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Announcements

Announcements are made over the public address system every morning and broadcast via video feed at least once per week including, but not limited to, every Friday. These announcements are also posted each morning on the Walt Whitman High School web site, which can be accessed via link through the South Huntington UFSD site (www.shufsd.org). When deemed necessary, additional announcements will be made in the afternoon at the conclusion of 9th period. Announcements submitted for broadcast must be brief and must be prepared and signed by a faculty member.

Attendance and Absence

Under State Law, pupils must attend school every day while enrolled, unless there are necessary causes for absence, such as personal illness, death in the family or religious observance. In the event of extended illness (3 or more days), it is recommended that a parent or legal guardian call the Attendance Office (425-5373) to advise us of the reason for the absence.

State Law requires that on the day following an absence, a written excuse for the absence must be submitted to the appropriate school official. This excuse must be signed by a parent or guardian and must include the following information:

1. Current date
2. Student's full name
3. Date of absence
4. Reason for absence

Students failing to comply with this regulation may be referred to the Discipline Offices (Room 406 or Room 220).

All work must be made up within the time set by each teacher. A mark of incomplete for work not made up could result in course failure. If a student is absent near the end of a marking period and it is physically impossible to make up the work, an incomplete may be given until the work is satisfactorily completed during the next marking period. Note that a grade of incomplete cannot be issued at the completion of the fourth marking period due to incomplete or missing class work.

Students must be present in first period class and remain in school to be permitted to participate in any school event (athletic or co-curricular). This includes after-school practices and rehearsals. If extenuating circumstances exist (e.g., doctor's appointment), an official note must be submitted by the student to the appropriate administrator **prior to** the event. Refer to the high school [Eligibility Policy](#) for detailed information in this regard.

Automobiles and Parking

Only students who are officially members of the Junior or Senior Classes and who possess a valid, unrestricted, Class D license will be permitted to drive/park on school property.

New York State Vehicle and Traffic Law prohibits students with learners' permits or junior licenses from driving to school unless accompanied by a parent or legal guardian. Since the District provides regular bus transportation, a student should have a valid reason for driving an automobile to school instead of riding the bus.

Students have the privilege of parking in the rear parking lot behind the South Cafeteria and outside the North Gym. The faculty parking lot is off limits to students. During the first week of school, all vehicles must be registered with security even if the vehicle is used only occasionally. Students violating this regulation will be subject to disciplinary action. Parking permit stickers must be clearly displayed. **Unregistered or illegally parked cars may be towed away at the owner's expense.**

Student parking areas are off limits during the school day. Students will not be permitted access to their vehicles during the school day unless accompanied by an administrator. Loitering in automobiles or leaving school property illegally will be subject to disciplinary action. All vehicles should be locked when parked on school property. The school assumes no responsibility for the safety of your vehicle or its contents. Also understand that student vehicles may be subject to search as warranted.

Drivers must drive carefully and obey the school speed limit of 15 miles per hour at all times. Reckless behaviors will disqualify students from driving to school for a period determined by the administration and may result in further disciplinary action.

Regular Bell Schedule

Period 1 7:30 AM – 8:15 AM
Period 2 8:20 AM – 9:00 AM
Period 3 9:05 AM – 9:45 AM
Period 4 9:50 AM – 10:30 AM
Period 5 10:35 AM – 11:15 AM
Period 6 11:20 AM – 12:00 PM
Period 7 12:05 PM – 12:45 PM
Period 8 12:50 PM – 1:30 PM
Period 9 1:35 PM – 2:15 PM

Delayed Opening Bell Schedule

Period 1 9:30 AM – 9:59 AM
Period 2 10:04 AM – 10:31 AM
Period 3 10:36 AM – 11:03 AM
Period 4 11:08 AM – 11:35 AM
Period 5 11:40 AM – 12:07 PM
Period 6 12:12 PM – 12:39 PM
Period 7 12:44 PM – 1:11 PM
Period 8 1:16 PM – 1:43 PM
Period 9 1:48 PM – 2:15 PM

Buses

School buses are an extension of school property. The same quality of self-discipline and respect for others' rights, which students exhibit on school grounds, is expected on school buses. Students who do not abide by the rules governing school property may be denied the privilege of riding the bus.

Late buses leave from Whitman at 3:15 PM, 4:15 PM, and 5:15 PM every day. **Only those students who attend a scheduled extracurricular event are entitled to ride a late bus.** Late buses will stop at the Teen Center after

departing from the High School. Because they are fewer in number than regular arrival and dismissal buses, routes followed by late buses are generally longer. The 5:15 PM buses are primarily used for students participating in athletic activities.

Cafeteria

Cafeterias will continue to offer complete breakfast and lunch menus, as well as, a la carte items. Items may be purchased using cash or using the ID/Debit Card system. Information on the Debit Card system will be provided by the District School Lunch Office prior to the onset of the school year.

The following rules, along with all other rules that govern student behavior during the school day, apply in the cafeterias:

1. Tables must be kept clean.
2. Trays, utensils, and garbage must be discarded appropriately.
3. Sitting on tables or standing on chairs is not permitted.
4. Card or game playing is not permitted.
5. Loitering is not permitted in the halls adjacent to the cafeterias.

Students are reminded that a clean cafeteria is not only necessary for health reasons, but is also a reflection on the school and them, as individuals. Also note that hand sanitizers have been placed strategically in both cafeterias. Students are encouraged to use them prior to and following every meal.

Campus Security

In an effort to secure the safety of students and the security of the building:

1. Students must enter (upon arrival in the morning) through one of three entrances only – by the Main Office, Performing Arts Center, or Student Parking Lot (behind the South Cafeteria).
2. Students must remain inside the building during academic periods. Students are allowed outside (onto the horseshoe driveway) only during passing, in between periods.

Care of Personal Property

The responsibility for students' personal property is theirs alone. **Large sums of money, expensive pens, watches, jewelry, wallets, hand bags, cell phones, iPods, MP3 players, digital cameras and radios should be left at home. Under no circumstances should items of value be left unattended in an unlocked locker or out of a locker entirely.** If an item is lost or missing, students should check the "lost and found" in the Main Office or Custodial Receiving area. If a student believes that a personal item of value has been stolen, a **Report of Theft** (available in the Main Office) should be filed. These reports are designed only to facilitate the return of found items to their owners. The school cannot assume responsibility for articles kept in hallway or gym lockers.

