cannot accept this responsibility and violate these rules will be penalized and more strictly supervised.

The Code of Conduct adopted by the Board of Education sets forth the expectations for student behaviors and the range of consequences for unacceptable behavior. The entire code can be found here:

[http://eastrockawayschools.org/Assets/5000\\_Series/5300\\_Code\\_of\\_Conduct\\_120718.pdf?t=636797844039400000](http://eastrockawayschools.org/Assets/5000_Series/5300_Code_of_Conduct_120718.pdf?t=636797844039400000)

The following sections should be reviewed carefully:

## **Dress Code**

A student's dress, grooming and appearance shall be safe, appropriate and not disrupt or interfere with the educational process. The student shall:

1. Recognize that extremely brief garments (tops and bottoms, front and/or back) and see-through garments are not appropriate.
2. Ensure that underwear is completely covered with outer clothing.
3. Wear footwear at all times. Footwear that is a safety hazard will not be allowed.
4. Not include the wearing of head covers in the classroom except for a medical or religious purpose.
5. Not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
6. Not promote and/or endorse the use of alcohol, tobacco, e-cigarettes, vaporizers or illegal drugs and/or encourage other illegal or violent activities.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day and the parent will be notified. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

## **Prohibited Student Conduct**

Students may be subject to disciplinary action, up to and including suspension from school, when they:

### **A. Engage in conduct that is disorderly. Examples of disorderly conduct include, but are not limited to:**

1. Running in school buildings.
2. Making unreasonable noise.
3. Using language or gestures that are profane, lewd, vulgar, abusive or prejudicial.
4. Obstructing vehicular or pedestrian traffic.

5. Driving recklessly on school grounds or at school sponsored events.
7. Illegally driving and/or parking on school grounds.
8. Engaging in any willful act which disrupts the normal operation of the school community.
9. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
10. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the district's acceptable use policy.

**B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include, but are not limited to:**

1. Failing to comply with the reasonable direction of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
2. Lateness for, missing or leaving school without prior permission.
3. Skipping detention.

**C. Engage in conduct that is disruptive. Examples of disruptive conduct include, but are not limited to:**

1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.
2. Display or use of personal, non-instructional, electronic devices, such as, but not limited to, cell phones, tablets, computers or gaming devices are prohibited except in the cafeteria, "red bench area," or other areas that may be specifically determined by the Principal or in a specific and unique circumstances may incorporate the use of cell phones as part of a lesson for instructional and/or research purposes.
3. Inappropriate public sexual contact.
4. Engaging in behavior that interferes with the learning process of other students.

**D. Engage in conduct that is violent. Examples of violent conduct include, but are not limited to:**

1. Committing or attempting to commit an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator, student, school employee or any other person lawfully on school property.
2. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
3. Displaying what appears to be a weapon.
4. Threatening to use any weapon.
5. Falsely reporting the presence of a bomb.
6. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
7. Intentionally damaging or destroying school district property.

**E. Engage in any conduct that endangers the safety, morals, physical or mental health, or welfare of others. Examples of such conduct include, but are not limited to:**

1. Subjecting other students, school personnel or any other person lawfully on school property or attending a school function to danger by recklessly engaging in conduct which creates a substantial risk of physical injury.
2. Stealing or attempting to steal the property of other students, school personnel, the school or any other person lawfully on school property or attending a school function.
3. Defamation, which includes making false or unprivileged statements or representations about an individual



or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.

