

EAST HAMPTON HIGH SCHOOL
STUDENT/PARENT HANDBOOK
2011-2012

MISSION STATEMENT

The East Hampton High School Learning Community, united in purpose, effort, and commitment to academic excellence, will prepare students to enter the work force or higher education as contributing citizens of a democratic society in a changing world.

ADMINISTRATION

Richard Burns, *Superintendent of Schools*
Charles R. Soriano, Ed. D., *Assistant Superintendent*
Isabel Madison, *Assistant Superintendent for Business*
Adam S. Fine, *Principal*
Maria Mondini, *Assistant Principal*
Phillip Pratt, *Assistant Principal*
Joseph Vasile-Cozzo, *Director of Physical Education and Health*
Theresa Grimaldi, *Director of Assessment and Reporting*
Cindy Allentuck, *Director of Pupil Personnel Services*
Lawrence Roberts, *Director of Unified Arts*
Eugene Kelley, *Director of ESL*

BOARD OF EDUCATION

Laura Anker- Grossman, Ph.D.
George Aman, Ph.D.
Alison Anderson
Lauren Dempsey
Patricia Hope
Jacqueline Lowey
Elizabeth Pucci

The East Hampton Union Free School District does not discriminate on the basis of sex, race, color, national origin or handicap in the education programs or activities which it offers.

Title IX and Section 504 Compliance Coordinator Ms. Cindy Allentuck (631) 329-4145

EAST HAMPTON HIGH SCHOOL
2 LONG LANE
EAST HAMPTON, NY 11937
(631) 329-4130

WELCOME

Dear Student:

Welcome back to school! We are looking forward to a great school year and want you to set high academic goals, and get involved in the many activities offered at East Hampton High School. Make every effort to be an outstanding student and a good citizen with a positive attitude and your high school experience will be exemplary.

Read through this handbook carefully. It is important for you to know your rights and responsibilities, which are outlined in this handbook. Important policies and procedures relating to attendance, promotion, diploma requirements, class rank, and student conduct are also included in this handbook.

If you have any questions or problems, remember we are here to serve you.

Best wishes for success throughout the school year!

Dear Parent/Guardian:

Welcome back to school! I am excited to begin a new academic year, and I am looking forward to meeting you at the many building functions that are planned throughout the months ahead. Please read through this handbook and become familiar with the policies and procedures that address issues such as attendance, promotion, diploma requirements, and class rank. The East Hampton Code of Conduct, which governs the operation of a safe learning environment for all students, is included in the handbook.

East Hampton High School has an outstanding reputation for academic excellence. We are proud of the talents of our students, the quality of our professional staff, and the commitment and support of our involved and dedicated parents and community members. With your active involvement in the educational process, together we can continue to maintain high standards and meet the needs of all students. I encourage each of you to attend school functions, participate on building committees, and play an active role in the high school community.

Do not hesitate to contact me with any questions or concerns. I look forward to seeing you at events and I will welcome your feedback.

Sincerely,
Adam S. Fine,
Principal

GENERAL INFORMATION

SCHOOL CALENDAR 2011-2012

September 7	School Opens
September 29	Rosh Hashanah
October 10	Columbus Day
	School Closed
November 11	End of 1 st Marking Period
November 11	Veterans' Day
	School Closed
November 23 – November 25	Thanksgiving Recess
	School Closed
December 26 – December 30	Winter Recess
	No Classes
January 16	Martin Luther King, Jr. Day
	School Closed
January 23 – January 27	Midterm Exams
	No Classes
January 27	End of 2 nd Marking Period
	End of 1 st Semester
February 20 – February 24	Mid-Winter Recess
	No Classes
April 5	End of 3 rd Marking Period
April 6-April 13	Spring Recess
	School Closed
May 7 – May 18	AP Exams
May 28	Memorial Day
	School Closed
June 8	Last Day of Classes
June 11 and 12	Final Exams
	No Classes
June 15 – 24	State Exams
	No Classes
June 22	End of 4 th Marking Period
June 23	Graduation

SCHOOL HOURS

School is in session from 7:40 a.m. until 2:26 p.m. The Main Office and Counseling Office are open from 7:00 a.m. until 4:00 p.m. Students are expected to be in each class on time.