Care of School Property

Students should treat school property with the same consideration one has for items in his or her home. Students who damage or vandalize school property will be prosecuted to the full extent of the law. Students must not mark up desks, lockers, etc. Willful destruction of school property will result in strong disciplinary action.

Cell Phones/Electronic Devices

Cell phones and other electronic devices (i.e., headphones, iPods, digital cameras, hand-held games, etc.) are not to be displayed and/or used during school hours. Messages from parents may be left with the secretary in the Main Office or with the pertinent Assistant Principal. Such messages will be delivered to the student at the end of the period or at the earliest convenient time.

Class Rank

Rank for the graduating class (seniors) is based on marks earned in grades 9, 10 and 11. Please note however, that the Principal's List, including the positions of valedictorian and salutatorian, is established based upon a **three and one-half year rank**. To qualify as class valedictorian or salutatorian, it is necessary to have been enrolled as a student for one full school year (i.e., grade 9, 10, or 11) in the South Huntington Schools.

Clubs and Organizations

Walt Whitman High School provides a wide variety of clubs and organizations and encourages student participation.

A list of these clubs and organizations follows:

- African-American Heritage Club
- AIDS Peer Educators
- Amateur Radio Club
- American Sign Language Honor Soc.
- Art Honor Society
- Autism Awareness Club
- Book Club
- Chamber String Ensemble
- DECA
- Environmental Club
- Equestrian Club
- Forensic Speech and Debate Club
- French Honor Society
- Gay-Straight Alliance
- Girls Leaders Organization
- Habitat for Humanity
- Interact Club
- International Club
- Italian Honor Society
- Jazz Band
- Key Club
- Kickline and Dance Team
- Lamplighters
- Latino Heritage Club
- Literary Magazine (Xanadu)
- Marching Band and Color Guard
- Mathletes, Grade 9 / 10-12
- Model UN
- National Honor Society
- Natural Helpers
- Newspaper (The Paw Print)
- Photography Club
- Pre-Medical Club
- Robotics
- S.A.D.D.
- Science Olympiad
- Spanish Honor Society
- Stage Band
- STEP Team
- Theatre Honor Society
- Tri-M Music Honor Society
- Video Yearbook
- Yearbook
- Whitman Chorale
- Whitman's Light
- Women's Choir

Code of Behavior (Refer to the District Code of Conduct for more specific information. This code is printed annually in the parent handbook/school calendar. It can also be accessed through the District and Whitman Websites.)

Students in need of disciplinary attention are generally referred to the Discipline Offices (Room 406 for grades 9 & 10 and Room 220 for grades 11 & 12). Disruptions of a serious nature are handled directly by an Administrative Dean, an Assistant Principal or the Principal.

1. Infractions

Parents will receive formal written notification of illegal class absence, lateness to school and all infractions that require internal or external suspension.

Infractions that generally merit detention or in-school suspension are as follows: excessive lateness, leaving school property, insubordination of a minor nature and illegal absence from class.

Infractions that generally merit external suspension are as follows: fighting, more significant insubordination, continued and excessive violation of the rules, refusal to serve internal suspension or detention, vandalism, drug-related activities and other serious infractions of school rules. Conduct that materially and substantially interferes with the educational process is prohibited, including the use of obscene, profane language or gestures. This type of conduct is also grounds for external suspension.

Students found in possession of weapons (knives, guns, etc., or facsimiles thereof), alcohol, drugs including marijuana, or drug paraphernalia will receive a five-day external suspension and will automatically be referred to the Superintendent's office for a hearing and further action.

All infractions that require suspension are reported to the parent via a letter signed by the Principal. Parents are advised of suspensions by phone prior to the dates that are to be served. In the event of external suspension, parents are entitled to an immediate conference with the Principal and any or all witnesses to discuss the matter further.

2. Illegal Absences from Class

With an ever-increasing amount of instructional material being presented daily in class, it is imperative that students miss as little class time as possible. The following disciplinary procedure is to be used for illegal absences:

First and Second Illegal Absences: The teacher will speak to the student, notify the parents, and assign appropriate disciplinary action following each infraction.

Third Illegal Absence: The student will be referred to the Attendance Review Committee for determination of further disciplinary action, including detention or suspension.

Class work, quizzes, and exams missed as a result of an illegal absence will result in a grade of zero, which will be factored into the quarterly average.

3. Lateness to School

Tardy students are those who arrive after the 7:30 AM bell has rung. Students must sign in on the side of the building where their first period class is located. During 1st period, North Wing (400, 500, 600 hall) sign-in will take place by the Main Office entrance and South Wing (100, 200, 300 hall) sign-in will take place by the Performing Arts Center entrance. After 1st period, Grade 9 & 10 sign-in will take place in room 406 and Grade 11 & 12 sign-in will take place in room 220. Students who fail to sign in late upon arriving onto school property are subject to suspension.

Students who are late must present a note from a parent or guardian identifying the reason. Repeated unexcused lateness will result in disciplinary action. According to State law, repeated tardiness is to be treated as unlawful absence and chronic offenders will be disciplined accordingly.

4. Lateness to Class

Please note that three latenesses to class will be treated as an illegal absence (see section 2 above). Nine such latenesses will result in referral to the Attendance Review Committee.

5. Smoking

By law, all public buildings in Suffolk County are smoke-free. Smoking is not permitted in the building or outside on school property at any time. Infractions will lead to detention and/or suspension.

Additionally, violators will be referred to the Suffolk County Department of Health. If a student is found guilty of the charges, violation of the Public Health Law is punishable by a fine of up to \$500 for each offense.

6. Dress Code For Students During Regular School Hours and Indoor School Activities

By law, inappropriate or indecent items of attire may be banned. Cleanliness and decency in clothing are required at all times. A student's dress and appearance must be safe, appropriate and must not disrupt or interfere with the educational process. For reasons of safety and health, footwear (that does not present a safety hazard) is required for all students on school property. Undergarments must be completely covered with outer clothing. When an individual's behavior, actions and/or attire undermine or are detrimental to the learning environment, the student will be accountable to school authorities. In the final analysis, the building administration has the right to interpret, according to the District Code of Conduct, what violates a reasonable standard of conduct and appearance.