4. Discrimination, which includes the use of race, color, creed, national origin, ethnic group, religion, religious practice, sex, gender (identity and expression), sexual orientation, weight or disability to deny rights, equitable treatment or access to facilities available to others. Protection is not limited to the list or characteristics listed above.
5. Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning. Harassment is also the creation of a hostile environment. (see policy, 0115, Student Harassment and Bullying Prevention and Intervention for a more complete definition).
6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
7. Bullying, which may be a hostile activity which harms or induces fear through the threat of further aggression and/or creates terror. (See policy 0115 for a more complete definition.)
8. Hazing, which includes an induction, initiation or membership process involving harassment (see policy 0115) for a more complete definition.)
9. Selling, using, distributing or possessing obscene material
10. Using vulgar or abusive language, cursing or swearing.
11. Smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco.
12. Possessing and/or using an e-cigarette or vaporizing device, including cartridges (containing any substance) and accessories for said devices
13. Possessing, consuming, selling, offering, manufacturing, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana (including marijuana oil also known as THC oil or cannabis oil), synthetic marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any synthetic version thereof, whether specifically illegal or not, commonly referred to as "designer drugs" which are substances designed and synthesized to mimic the intended effects and usages of, which are chemically substantially similar to, illegal drugs, which may or may not be labeled for human consumption.
14. Inappropriately using or sharing prescription and over-the-counter drugs.
15. Gambling/extortion.
16. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
17. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
17. Tampering with safety equipment including fire extinguishers, fire/intrusion alarms, and school signs.
18. Lying, including forgery, to school personnel.

**F. Engage in misconduct while on a district provided bus.** It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving, fighting, and lewd behavior will not be tolerated. See Guidelines/Procedures for transportation.

**G. Engage in any form of academic misconduct. Examples of academic misconduct include, but are not limited to:**

1. Plagiarism
2. Cheating
3. Copying
4. Altering/stealing records
5. Assisting another student in any of the above actions

**H. Engage in off-campus misconduct that interferes with or can reasonably be expected to substantially disrupt the educational process in the school or at a school function.** Such misconduct includes but is not limited to threatening or harassing students or school personnel through any means off-campus, including cyberbullying (for a complete definition of harassment, bullying and cyberbullying refer to policy 0115, Student Harassment and Bully Prevention and Intervention).

The above list of types of misconduct is not intended to be an all-inclusive list. Other conduct of a similar nature can also be the subject of discipline.

### **Range of Consequences**

Students who are found to have violated the district's code of conduct may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

1. Oral warning - any member of the district staff
2. Written warning - bus drivers, monitors, coaches, teacher aides, teacher assistants, guidance counselors, teachers, administrators, superintendent
3. Written or oral notification to parent - bus driver, monitors, teacher aides, teacher assistants, coaches, guidance counselors, teachers, administrators, superintendent
4. Detention - teachers, administrators, superintendent \*
6. Suspension from transportation - director of transportation, administrators, superintendent
7. Suspension from athletic participation - coaches, administrators, superintendent
8. Suspension from social or extracurricular activities - director of activity, administrators, superintendent
9. Suspension of other privileges - administrators, superintendent
10. In-school suspension - administrators, superintendent
11. Removal from classroom by teacher - teachers, administrators
12. Short-term (five days or less) suspension from school - principal, superintendent, Board of Education
13. Long-term (more than five days) suspension from school - superintendent, Board of education
14. Permanent suspension from school - superintendent, Board of Education
15. Police and/or family court notification if applicable

\*Includes loss of open campus privileges for 11th and 12th graders.

## **COMPUTER/INTERNET USE**

All ERHS students are loaned a 1:1 device (Chromebook or laptop). The forms in the link below details students' responsibilities for care of the loaned device. Families are expected to review this agreement and sign it before a device is loaned.

[http://eastrockawayschools.org/departments/technology\\_documents](http://eastrockawayschools.org/departments/technology_documents)

### **Acceptable Use Procedures for Internet Access**

Internet access will be available to students for library research and in the computer labs for certain classes. This

technology allows for communication and access to information on a global scale. Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Along with these increased resources comes an increased need to use them wisely and responsibly. Users of the Internet should not procure or exchange information that conflicts with the educational goals of the district.

While in the library and in the computer labs, students are responsible for good behavior on computers and computer networks just as they are in a classroom or school hallway. The general school rules contained in this student handbook for behavior apply. However, it is impossible to control all material accessed through the Internet and therefore special rules and policies need to be enforced.