TIME SCHEDULE FOR CLASSES

Student Arrival	7:35
1st Bell	7:37
Period 1	7:40-8:26
Period 2	8:30 –9:11
Period 3	9:15-9:56
Period 4	10:00-10:41
Period 5	10:45-11:26
Period 6	11:30-12:11
Period 7	12:15-12:56
Period 8	1:00 – 1:41
Period 9	1:45-2:26
Bus Departure	2:30
Extra Help/Clubs	2:30
Sports Begin	3:00
First Late Bus Departure	3:30
Last Late Bus Departure	5:30

EMERGENCY SCHOOL CLOSING

If it is necessary to close school due to severe weather or other emergency conditions, an announcement will be made over the following radio stations:

WLNG – 1600 AM

WEHM – 96.7 FM

WAPC – 1570 AM

WRIV – 1390 AM

Channel 12

East Hampton High School Website (ehufsd.org)

Two-Hour Delayed Opening		15 Minute Homeroom	
Period	Time	Period	Time
1	9:40 – 10:09	1	7:59 – 8:38
2	10:13 – 10:41	2	8:46 – 9:25
3	10:45 – 11:13	3	9:29 – 10:08
4	11:17 – 11:45	4	10:12 – 10:51
5	11:49 – 12:17	5	10:55 – 11:34
6	12:21 – 12:49	6	11:38 – 12:17
7	12:53 – 1:21	7	12:21 – 1:00
8	1:25 – 1:53	8	1:04 – 1:43
9	1:59 – 2:26	9	1:47 – 2:26

HIGH SCHOOL TELEPHONE DIRECTORY

MAIN OFFICE – 329-4130
(OFFICE HOURS 7:00 A.M. – 4:00 P.M.)*

Principal's Office.....329-4132

Assistant Principals' Offices

Ms. Mondini.....329-4219

Mr. Pratt.....329-4129

Health Office	329-4134
School-to-Work Office.....	329-6462

PROGRAM COORDINATORS

Art	329-4369
Languages Other Than English (LOTE)	329-4183
Physical Education	329-4142
Music.....	329-7554

DEPARTMENT COORDINATORS

Counseling	329-4135
English	329-4165
ESL.....	329-4150
Math	329-4166
Science	329-4177
Social Studies	329-4185
Special Education	329-4176

DISTRICT ADMINISTRATORS AND DIRECTORS

Superintendent's Office.....	329-4104
Assistant Superintendent's Office.....	329-4133
Assistant Superintendent for Business	329-4106
Director of Athletics, Physical Education, Health and Driver Education	329-4143
Director of Guidance and Assessment	329-4190
Director of Pupil Personnel Services	329-4145
Director of Unified Arts (Art, Business, Communication, FACS, Music, Technology).....	329-4111
Director of English as a Second Language (ESL).....	329-4117

*During school vacations, offices are open from 8:00 a.m. - 3:00 p.m. Summer hours are 8:00 a.m. – 1:00 p.m.

EAST HAMPTON HIGH SCHOOL

ATTENDANCE POLICY

I. PHILOSOPHY

The East Hampton school community considers attendance a significant factor in the academic process. To be successful in school, students must be present in classes and must actively participate in learning activities. Even when specific work can be made up after an absence, the valuable time-on-task missed with lost classes may eventually affect the achievement of goals (e.g., College Board scores, course grades, employment opportunities) set by the student and his/her family. Furthermore, the school community is responsible for teaching the value of good attendance, as this characteristic is one that society views as essential for success.

II. POLICY

All East Hampton High School students are expected to attend all classes every day unless legally excused. Consequences will be imposed for students who incur unexcused absences.

III. DEFINITIONS

Excused absences: absences for the following reasons, and only for the following reasons, will be considered “excused absences” and will not be calculated in the student’s total when determining possible denial of credit:

- Recognized religious observance and religious education
- School-sponsored appointments or activities

Truancy: Students sent to school by their parents/guardians and expected to be in school are considered truant if they are absent for some unlawful reason.

IV. PROCEDURES

New York Education Law mandates that notes from a parent/guardian explaining the reason for an absence must be filed with the attendance clerk upon the date of the student’s return to school. The note must be signed by the parent/guardian stating the following:

- Student’s full name
- Days and dates of absence
- Reason for absence

This note is a legal document that must be kept on file for three years and can be admitted in court as documentary evidence.

V. CONSEQUENCES

Students will be denied course credit for excessive unexcused absences as determined by the chart below.