The following is an excerpt from said Code:

1. ...the following are inappropriate for school: extremely brief garments such as tube tops, net tops, halter tops, spaghetti straps

(muscle shirts for boys), plunging necklines (front and/or back) and see-through garments.

2. (a student's dress should) not include items that are vulgar, obscene, libelous or those that denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability...nor prompt and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

Also note that:

- *Shorts and skirts must be of appropriate length and fit. For example, four inches above the knee would be considered appropriate.*
- *Shirts and blouses are expected to cover the entire midriff.*
- *Hats, rags, and other headgear may not be worn **or carried** within the confines of the school building*
- *Chains may not be attached to any articles of clothing.*

7. School Events

The following code will govern the conduct and dress of all students and guests attending events:

- A. The appearance or dress of the student reflects the standards of the school. Students are to wear acceptable clothing at all events.
- B. For their protection, all students will be expected to remain within the physical limits designated for the event. Since all necessary facilities are available in the building, no students will be readmitted once they leave the premises.
- C. Smoking is not permitted at any time in the school or on the grounds.
- D. All litter such as papers, wrappers, or soda cans should be placed in the appropriate receptacles. Only through everyone's cooperation can we maintain a clean and pleasant environment in which to hold events.

8. Suspension

Internal: Students may be internally suspended for an entire school day or a portion of the day. While in the internal suspension room, students are expected to complete all assigned work for the day. When the duration of the internal suspension is an entire day, students may not participate in any extracurricular activities.

External: Suspension requires a temporary withdrawal from school. Students who are suspended must assume the responsibility for making up assignments. They may not enter school property at any time during the suspension period. Students who appear on school property during a period of suspension are subject to further disciplinary action. Suspended students may not participate in any extracurricular activities during the period of suspension. This includes school-sponsored activities off property. Dependent upon the length of external suspension there may be an additional period of extracurricular ineligibility. Please refer to the High School Eligibility Policy for details in this regard.

9. Before-School Detention

At the discretion of the administration, a student may be assigned to serve before-school detention. Detention begins at 7:00 AM and ends at 7:25 AM.

Eligibility Policy for Participation in Co-Curricular Activities

Co-curricular activities should be an integral part of each student's high school career. Nevertheless, the Board of Education, the High School administration and faculty regard participation in such activities as a privilege. This privilege shall be dependent upon the attendance, academic standing and disciplinary record of each student.

Please refer to the full text of the High School Eligibility Policy. This policy can be accessed through either the District or Whitman Website.

Exemption from Final School Examinations

Note that final examinations for the following courses are mandatory. Students will not be exempt from finals in these courses regardless of their final average.

English 9H, 9R (Track 2), 9R (Track 1)

English 10H, 10R (Track 2), 10R (Track 1)

Math 1A, 2H, 2, 2A, 3A

Global History and Geography 1H, 1R (Track 2), 1R (Track 1)

All Languages 1, 2A, 2B

Students shall be excused from final school examinations in elective courses and certain required courses not leading toward a Regents Examination, if they achieve a 90% (or better) average of all marking period grades:

- Half-Year Subject – A 90% average for the two marking periods qualifies a student for exemption in such courses.
- Full-Year Subjects – A 90% average for the four marking periods qualifies a student for exemption in such courses.

NOTE: No student shall be excused from a Regents examination.

Fire Drills – Procedure

1. The signal for a fire drill will be a series of rings from the fire bell system.
2. Teacher closes windows.
3. Students in all rooms stand and pass in single file, following the directions posted in all rooms. Students may pass in double file if the room has direct access to an exit.
4. Students with a handicapping condition will be escorted by the teacher, to a designated room for further assistance.
5. **Students must walk quickly and remain silent;** students and staff must focus on evacuating the room promptly and without confusion.
6. The last student out should close the classroom door; outside doors must also be closed after all students have exited.
7. Teachers accompany students from their rooms.

8. The lines formed outside the building should be far enough away from the building to be out of danger from falling debris and to permit fire-fighting vehicles and equipment to pass.
9. **Our goal is to empty the building in 120 seconds.**

General Student Organization

The elected officers of the General Student Organization (GSO) are president, vice-president, secretary and treasurer. In addition, an executive assistant to the president shall be appointed jointly by the GSO president and advisor. Responsibilities of these officers are outlined in the General Student Organization Constitution.

Student Council: Student government in Walt Whitman High School revolves around the Student Council representatives. These individuals represent the interests of the collective student body. All students should be familiar with the activities of Student Council representatives and should cooperate fully with the representative chosen to speak for them. The Student Council is composed of the GSO officers, the officers of each class and class delegates. Each recognized club is entitled to a non-voting representative in the Student Council as is each grade 9-12 social studies class. Each delegate has the duty to report the actions taken at each GSO meeting and to bring to each meeting the suggestions and requests of the students (s)he represents.

Graduation Requirements

The following course requirements apply to the classes of 2009, 2010, 2011, and 2012:

	Regents Diploma	Regents w/Advanced Designation
English	4 units	4 units
Social Studies	4 units	4 units
Mathematics	3 units	3 units
Science	3 units	3 units
Health	½ unit	½ unit
Art and/or Music	1 unit	1 unit
Physical Education	2 units	2 units
Foreign Language	1 unit	3 units
Sequence and/or Electives	<u>3½ units</u>	<u>1½ units</u>
TOTAL	22 units	22 units

Students are required to have completed one unit of credit in a foreign language by the end of their freshman year or pass the New York State Proficiency Exam.