**Please become familiar with the following Acceptable Use Procedures for Educational Technology.** Before accessing the Internet, students and parents must read and sign an Internet Use Agreement Form. The signatures at the end of that form indicate that both parties who signed have read the terms and conditions carefully and understand their significance. Students who have not returned the signed form will not be given access to East Rockaway's Internet account(s).

### **Internet terms and conditions**

1. *Acceptable Uses:* The use of the school account must be in support of educational research and the goals and objectives of the district and the class you are enrolled in.

2. *Unacceptable Uses:* The following actions are not permitted:

- Obtaining or using a password that is not your own to log in
- Sending or displaying offensive messages or pictures
- Transferring or obtaining sexually explicit material
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Use of the school account for your own commercial or political purposes

3. *Netiquette:* Users are expected to abide by the generally accepted rules of network etiquette.

- Respect others. Communicate through computers, as you would deal with people in person. Use appropriate language at all times. Do not slander or defame anyone or represent others' ideas as your own.

- **Do not disclose personal information over the Internet or other open systems. Do not reveal your real name, telephone number, address, password, credit information, or other information that could be used against you. Do not give out such information about anyone else.**

- Use only your own computer identity; do not log on as anyone else or use anyone else's account. Never let anyone use your account or your on-line identity.

- Do not attempt to defeat security software or tamper with computer settings.

- Except for your own schoolwork documents, do not delete, alter or reposition files, or transfer files to any school computer. Do not tamper with another person's files.
- **Use the Internet only for purposes related to schoolwork.**
- Respect software copyright restrictions. Do not duplicate commercial software. Do not place any copyrighted software, including shareware, on a computer without permission of the instructor.
- Protect our computer hardware. Do not eat or drink near computers. Follow the shut-down procedure before switching off. Do not attach or detach any peripherals.

**Any violation of the above-mentioned terms in the Acceptable Use terms & conditions will result in a loss of computer privileges, as well as further disciplinary action.**

## **EMERGENCY SCHOOL CLOSING**

In the event of inclement weather requiring the closing of school, radio stations and news outlets will be announcing closings. School closing/delayed opening information will also be posted on the district website, [www.eastrockawayschools.org](http://www.eastrockawayschools.org). The district will also attempt to contact every student's home through phone, email and text.

Do not call the school for closings. If no report is heard, assume school is in session.

## **EXTRACURRICULAR CLUBS, ACTIVITIES AND SPORTS**

After school activities are an important part of the student's school experience. All students are encouraged to participate in as many extracurricular activities as possible in order to enhance their knowledge, broaden their horizons, and develop leadership characteristics. Students have numerous extracurricular activities available to them. They provide an opportunity to relate not only to people in other grades, but also to pursue and expand one's personal interests and skills.

A full list of extracurricular activities can be found on the district website.

### **Eligibility Policy and Procedures**

Participation in all extracurricular activities is subject to the Board of Education Eligibility Policy. The full policy can be found here:

[http://eastrockaway.syntaxny.com/Assets/5000\\_Series/5205\\_Eligibility.pdf?v=995](http://eastrockaway.syntaxny.com/Assets/5000_Series/5205_Eligibility.pdf?v=995).

#### Summary of Policy:

- At the beginning of the school year, all students are eligible to participate in all school activities.
- At the beginning of each 5-week grading cycle, a Student Eligibility Report will be generated to begin a cycle of review. All students who are failing two or more subjects will appear on this report.
- A student identified as failing two or more subjects will be considered on academic probation immediately and will remain on probation for the remainder of the entire grading cycle.
- Students that fail 2 or 3 classes will be allowed to continue to participate in extracurricular activities

provided that they demonstrate satisfactory progress in the following areas:

- a. Academic improvement
  - b. Attendance in extra-help classes in those areas where they are currently failing
  - c. Satisfactory completion of all classroom assignments
  - d. Satisfactory attendance including lateness
  - e. Behavior
- Students that fail 2 or 3 classes must submit an Eligibility Status Form weekly. Forms are available in each assistant principal's office and on the school website. Forms are due each Friday by 3 PM to Ms. Terranova (Grades 7-9) or Dr. Krauz (Grade 10-12).
  - Submitted forms and students' grades as indicated in Infinite Campus will be reviewed at the mid-point of each grading cycle to determine if each student will be allowed to participate in extracurricular activities for the remainder of the grading cycle.
  - A student failing four or more classes will be automatically excluded from participation in extracurricular activities for the remainder of the grading cycle.
  - A student may appeal their academic eligibility status at any time.
  - A student suspended from school will be automatically excluded from participation in extracurricular activities on the day(s) the suspension is in effect and is not entitled to an appeal.
  - The school administration reserves the right to exclude students from participation in extracurricular activities in any situation it sees as warranted.

## **EXTRA HELP**

Extra help is offered in all classes before and/or after school or by appointment. All teachers will post their extra help schedules in his/her classroom in September, as well as being posted on the High School website. Students should be prepared with specific questions and concerns in order to maximize the scheduled extra-help session.

Additional homework help is available Tuesday, Wednesday and Thursday from 3:15 – 4:15 P.M. in the library. These sessions allow for use of library resources, including computers, as well as help from a teacher daily.

## **FERPA**

Students are encouraged to review the Family Educational Rights and Privacy Act ("FERPA") with their parents/guardians. A summary of the law can be found here:

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Any questions regarding access to student records should be directed to an administrator.

## **FIRE DRILLS/LOCKDOWN DRILLS**

Fire drills are periodically conducted in order to familiarize students and staff with evacuation procedures. They ensure the safety of students. Students will move quickly and quietly out of the building to assigned stations under the direction of the staff.

When a lockdown drill is called, all students must immediately follow the directions of their teacher or a staff member/administrator. Students in the halls should seek refuge in the nearest classroom. The goal of a lockdown is to remain completely quiet until the all-clear is given by an administrator or police officer. Students who do not comply with these directions will face disciplinary consequences.

Students who act inappropriately during a drill or falsely reports an emergency are subject to immediate suspension. Any student who tampers with the fire alarm system will be prosecuted to the full extent of the law and will face disciplinary action from the school.

## **FOOD IN SCHOOL** **(BREAKFAST/LUNCH PROCEDURES)**

Information regarding food services, including menus and application for free/reduced meals can be found here:  
[http://eastrockawayschools.org/departments/cafeteria\\_services](http://eastrockawayschools.org/departments/cafeteria_services)

Breakfast is served between 7:20 AM and 7:50 AM daily. **Only students without a scheduled class may purchase breakfast during 1<sup>st</sup> or 2<sup>nd</sup> period.**

Students in grades 7-10 are not permitted to leave school grounds at any time during the school day. Students in these grades who leave the campus during the school day are subject to immediate disciplinary action. Students in grades 11 & 12 are permitted to leave the grounds during their lunch period, if they so desire. Students must return to school in time for the start of their next period. Lateness will not be tolerated. Students leaving for lunch must not loiter on or around school property. Failure to follow these guidelines will result in the loss of open campus privileges. Students in Grades 7 and 8 must report to their scheduled Advisory period; attendance will be taken by the teacher advisor.

Students without a scheduled lunch period will be assigned a “Grab and Go” period. Students with a “Grab and Go” lunch will submit their lunch order form each morning outside the main office and pick up their lunch before their scheduled “Grab and Go” period. Students with a scheduled “Grab and Go” period will receive a bagged lunch. They cannot wait on line to purchase a hot lunch or any other food or drink and cannot remain in the cafeteria to eat. Students will not be given permission to go to the cafeteria to buy breakfast or lunch if they are not scheduled for “Grab and Go”.