270 Day Science	180 Day Full	90 Day Half	45 Day Physical
<u>Lab Course</u>	<u>Year Course</u>	<u>Year Course</u>	<u>Education Course</u>
28 Absences	19 Absences	10 Absences	7 Absences

Students will not be allowed to enroll in summer school courses for which they have accumulated the number of absences as indicated in the chart below:

270 Day Science	180 Day Full	90 Day Half	45 Day Physical
<u>Lab Course</u>	<u>Year Course</u>	<u>Year Course</u>	<u>Education Course</u>
41 Absences	27 Absences	14 Absences	9 Absences

VI. INTERVENTION STRATEGIES

The school will periodically inform parents of the number of class absences. A parent conference may be scheduled if a student accumulates excessive absences early in a course. During this conference, an individualized intervention strategy may be devised to assist the parents and student in establishing and maintaining a reasonable pattern of attendance.

VII. LEAVING SCHOOL GROUNDS

Students requesting early dismissal from school must submit a note from parents/guardians to the attendance clerk at the beginning of the school day. Parent/guardians must sign students out at the attendance desk in the main office.

VIII. APPEALS PROCESS

If and when a dispute arises regarding the application of this credit denial policy, an appeals process is available. A request for an appeal must be made by the parent/guardian to the assistant principal within two weeks of notification of credit denial. An Appeals Committee will review the circumstances of the absences and make a decision on the appeal in writing to the parent/guardian. If a parent/guardian is not satisfied with the Committee's decision, an appeal may be made to the principal, who will make a final determination.

Please note, in the review of a student's attendance record in preparation for an appeal, three (3) verified class cuts will disqualify the student from the appeals process.

SUPPORT OPTIONS

East Hampton High School attempts in many ways to try and help students in the most effective manner. Listed below are some support options to which a student might avail himself/herself. Please feel free to use any group when and if the need arises. Parents and students can call 329-4130 for further information and/or assistance.

CHILD STUDY TEAM

The Child Study Team consists of members from the Counseling Department, pupil personnel team, and school administration. The Child Study Team is convened when teachers request assistance with students at risk.

GUIDANCE AND COUNSELING SERVICES

The primary goal of the high school counselor is to assist students as they seek to identify and achieve personal goals. Counselors provide direct assistance to students and their parents on matters of an educational and social nature.

A school counselor is assigned to every student upon his or her entry into the high school. For four years, their counselor serves as an advocate, guide and a bridge to their lives after high school. The High School Counseling Department is involved with every facet of the student's high school life, beginning with transitional programs for incoming 9th graders and others new to the high school. Counselors schedule classes, prepare and review academic records and transcripts, and work with all academic departments on student achievement. They provide academic intervention and planning services by counseling students, meeting with parents, and scheduling parent-teacher conferences. Discussions about college and career planning begin in the freshman year when students and parents are provided access to NAVIANCE, the East Hampton High School data management and college planning system. As student advocates, counselors also advise students in academic decision making and provide support and counseling to foster personal and social growth.

SCHOOL SOCIAL WORKER

The school social worker and Spanish speaking bilingual social worker help students to achieve their goals and attain success by individual or group counseling, home visitations, making referrals to other counselors or agencies, and helping out in times of crisis.

Using their experience and knowledge, the school social workers can help you with:

- school issues (like grades, learning problems, relationships)
- family problems (including divorce, illness, death)
- personal problems (such as depression, violence, alcohol, tobacco, drug use, etc.)

The school social workers help improve all students' chances for success in school and in life!

SCHOOL PSYCHOLOGIST

- Provides both individual and group counseling to students as mandated by the East Hampton Committee on Special Education
- Conducts individual psych-educational assessments of students who might be experiencing academic difficulty. The school psychologist will also make referrals, when appropriate, to the district's Committee on Special Education and 504 Committee
- Provides crisis intervention support by counseling students in crisis (i.e., suicide prevention, abusive situations, pregnancy, substance abuse, and self-injurious behaviors). The school psychologist, when necessary, will make a referral to the appropriate outside agency and continue to monitor the student's situation at school
- The school psychologist acts as a liaison between school and community by providing students and their families with referral information regarding local agencies, and hospitals (i.e. psychiatric evaluations, Department of Probation, Juvenile Aid, local homeless shelters, Office of Human Resources)

SCHOOL NURSE

When students feel ill during the school day, they are to request permission of the teacher to whom they are assigned and receive a pass before going to the nurse's office.