The following testing requirements apply to the classes of 2009, 2010, 2011 and 2012. In order to obtain a Regents Diploma, passing grades must be attained as follows:

<u>Regents Diploma*</u>	<u>Regents Diploma with Advanced Designation*</u>
Comprehensive English Regents	Comprehensive English Regents
Math A Regents (or Integrated Algebra Regents for select members of the class of 2012)	Math A Regents <u>and</u> Math B Regents (or a 3-Regents sequence including Integrated Algebra, Geometry, Algebra II & Trigonometry Regents for select members of the class of 2012)
Global History Regents	Global History Regents
U.S. History Regents	U.S. History Regents
Science Regents	Living Environment Regents <u>and</u> any Physical Setting Regents
	**Comprehensive Foreign Language Regents

** May substitute 5 unit sequence in Art, Music or Occupational Education Sequence

In order to receive a Regents diploma, grade of 65 or better must be achieved on each examination.

*The designation of w/Honors is added to either the Regents or Regents w/Advanced Designation Diploma for those who obtain an average of 90% on the required Regents Examinations.

Local Diploma Low Pass Option for General Education Students

The following requirements exist by which students may graduate with a **LOCAL** diploma:

- Entered 9th grade in 2005 – need to achieve scores of 65 or above on 2 required Regents exams and 55 or above on the other three.
- Entered 9th grade in 2006 – need to achieve scores of 65 or above on 3 required Regents exams and 55 or above on the other two.
- Entered 9th grade in 2007 – need to achieve scores of 65 or above on 4 required Regents exams and 55 or above on the other one.
- Entered 9th grade in 2008 – No low pass option.

Special Education Safety Net

To successfully complete **LOCAL** diploma testing requirements, Special Education students may take and pass RCT exams if they do not pass a Regents exam. Note, however, that these students must take the Regents exam to earn RCT credit. RCT exams may be taken before or after Regents exams. These students may also achieve 55-64 on all pertinent Regents Examinations and still earn a local diploma.

The following guidelines are followed to determine the *grade-level status* of students:

- **Sophomore Status:** a minimum of 5 credits; 4 of those credits must be earned in English, social studies, math, science, or a foreign language.

- **Junior Status:** a minimum of 10 credits; 8 of those credits must be earned in English, social studies, math, science, or a foreign language.
- **Senior Status:** a minimum of 15 credits; 13 of those credits must be earned in English, social studies, math, science, or a foreign language.

Exceptions:

- Students who attend Wilson Tech programs will be required to obtain the specified number of credits, but they will not be subject to the provisions regarding subject area selection.
- Students who receive Special Education and ESL services will be evaluated on an individual basis.

Implications:

- Homeroom assignment will be based upon class placement.
- Only juniors or seniors who possess a valid senior driver's license may obtain campus driving privileges.
- Only juniors or seniors may invite others to their respective proms.
- Only seniors may attend the senior banquet.
- Only seniors may be featured in the senior section of the yearbook.
- All other grade level distinctions will be made on the basis of academic status, not chronological age or years of attendance.

Hall and Room Passes

Students must obtain valid hall passes (bathroom pass, blue pass) in order to go from one building location to another during class time. They will be required to present such passes on demand to teachers on duty and/or security staff. Students are not permitted to enter into classrooms other than their own, during an academic period. Students may not be excused from a class unless authorized by the school administration.

Honor Roll

The Honor Roll and High Honor Roll are intended to recognize those students who have demonstrated exemplary academic performance during a given marking period. Honor Roll/High Honor Roll designation will be indicated on respective report cards. The following should be noted:

1. Honor Roll Eligibility requires a quarterly average between 85 - 94%. High Honor Roll Eligibility requires a quarterly average of 95% or above. Any failing grade will lead to Honor Roll ineligibility regardless of overall quarter average.
2. A student must carry a minimum of "four major subjects." A "major subject" is one that meets five class periods per week.
3. Absences totaling more than 50% of the total possible attendance for the marking period and failure to take examinations that, in the opinion of the teachers, give evidence of satisfactory achievement will preempt a student from placement on either Honor Roll.

4. No student may receive an "incomplete" in any course. In addition, a comment associated with misconduct in class or insufficient information on the report card renders the student ineligible for either Honor Roll.

The Principal will review individual cases where a student may be excluded from an Honor Roll because of unusual circumstances.

Identification Cards

We deem it necessary to do everything possible to ensure that unauthorized individuals do not enter the school building. To this end, the identification card process was implemented as a proactive measure. Students are issued identification cards at the beginning of each school year. These cards may also be used as "debit cards" in the school cafeteria.

Students are required to wear cards on a breakaway lanyard around their necks, in front of the body and not obscured by any clothing from the time they enter the school building until the time they exit. One duplicate card and lanyard will be provided free of charge each year. Charges are assessed for each item issued beyond the duplicate (\$3.00 per card; \$2.00 per lanyard), thus students must be responsible for keeping track of their cards. Although charges are incurred once cards are printed, students are encouraged to return their duplicate cards to the Main Office for safekeeping and re-issuance, as needed. "ID Fine letters" will be sent home approximately once per month; fines can be paid in the Whitman Main Office or the School Lunch Office located within the District Administration building. Unpaid fines will result in a hold being placed on the end-of-year report card and/or diploma.

Failure to wear the card appropriately or present the card upon demand to a staff member may result in disciplinary action.

Internet/Computer Accounts

Recognizing the importance of technology to the educational process, the District provides students with the tools necessary to effectively navigate the Internet and their own computer accounts.

Students must sign and file the *SHUFSD Computer Technology and Internet Use Agreement*, cosigned by their parents, in order to gain access to the Internet and accounts through the District's network. The Computer Technology and Internet Use Agreement policy was developed by the Board of Education in order to establish guidelines within which computer accounts and the Internet may be accessed and utilized during school hours. The policy applies to all computer use through the District Network.

Library

The Whitman library contains greater than 20,000 volumes, approximately 70 periodicals and newspapers and a collection of books on tape. The library is also equipped with terminals for Internet access.

All circulating material may be borrowed for two weeks, with the privilege to renew. Reference materials may be borrowed for overnight use. The library opens at 7:15 AM daily and remains open after school until 3:00 PM. Students may use the library during any Study Hall period by coming directly to the library, arriving before or at the bell and signing in at the onset of the period. Lunch period passes may be obtained anytime prior to the beginning of the student's lunch period on the morning of the visit. After eating lunch, a student must show their pass to a cafeteria duty teacher and obtain that teacher's signature before departing the lunchroom for the library. In the Library, an atmosphere conducive to learning will be maintained throughout the year.