***Due to concerns with respect to student allergies only students with a scheduled “Grab and Go” period will be permitted to eat in class***, unless a documented accommodation allows them to do so. Food and drink from outside establishments is not allowed in classrooms.

**Due to safety concerns, food deliveries for students from outside vendors are strictly prohibited.**

# GRADING PROCEDURES

## Course Grades

Students receive numerical report cards quarterly. The dates for the end of each quarter, as well as the dates for the posting of Progress Reports and Report Cards are published on the district calendar.

Marking period grades are determined by a departmental grading policy. Information will be distributed by individual teachers during the first week of school.

## Weighted Grading

A system of weighted grading is used in honors, accelerated and AP level courses. Weighted grades are used when computing averages for class ranking and for the honor rolls.

There is a 10% weighting for all honors and accelerated. There is a 15% weighting for all advanced placement and college credit classes. All weightings are calculated automatically when cumulative grade point averages are compiled and that determines the class rank.

Please consult with the guidance counselors if you have questions about the specific weightings used for your child's classes.

## Class Rank

Final class ranking will be determined after the first semester of senior year. All subjects are used for calculating class rank.

## Honor Roll

To be on the Honor Roll a student must have a **weighted** average of 85 to 91.9999. Students who have a **weighted** average of 92% and above will be placed on High Honor Roll. Course grades displayed on report cards are not weighted; additional weight is used when calculating averages for Honor Roll and High Honor Roll. All subjects will count towards High Honor and Honor Rolls except pass/fail courses. **Any course receiving a grade below 70, WF, or an incomplete will exclude the student from either honor roll.**

## Science Labs

In order to qualify to take a Regents examination in any of the sciences, a student must complete 1200 minutes of actual hands-on laboratory experience with satisfactory documented laboratory reports. The laboratory component is in addition to the required classroom instruction period. If the lab requirement is not met, the student will not be permitted to take the Regents exam

## GUIDANCE/SCHOOL COUNSELING OFFICE

School counselors are assigned to students in grades 7-12. The counselors work with students on academic planning issues, personal and social development, and college/career planning. Students have opportunities to meet with counselors individually and to participate in classroom guidance sessions throughout the year. Students are encouraged to see their counselor regarding questions or concerns that may arise during middle school and high school.

The counselors instruct students on the use of the Infinite Campus Portal, so students can access class assignment and grade information (parents should access the portal as often as possible), the Naviance College and Career planning program that is customized for individual student use, and the many academic and college/career activities that prepare students for life after high school.

In general, the following are areas in which the counselors will be working with students:

- A. Transitioning to middle school and high school
- B. Relationships: peer pressure problems, difficulties at home, problems with friends
- C. School grades and performance
- D. Academic goals
- E. Positive decision making
- F. Success skills: organization, time management, goal setting
- G. Schedule adjustment and course selections
- H. SAT, ACT, SP, Subject Test advisement
- I. Career exploration
- J. Progress reports, parent/teacher conferences
- K. Referrals for outside counseling and other services
- L. Post high school planning: college and career

### Student Services

In addition to the Guidance and Health offices, other professional services available to assist students are offered by our School Psychologist & Social Worker through the PPS office. These services are available to all students. Appointments may be made by students through their guidance counselors.

### Testing

In addition to class tests, Regents exams, final exams and New York State assessments, we recommend the following college preparatory tests:

#### 10<sup>th</sup> graders\*

- PSAT in October

#### 11<sup>th</sup> graders\*

- PSAT/NMSQT in October
- SAT in May/June
- ACT in June

#### 12<sup>th</sup> graders\*

- SAT in October/November
- ACT in October



\*Students with disabilities interested in applying for testing accommodations should contact their guidance counselor.

### **Scheduling Process**

Early each spring, students and parents are invited to meet with the guidance counselors to plan the student's schedule for the upcoming year. Once students and parents select courses, we attempt to schedule each student into the appropriate courses.

Refer to the [Course Description Guide](#) on the school's website to review course offerings for each grade.