Lockers

1. Students are permitted access to their lockers between classes. They must possess a pass to access their lockers during class periods, but such requests will be kept to a minimum.
2. Homeroom teachers will assign lockers to students and provide lock combinations. Combinations are not to be shared with other students under any circumstance.
3. Lockers must be kept closed and locked at all times. Only one student will be assigned to a locker. Students are permitted to use their own lockers only.
4. If a locker is out of order, it should be reported to the Custodial Office or a wing Assistant Principal's Office, where another locker will be assigned or arrangements will be made to have the locker repaired.
5. Please be reminded that locks and lockers are the property of the school and are made available to students for their convenience. *The school reserves the right to inspect the locker for any purpose it deems advisable.*

Locker combinations work simply. Take the combination 9-18-13:

- Turn knob right two or more complete turns, stopping at 9;
- Turn knob left one complete turn, past 9, stopping at 18;
- Turn right to 13 and stop;
- To lock, simply close it and spin the knob.

Lost and Found

Most personal items such as lost books, wallets, pocketbooks etc. are sent to the Main Office. Other items might be brought to the Custodial Office in the South Receiving area.

Marking Procedures

INTERIM REPORTS

Teachers will communicate via interim reports with parents regarding students' progress between quarterly grade reports. The purpose of the reports is to inform parents of their children's progress on a more frequent basis.

REPORT CARDS

Final marks will be based on 4/5 class work (quarter grades) and 1/5 final examination or Regents grade. Two examples are as follow:

<u>Full-Year Course</u>		<u>Half-Year Course</u>	
1 st Quarter	80	1 st quarter	80
2 nd Quarter	75	2 nd Quarter	70
3 rd Quarter	70	150 x 2 = 300	
4 th Quarter	80	Final Exam	78
Final Exam	90		
	<u>395/5</u>		<u>378/5</u>
Final Mark	79	Final Mark	76

In a Regents course, the Regents examination will be considered the final exam. Students excused from school final examinations, having achieved an average of 90% or better will divide the total of the four marking period grades by 4 to obtain a final mark. For pertinent courses, refer to prior section on "exemptions".

Report Card Dates:

First Quarter	Report Cards Mailed	November 14, 2008
Second Quarter	Report Cards Mailed	February 9, 2009
Third Quarter	Report Cards Mailed	April 21, 2009
Fourth Quarter	Report Cards Mailed	July 1, 2009

At Walt Whitman High School the passing grade is 70% for all subjects. Please note that the State recognizes a passing grade on a Regents Examination at 65% or higher.

LETTER – NUMBER GRADE EQUIVALENTS

Questions often arise regarding the equivalence of letter and number grades. Use the following as general guide:

93-100	4.00	A
90-92	3.66	A –
87-89	3.33	B +
83-86	3.00	B
80-82	2.66	B –
78-79	2.33	C +
75-77	2.00	C
70-74	1.66	C – / D
below 70		F

INFINITE CAMPUS

Interim reports and report cards will also be accessible on-line through the parent portal of the Infinite Campus Student Management System. They will often be posted on-line before they are mailed home. Infinite Campus can be accessed from the High School web page (www.shufsd.org - follow the link to Walt Whitman High School; scroll down and click on the associated link).

National Honor Society

Membership in the National Honor Society is granted on the basis of faculty selection and conferred upon those students with outstanding scholarship,

service, leadership and character. The National Chapter Selection Guide defines these criteria as follows:

Scholarship – Students who maintain a cumulative average of 90% or higher.

Service – Contribution the candidate has made to his/her school, classmates and community.

Leadership – May be demonstrated through elected positions, contributions made in the classroom and community or cooperative behavior in the school situation that sets a good example for others to follow.

Character/Integrity – No recorded incidents of cheating or dishonesty; positive school behavior and attendance records; no record of civil offenses within the community; willingness to assist classmates, faculty members, etc.

Induction into the National Honor Society will take place once during the school year, usually in early May. The selection procedure at Whitman is as follows:

- Academically eligible students will be invited to apply for membership.
- Prior to being issued an application packet, students and their parents must sign and submit a “Statement of Understanding,” acknowledging their awareness of the induction criteria outlined above. They are also provided with a sheet that delineates the proceedings and reviews all criteria.
- The National Honor Society advisor subsequently holds a formal meeting with eligible/interested students to distribute application packets and discuss the entire application process. Students are asked to submit three reference forms, one of which must come from an individual who can reliably report/confirm a student’s completion of “service.”
- A list of academically eligible students who decide to apply will be distributed to the faculty. Faculty will comment privately (closed ballot) on the eligibility of any potential member with whom they are acquainted. They will make comments associated with the remaining criteria specified by the National Chapter (i.e., service, leadership, and character). The chairperson of the selection committee will collect the ballots.
- Each member of the selection committee (composed of 12 members, representing a cross section of high school departments) will be assigned a group of potential members and designated as the advocate for each of these students. The faculty advocate will evaluate the information presented for each of the students, and present the evaluation and recommendation to the faculty selection committee. A majority vote of the selection committee is required to admit a new member.
- The number of faculty members who comment on a candidate is significant. At the end of two and a half years at Whitman, students will usually have had a minimum of eighteen classroom teachers, plus those faculty members with whom they have had contact in extracurricular activities. Where exceptions to this minimum occur, as in cases where

students attend Wilson Tech, consideration is given to those extenuating circumstances.

- Students should be aware that if a faculty member is privy to knowledge of an incident of cheating or dishonorable behavior, and if said faculty member chooses to report the incident to the selection committee, the selection committee has no choice but to disqualify that student from consideration for membership under the guidelines of the National Chapter.
- There is no arbitrary ceiling placed upon the number of students who may be inducted. All students who qualify in the areas of scholarship, service, leadership and character will be considered.

Maintenance of Membership

Article VIII Section 1 of the National Honor Society Constitution states:

Membership in local chapters is an honor bestowed upon a student...Once selected, members have the responsibility to continue to demonstrate these (selection criteria) qualities.

Members are required to attend at least eight of the ten general meetings and complete 30 hours of community service before a designated time (usually in April). Fifteen of these hours must be completed at Walt Whitman events that are held outside of the school day. In January (mid-way point), hours will be calculated and confirmed. If a member has not completed 15 hours by this time, he/she will be placed on probation and will have until a designated February date to complete 15 hours of service. If a member does not have 15 hours completed by the designated February date or 30 hours by the designated April date, that member will be dismissed from the chapter.

Nurses

Health services are under the supervision of school nurses. The Nurses' Office (Room 217A) is on the 2nd floor next to the South Gym and diagonally opposite the Guidance Office. The nurses are on duty at 7:30 AM.

The nurses provide emergency services for those who take ill and for those who are involved in accidents during school hours. Limited medical supplies are available, such as emergency dressing, antiseptics for injuries, and emergency treatments for minor illnesses. To comply with State law, nurses cannot dispense medications nor are they permitted to splint or tape sprains. Arrangements for more extensive medical care will be made when emergency situations arise.

All students who must leave the building due to illness must report to the Nurses' Office first. Students who leave due to illness without reporting to the nurse for medical dismissal are subject to disciplinary action according to the school's Code of Conduct. A student visiting the Nurses' Office must possess a pass from a staff member.

Out of School Passes

Permission to leave the building during the school day can be obtained only if the request from the parent or guardian is made **in writing**. This request must also be confirmed by phone or through face-to-face contact. Every effort should be made to make appointments after school hours. Passes will be granted only when absolutely necessary. Furthermore, students will only be released to parents or guardians, or their designees. Under no circumstances will students be released to other students.

Students requesting out-of-school passes should present their notes as early as possible. The note must include the following information:

1. Current date
2. Student's full name
3. Date to be excused
4. Reason for request
5. Signature of parent or guardian
6. Telephone number (home or business) where parent can be contacted
7. Doctor's or dentist's name and address if a medical or dental appointment is involved.

Passes for 9th and 10th grade students will be issued in room 406. Passes for 11th and 12th grade students will be issued in room 220.

Pass-Fail Courses

A select few courses are offered on a Pass/Fail basis. Contact the Guidance Office for information on courses associated with the Pass/Fail option. Physical Education is offered on a Pass/Fail basis only.

Students wishing to take such courses for a numerical grade must inform their instructors on the **first day** the class meets. The decision made at that time will be binding for the remainder of the course. This system may be beneficial to students who wish to take certain courses without undue concern over the final grade and its effect on their academic standing. Pass/Fail courses are not computed in the ranking process.

Passing between Classes

1. Five minutes is adequate time to pass from one class to another. Students are expected to be prompt and in their seats before the bell rings.
2. If a student is required to miss class for any reason, that student should always report to class first and then ask to be excused.
3. Students repeatedly late to class despite teacher efforts to correct the problem will be referred to the Discipline Offices (Room 406 or Room 220). The Main Office does not issue late passes for tardiness.

Physical Education

In New York State, four years of Physical Education are mandated for all high school students. Students must be enrolled in Physical Education during every

semester in which they are enrolled in school. In determining the satisfactory completion of course requirements, the factors of attendance and participation play an important role. Failure to participate adequately and conscientiously would mean non-fulfillment of the basic requirements necessary for successful completion of Physical Education requirements for the year. Seniors facing such a predicament without medical excuse could seriously jeopardize their chances for graduation since they will have failed to fulfill the State mandate. All students will earn a ½ credit each year for successful completion of a Physical Education course.

Regents Examination Policy

The policy is as follows:

1. **A passing grade on a Regents examination does not automatically constitute a passing grade for the course.** To receive course credit, a student must have a passing average at the conclusion of the course and exam. If a student does not complete the course with a passing average, the course must be repeated either in summer school or regular day school the following year.
2. Students who fail a course for the year and fail the Regents examination must repeat the course either in summer school or regular day school before they are eligible to take the Regents examination a second time.
3. Students who pass the course but fail the Regents examination will be allowed to take the Regents examination a second time without any requirement for additional class work. A counselor may advise additional preparation, but it is not required.
4. Students who pass the course and pass the Regents examination will be allowed to retake the Regents examination for a higher grade, if so desired.
5. Students who have not taken a course but would like to take a Regents examination must formally demonstrate skills and knowledge comparable with those expected from students who have completed the course before they are allowed to take the Regents examination, as per the guidelines specified by the New York State Education Department (Section 100.5 of the Commissioner's Regulations).
6. As per State requirement, students taking Regents examinations in Science must display evidence of satisfactory completion of 1200 minutes (30 periods) of laboratory contact time. This evidence is in the form of satisfactorily evaluated laboratory reports.

Schedules

Since a great deal of time and effort is expended in selecting subjects, students must retain their original selections. Our master schedule which is based on staff and room utilization is formulated on the basis of original student

requests. Changes cannot be accommodated because of the detrimental effect they would have on this critical balance.

The administration recognizes that because of course conflicts, clerical errors, previous course failures and changes of ability, some course adjustments will be necessary. These will be accomplished during late June, late August and the first week of school. Requests for a teacher change will **only** be honored when a student or sibling has had the teacher previously and **failed** the course.

In the case of full-year courses, drops are permitted until the conclusion of the first semester. Half-year courses may not be dropped after the first ten days of a school semester. No student will be permitted to make any level change after February 15th.

Scholarships

Each year, schools, colleges, service clubs, business firms and other groups send announcements about scholarships that are available. We inform our student body about these scholarships during the course of the year via periodically distributed Junior-Senior Bulletins.

Many colleges grant scholarships only after direct application plus the filing of the Free Application for Federal Student Aid (provided by the U.S. Department of Education.)

Colleges may also require completion of the *Financial Aid Profile*, which is available from the College Board. All forms are available in the Guidance Office. The Guidance Office also conducts a financial aid workshop for parents and students during the month of January.

Some scholarships are awarded based on examination scores. For example, the Preliminary Scholastic Aptitude Test—National Merit Scholarship Qualifying Test (PSAT/NMSQT) is administered during the fall of a student's junior year.