### **Dropping a Course**

Any student requesting to drop a course must receive teacher, chairperson, and parental permission. A completed course drop form is required.

Students who decide to drop a course, half-year or full-year, before the five-week period of the first marking period (half year course) or before the end of the first marking period (full year), will be allowed to do so without any indication on their transcript.

If a student decides to drop a course after the five-week period (semester course) or after the first marking period (full year course), a grade of WP will be assigned if the student is passing at the time. If the student is not passing at that time, the student will receive a final grade of WF. This option is contingent on the student being able to be scheduled in another full-year or half-year course. The student and a parent must have a meeting with the teacher and chairperson prior to the student dropping a course in this scenario.

### **Alternative Options**

Special courses of study in occupational subject areas are offered by the Board of Cooperative Educational Services. Courses of study, one or two years in length, in such diverse areas as cosmetology and aircraft maintenance are offered throughout Nassau County at special sites. Students attend their home school for their academic subjects and go to the BOCES site for the other half of the day. These programs are available on a limited basis to juniors and seniors. Interested students should speak with their guidance counselors.

## **HEAD COVERINGS**

Students are NOT permitted to wear head coverings during the school day, except for religious or medical reasons. Students must remove any head coverings upon entering the building and leave the item in a locker or bookbag. Failure to comply with the reasonable direction of a staff member will result in confiscation of the item and/or disciplinary action.

## HEALTH SERVICES

The Health Office is serviced by a registered nurse. The office is open daily from 7:50 AM to 3:00 P.M. This office deals with all student illnesses and accidents. In order to provide the best service, it is necessary for the nurse to be aware of all medical conditions and allergies.

All students are required to submit proof of age appropriate required vaccinations to the Health Office. In addition, the State of New York requires all seventh, ninth and eleventh graders to submit a physical examination before October 1 of each school year. The District Physician will perform an examination on those students who do not submit the mandated paperwork. Students planning to engage in a sport must have a physical examination annually.

All seventh and eleventh grade students will receive vision and hearing screenings. Scoliosis screenings are performed on female students in seventh grade and male students in ninth grade. Parents will be notified if any part of the screening requires follow up by a medical provider.

Documentation from an appropriate medical provider (Physician, Physician Assistant, Nurse Practitioner) excusing students from participation in P.E. must be verified through the Health Office. A student must be cleared by their medical provider in order to return to P.E.

Any student who needs to take medication (prescription or over the counter) during the day should make arrangements with the Nurse.

## IDENTIFICATION (I.D.) CARDS - STUDENTS

As a safety measure, we will use the Scholarchip system to monitor students' entry to and exit from the building. As such, all students are required to use their ID card to swipe in each and every time they enter the building. Students that leave the building during the school day, including to leave for open campus privileges (11<sup>th</sup> and 12<sup>th</sup> grade students only), will have to swipe out. In addition, students must be able to produce their I.D. when asked by a staff member.

Students that misplace their I.D. can receive a replacement from Ms. Terranova (Grade 7-9) or Dr. Krauz (Grade 10-12). **There will be a cost for replacement cards.**

Failure to comply with the above expectations will lead to disciplinary consequences.

## LIBRARY

Students are encouraged to use the school library often. Students may use the library during their lunch and free periods. Passes to the library must be obtained from the librarian.

Students may use the library during study hall periods, but they must report to study hall first. Once in the library, students must remain there for the entire period.

Resources, links and further information can be found here:

[http://eastrockawayschools.org/schools/hs\\_library](http://eastrockawayschools.org/schools/hs_library)

<https://erhslib.wixsite.com/library>

## LOCKERS

All students will be assigned a physical education locker by their P.E. teacher and a hall locker by the assistant principal. It is mandatory that all students use their **assigned** locker. Hall locker assignments will appear on student schedules, which can be viewed on Infinite Campus. All problems concerning locker assignments must be reported to the assistant principal immediately. **Students are responsible for the condition of their lockers and all contents found within. All lockers are expected to be kept in the condition that they were in when assigned.** Students will be held accountable for any type of graffiti or vandalism to their locker and will be held responsible for full restitution, if necessary.