Science Laboratory Requirements

Each of the four Regents science courses (Living Environment, Physical Setting Earth Science/Chemistry/Physics) is associated with a mandated laboratory requirement. Laboratory activities enhance classroom instruction, providing hands-on experiences demonstrating skills, key concepts and ideas. As per State requirement, students must complete at least 1200 minutes of laboratory contact time, as evidenced by satisfactorily graded written reports.

As per Board-approved Whitman requirement, students must satisfactorily complete a minimum of 70% of all laboratory activities performed during a given marking period in order to earn a passing grade. Once the 70% requirement is met, lab reports will count as 25% of a student's grade. Students who are unable to meet the laboratory requirement by May 15 will not be permitted to take the associated Regents examination. Lab reports from

previous quarters can be submitted toward the New York State requirement but not toward the current marking period grade.

Sexual Harassment

Sexual harassment of students and staff is a form of discrimination and is a violation of Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 in that it constitutes differential treatment on the basis of sex. The South Huntington Union Free School District is committed to safeguarding the rights of all students and staff and to providing an environment that is free from all forms of sexual harassment. Where sexual harassment is found to have occurred, the administration will act to stop the harassment and prevent its recurrence as well as, discipline those responsible.

Spectator Code of Conduct – Athletic Contests (home and away)

1. Spectators are an important part of any contest and shall at all times conform to accepted standards of good sportsmanship and behavior.
2. Spectators shall respect officials, coaches and players, and extend all courtesies to them. Spectators shall also respect and obey all school officials, supervisors and police at athletic contests.
3. Good-natured and appropriate cheering is encouraged. Stamping of feet, taunting, foul and abusive language, inflammatory remarks and disrespectful signs and behavior are not acceptable.
4. Faculty supervised pep bands are permitted during “dead ball time.” Spectator noisemakers or sound devices are prohibited.
5. Spectators shall observe and obey the rules and regulations of the school concerning smoking, food and soft drink consumption, use of lavatory facilities and parking of cars.
6. New York State Law prohibits any person under the influence of alcohol to be on school property.
7. Violators of this Code are subject to immediate removal.

Sports

Walt Whitman offers a full contingent of interscholastic athletic opportunities. The school is a member of Section XI of the New York State Public High School Athletic Association and placed within Conference II based on enrollment.

This comprehensive program is an integral part of the total educational process and is designed to represent the school and community in a very positive manner both on and off the field.

Fall Program

Varsity/JV/Freshman Football
Varsity/JV/Freshman Soccer
Varsity/JV Volleyball

Boys' Sports

Varsity/JV Gymnastics
Varsity/JV Cross Country

Winter Program

Varsity/JV/Freshman Basketball

Varsity/JV Winter Track

Varsity/JV Wrestling
Varsity/JV Fencing

Varsity Bowling
Swimming (indiv. comp. only)

Spring Program

Varsity/JV Badminton (Coed)
Varsity/JV/Freshman Baseball
Varsity/JV Spring Track

Varsity/JV Tennis
Varsity/JV Lacrosse
Varsity Golf (Coed)

Girls' Sports

Fall Program

Varsity/JV Field Hockey
Varsity/JV Cross Country
Varsity/JV Tennis
Varsity/JV Volleyball

Varsity/JV Soccer
Varsity/JV Gymnasites
Swimming (indiv. comp. only)

Winter Program

Varsity/JV Basketball
Varsity/JV Fencing

Varsity/JV Winter Track

Spring Program

Varsity/JV Badminton (Coed)
Varsity/JV Softball
Varsity Golf (Coed)

Varsity/JV Volleyball
Varsity/JV Lacrosse
Varsity/JV Spring Track

Study Halls

Students must occupy themselves with constructive work during an assigned study hall period. Disruptive behavior, sleeping, etc., will not be tolerated. Attendance is required, unless a student has a previously signed pass to another part of the school or is attending the library for research purposes. Violations of study hall rules will be regarded as a serious offense and will be referred immediately to the Discipline Offices.

Substance Abuse (Board Policy 7320)

Use or possession of alcohol and/or any other controlled substance is strictly prohibited on school district grounds and is detrimental to the health and welfare of the members of our school community. In view of the above, the district is committed to supporting the prevention of substance abuse, treatment for affected individuals and elimination of use/possession of such substances on school property or during school-sponsored events.

No person may use, possess, sell, distribute or manufacture alcohol or other controlled substances, nor may use or possess drug paraphernalia on school grounds or at school-sponsored events. Drugs, only as prescribed by a physician, are exempt. The terms "alcohol and other substances" shall be construed throughout this policy to refer to the use of all controlled substances including amphetamines, heroin, steroids, look-a-likes and any substances commonly referred to as "designer drugs." The inappropriate use of prescription and over-the-counter drugs is also strictly prohibited. Additionally, any person whose behavior reflects an "obvious" consumption of alcohol or illegal substances must not enter school grounds or school-sponsored events.

The district will use the following principles as guides for the development of its substance use/abuse prevention efforts and for any disciplinary measures related to alcohol and other substances:

- Alcohol and other substance use/abuse is preventable and treatable.
- Alcohol and other substance use/abuse inhibit the district from carrying out its central mission of educating students and developing productive citizens.
- The behavior of the Board of Education, the administration and all school staff should model the behavior asked of the students.
- While the district can and must assume a leadership role in alcohol and other substance use/abuse prevention, this goal will be accomplished only through coordinated, collaborative efforts among parents, students, staff and the community as a whole.

District Goal: The South Huntington School District is committed to the prevention of use/abuse of alcohol and other controlled substances. The District is dedicated to providing a safe environment that is conducive to learning. Chemical use/abuse by students or staff members interferes with instruction, undermines the respect associated with learning, and threatens the safety and well-being of both the abuser and non-user. Our primary purpose is to educate all students using accurate and age appropriate information about alcohol, tobacco and other substances. This will include the physical, psychological, and social consequences of their use/abuse. Our goal is to help students develop appropriate life skills to resist the use of alcohol and other substances by helping them develop a positive self-concept and by promoting the development of healthy life styles. To accomplish this goal, our students will be provided with a comprehensive prevention curriculum. The district will encourage participation in positive alternatives through a program of diversified extracurricular activities.