Students that do not lock their lockers will forfeit this privilege.

**All unauthorized locks will be clipped from lockers with the school assuming no responsibility. Students using unauthorized locks are subject to further disciplinary actions. All lockers remain the exclusive property of the school. Students do not have an expectation of privacy in these areas and the school reserves the right to and will conduct routine locker checks during the school year.**

*Students are encouraged to review the Board of Education policy regarding Searches and Interrogations here:*

[http://eastrockawayschools.org/Assets/5000\\_Series/5300\\_Code\\_of\\_Conduct\\_120718.pdf?t=636797844039400000](http://eastrockawayschools.org/Assets/5000_Series/5300_Code_of_Conduct_120718.pdf?t=636797844039400000)

## LOST AND FOUND

Articles, which have been found, are kept in the Main Office. Any student who has lost books or personal property should always check their classrooms and the lost and found. Unclaimed items will be disposed of in June.

## OTHER GENERAL PROCEDURES/EXPECTATIONS

1. Common respect is expected of everyone.
2. The use of profanity, ethnic slurs, or vulgar expressions is not permitted nor tolerated anywhere on school grounds. Derogatory statements about another's race, gender, religion, or place of natural origin are **unacceptable and will not be tolerated. All such violations are subject to the full extent of the law.**
3. As per NYS law, it is illegal to smoke on school property. Students found smoking anywhere on school grounds are subject to suspension. Students are also prohibited from using E-juice, E-cigarettes, vape devices, or any similar product. Students are also prohibited to loiter in front of the school or in close proximity of school grounds to smoke.
4. No students are allowed in the halls during class without a pass.
2. Loitering in the halls, locker rooms, and bathrooms is not permitted.
3. Running in the hallways and horseplay anywhere in the building is dangerous and is not permitted.

4. Public displays of affection are considered to be in bad taste and are not acceptable in the building or on school grounds.
5. Shouting or yelling in the hallway is not permitted at any time.
6. Laser pointers are strictly prohibited on school grounds at all times.
7. Gambling on school property is prohibited. Students in violation of this rule will be subject to disciplinary actions.
8. Possession and/or use of alcoholic beverages or controlled substances on school grounds is expressly forbidden. Students who violate this rule will be suspended and police involvement may also be necessary. The school administration recognizes its primary responsibility is to help the student. In all instances of fact or suspicion, school administrators will function within the confines of the law for search, seizure, and questioning. **As per the district's BOE policy, the school has the authority to administer a breathalyzer test to students on school property or at a school sponsored event if there is a suspicion that he/she is under the influence of alcohol. The student's refusal of such testing will automatically be treated the same as a positive alcohol reading of a breathalyzer test.**

## **PARKING**

Due to the size of the school parking lot, on-campus parking for students is not available. Students who park on the street must abide by local parking restrictions/regulations and must also act respectfully to the neighbors (no littering, no loitering, no inappropriate language, etc.). Students whose off-campus behavior is not appropriate will be held accountable for their actions.

Students that are found to park in the school parking lot are subject to disciplinary consequences.

## **PHYSICAL EDUCATION/ATHLETICS**

### **Physical Education**

All students must attend and participate in a physical education program 2.5 periods a week each school year. In order to participate students are required to change out of what they have worn to school and into acceptable physical education attire, including athletic sneakers, shorts or athletic pants (no zippers, buttons, belt loops, etc.) and an athletic shirt (short sleeve or long sleeve). No jewelry may be worn in class.

Each student will be given the opportunity to use a locker in their respective physical education locker room. Locks are provided for students; replacement locks will incur a cost.

The physical education curriculum and grading rubrics are based on the New York State learning standards for Physical Education. Copies of the curriculum and rubrics can be found on the Physical Education website or by contacting the Athletics office. Students who are medically excused from participation in general physical education must meet with his/her teacher to discuss alternative physical education units.

## **Athletics**

Athletics are a vital part of our educational system. All students have opportunities to participate in a variety of interscholastic sports at the junior high, junior varsity, and varsity levels. Students who participate in an interscholastic sport must have a physical exam on file (one per 365 days) in the nurse's office. In addition, each season that a student participates, the following forms must be completed no more than 30 days prior to the official start of the season:

- Interval Health History
- Emergency Contact Information
- Policy Acknowledgement (Student-Athlete Handbook; Concussion information Sheet)
- Sportsmanship Expectations

If these forms are late or incomplete for any reason, the student-athlete will not be permitted to try-out, practice, or play in games.

If a student athlete is injured and requires medical attention, a medical release will be required and must be on file in the nurse's office prior to resuming to play.

## **PROM**

1. Only Juniors and Seniors may buy prom tickets, up until the point that a class deems it necessary to open sales to sophomores.
2. No student in Junior High School (grades 7 & 8) may go to the Prom.
3. In order to attend the prom, all East Rockaway High School students and guests\* may be required to attend a special assembly presentation with a parent/guardian and submit a signed prom contract (parent & student signatures). Attendance at this presentation is mandatory and the contract will ensure that students and parents are aware of the consequences of violating the school's prom rules and guidelines.
4. Out of district students must complete a contract that is signed by their home school and a parent/guardian.
5. Students who are in violation of the code of conduct and/or the terms and conditions of the prom contract will be sent home from the prom and will face further disciplinary measures as per the prom contract.
6. **ELIGIBILITY – Students must be academically eligible in order to purchase a ticket and attend the prom. Refunds will not be granted to students that become ineligible to attend after purchasing a ticket**

## **STUDENT ACTIVITIES**

Student activities that use school or district facilities can only occur with the permission of the appropriate administrator. Similarly, off campus activities that use the school or district name must be approved. Students that participate in such activities (i.e. "senior prank") are subject to disciplinary action\*. Furthermore, such actions could lead to police involvement.

Behavior/actions off school premises that could affect and disrupt school routines are subject to all school discipline procedures and privileges.

\*Seniors involved in any "senior prank" can be excluded from prom and/or graduation.

## **SORORITIES AND FRATERNITIES**

Sororities and Fraternities as well as secret clubs, gangs, societies, or organizations are prohibited by the East Rockaway Board of Education. In addition, any gang colors, beads or paraphernalia related to gangs that is exhibited in school is prohibited and subject to disciplinary action.

## **TEXTBOOKS/CALCULATORS/EQUIPMENT**

All textbooks, library books, calculators and equipment are the property of the school. While they are in the possession of a student, it is expected that the student will properly care for and protect them. It is expected that they will be returned by the student in the same condition that they were issued. If a book, calculator or equipment is damaged, stolen or lost, the student will be required to pay the specified fee. Failure to honor these obligations will result in disciplinary action and/or the withholding of report cards/transcripts. **A cumulative record of non-returned items will be kept for all students. Failure to replace or pay any fees owed can eventually prevent a student from receiving his/her diploma until such fees are taken care of. This applies to unreturned equipment and uniforms as well.**

## **VANDALISM**

Vandalism is a crime, which affects all of us. Any such act will be investigated to the fullest. This includes defacing/destruction of school property and bathrooms, graffiti, pranks, and any other such offense. State law holds parents and/or guardians liable for acts committed by their children

## **WORKING PAPERS**

Students 14 – 17 years old wishing to work must have working papers. The application forms may be obtained in the Main Office of the High School during their lunch period or after school.



EAST ROCKAWAY

**ERHS**  
*Junior / Senior*  
HIGH SCHOOL

**W**ISDOM

**E**MPATHY

**R**ESPECT

**O**PTIMISM

**C**OMPASSION

**K**INDNESS