Parent Education: The District believes that it is essential for parents of the children in our schools to be actively involved in understanding and enforcing the above policy. Through the PTA, parenting workshops, and distribution of information, all parents will be provided with the opportunity to develop the skills necessary to reinforce the components of this policy in their homes and within the community.

Community Involvement: In order to send a consistent message to our youth, the district will enlist the services of the local community, including businesses, agencies, organizations, churches, etc., to sustain a collaborative effort in setting the standard regarding prevention. It is essential that parents, staff and community members act as positive role models for our youth in order to reflect the rewards of a healthy, substance-free life style.

Student Assistance Program: The South Huntington School District has assumed responsibility for developing a comprehensive intervention program. The District established an Employee Assistance Program in 1984 and a Student Assistance Program in 1987. The purpose of this intervention is to

eliminate any existing use or abuse of alcohol and other substances. Thus, the district must identify substance abuse and those who are at high risk for such use or abuse. Support services will be offered to any student, family member, or staff person who has been so identified. Also, in accordance with the aim of the district to have smoke-free schools, students and staff will be offered research proven programs to assist them towards abstinence from tobacco.

The Student Assistance Program provides short-term counseling within the school setting to both parents and students regarding substance abuse. Support services are offered to students who have been identified as using substances, who are at risk of becoming users, and who are returning to school from treatment facilities. These services are also extended to the families of our students. When there is concern of possible substance abuse, a student will be referred to the Student Services Department.

Students considered at risk who may need extra support to avoid further problems may fall into some of the following areas:

- children of alcoholics and substance abusers
- children who are physically or emotionally abused or neglected
- children who are sexually abused
- children left in self-care
- children new to the district, school or classroom environment
- children who are pregnant
- children who are underachievers or overachievers
- children who are homeless

The Student Assistance Program maintains contact with community agencies in order to coordinate appropriate referrals for students and families when substance abuse has been identified. Students and parents will periodically be notified regarding the role of the Student Services Department and its availability for intervention. Students, parents and staff members may contact the Student Services Department directly with concerns they may have in this area. All contact between Department members, and students and families is confidential.

As part of its preventative program, the district reserves the right to search areas established as public, such as student lockers, halls and bathrooms. This will help assure a safe and healthy environment.

Standards of Conduct for Employees and Students in a Drug- and Alcohol-Free School Environment: The South Huntington School District is committed to maintaining a drug- and alcohol-free school environment. In furtherance of this commitment, the District has adopted, in conjunction with its drug-free school environment policy, "standards of conduct" for employees and students as follows:

- I. The manufacture, distribution, dispensation, possession and/or illegal use of controlled substances and alcohol by employees and students on the premises is prohibited.

- II. The use of controlled substances and alcohol by employees and students prior to attending school, which results in the intoxication on school premises, is likewise prohibited.
- III. Employees who feel that their work performance may be affected by prescribed medication are encouraged to report potential side effects to a supervisor.
- IV. Employees and students requesting aid and guidance in alcohol and drug abuse resolution will receive assistance on a confidential basis. Assistance for employees shall be made available through the Employee Assistance Program. Help for students will be provided through the Student Assistance Program. Both programs will make referrals to appropriate drug and alcohol rehabilitation programs.
- V. Compliance with the "standards of conduct" is mandatory. Sanctions consistent with local, state and federal law (including possible termination of employment, expulsion from school, and referral for prosecution) will be imposed on students or employees who violate the "standards of conduct."
- VI. Each employee shall notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace within five days of conviction. The Board of Education and any federal agency requiring such notification will be advised within 10 days after receipt of such notification.

Standards of Intervention for Students. If a student is suspected of alcohol or drug possession, or if a student appears to be under the influence of drugs or alcohol, then the following steps will be taken:

- 1. The student will not be left alone.
- 2. The Principal or designee will be notified.
- 3. If consumption is suspected, the school nurse will see the student to ascertain whether or not further medical intervention is needed.
- 4. If possession of an illegal substance is found, the police will be notified by the Principal or designee.
- 5. A parent or legal guardian will be notified.
- 6. The Principal will report the information to the Assistant Superintendent for Pupil Services, who will inform the Superintendent.
- 7. The student will be referred to the Student Services Department for three mandatory sessions. The focus of these meetings is to evaluate the nature of the student's problem and to make recommendations for appropriate intervention.

Textbooks

- 1. All students will be responsible for the textbooks issued to them.
- 2. Accurate records will be kept of all books issued and the condition of those books when distributed. A book card will be completed for each book distributed.
- 3. All books are to be returned at the end of the course.

4. Students will be assessed fines for lost books or for damages to books beyond reasonable wear.
5. Students who leave school before the end of the year are to return the books to the teachers who issued them.
6. Textbooks are to be treated with care, as they are public property.
7. All textbooks should be covered.

Visitors

For reasons of security, the school generally does not approve requests for visitors' passes. The administration will usually consider such requests only if they are made in advance of the visitation date. Approval will be at the discretion of the Principal.

Visitors to school offices will be stopped at the security checkpoint immediately outside the main parking lot and asked to show appropriate identification. At that time, they will be issued a visitor's pass which will permit them entry into the building.

Weighted Marks for Purposes of Determining Rank in Class

Courses are grouped according to academic difficulty, with each level of difficulty factoring into class rank accordingly. Courses are designated as Advanced Placement, Honors, Regents (Track 2) and Regents (Track 1), each carrying proportionate weight. Rank in class calculated using weighted final grades will appear on each student's transcript.

Withdrawal from School

A student needing to withdraw from school must do as follows:

1. Obtain a withdrawal slip from a wing Assistant Principal's office. A parent must first grant permission and sign the form.
2. Return all books, have the withdrawal slip signed by each teacher and return it to the Assistant Principal.

Only upon completion of both of the above, will the school respond to requests for transcripts, evidence of school attendance or any other records.

Working Papers

The standard employment certificate, commonly called "working papers," certifies that a young person is under 18 years of age and is legally employed.

Working papers are issued in the Guidance Office. There, the student may obtain an application form and the instructions to process the application.