The school nurse serves as the health professional for the school community and provides the following services:

- Illness, injury assessments/interventions
- Identification assessment, planning, intervention and evaluation of student health concerns
- Pediatric nursing procedures
- Screening for health factors impacting student education
- Activities and education to promote health and wellness
- Chronic disease management and education
- Individualized nursing care plans and services for students with disabilities and/or health conditions that interfere with learning
- Medication administration according to guidelines
- Assessment and intervention for students with mental health needs
- Crisis Management Team participation
- School/community/health care provider liaison

MEDICATION IN SCHOOL

The administration of medication in school is done under regulations set by New York State Education Law. All medications, including non-prescription (over the counter) drugs, given in school must be prescribed by a licensed health care provider. In addition, a written statement from the parent or guardian requesting administration of the medication as ordered by the licensed prescriber is required. The parent or guardian must assume responsibility to have the medication delivered directly to the health office in a properly labeled, original container.

Simply stated, this means that your child cannot carry Advil in their backpack in case they get a headache in school. But, if your child gets an occasional headache and you feel medication is necessary to maintain your child in school, you only need to follow the above guidelines. Medication administration forms can be picked up in the health office and once filled out and on file your child can receive what has been prescribed.

If you have any questions about this or any other health concerns, please feel free to call Mrs. Lorraine Talmage in the high school health office at 329-4134.

EMERGENCY DRILLS

Everyone is required to vacate the building immediately when a fire alarm sounds. Complete cooperation is essential. **Misuse of the fire alarm is a criminal offense.**

Each year, a lock-down drills and an emergency evacuation drill will be planned. Each one will be announced. All others will not be announced.

CRISIS MANAGEMENT TEAM

The East Hampton Union Free School District, in conjunction with local and county authorities, has developed a plan to deal with a crisis in the district. A crisis, for the purpose of the plan, is defined as a sudden, generally unanticipated event that could profoundly and negatively affect a significant segment of the school population and often could result in serious injury or death. The plan resumes that a large number of students and staff could be affected, the psychological and emotional impact may be moderate to severe, and that outside assistance will be required to resolve the situation. The plan focuses on responses to an individual(s) with a weapon on school grounds or to a hostage situation. The plan also recognizes that no one approach can apply to any crisis and those responses will depend on the type and location of the crisis. The goal of the plan is to prevent the loss of life or injury to students and staff.

Each building has a trained "Crisis Management Team" consisting of administrators, faculty and support personnel, and a detailed Emergency Management Plan. The plan specifically outlines measures to be taken before, during, and after an event. While we recognize that no one approach can cover all possible events, we feel that being prepared for the unexpected is crucial in providing for the safety and well being of our students and staff. If you have any questions, contact the high school principal.

COLLEGE COURSES FOR CREDIT

East Hampton High School offers four types of college level courses: Advanced Placement (AP), Syracuse University Project Advance (PA), SUNY Albany. Students who plan to attend college are encouraged to enroll in these courses. Because of the rigorous demands of the college courses, prerequisites have been established for admission into these classes. If you are intending to have any of these college-level courses considered in your weighted GPA, the appropriate tuition must be paid and associated exams/projects must be completed. For college credit to be transferred to another college or university, you must check with the school you want to attend and inquire as to whether transfer credit will be accepted, and request an official transcript be sent to the college of your choice and the college that which you paid tuition. The tuition and prerequisites for these courses are listed in the Program of Studies.

HONORS/ADVANCED PLACEMENT (AP)

An Honors program is available in many departments. General selection criteria for these courses include:

- Teacher and counselor recommendations
- Parent approval
- Exemplary attendance record
- Students must also meet all other course pre-requisites

Placement into an Honors/AP level requires the recommendation of the prior year academic teacher and school counselor. A student's continuance in an AP/Honors program will be evaluated by the end of the first five (5) week progress report. Continuation in the course will be based upon the teacher and school counselor's assessments and recommendations, with the final decision to be made by the building principal.

Students who do not meet the above criteria may appeal to the building principal and be considered on an individual basis.

ADVANCED PLACEMENT (AP)

Advanced Placement Examinations

The Advanced Placement Program provides challenging, college-level experiences that better prepare students for the demands of college work. *This should be the primary reason for choosing this enriched experience.* Although many of the nation's colleges and universities award credit, advanced standing, or both on the basis of exam grades, East Hampton High School does *not* guarantee that this will occur. Those decisions are determined by the policies of the individual colleges and universities. Advanced Placement examinations, which are an integral part of the experience and a requirement for use of the AP trademark in the course title, are administered by the College Board in May. It is the expectation of East Hampton High School that *every* student taking Advanced Placement courses will sit for the exam(s) in May. If a student is unable to meet this expectation, he/she should discuss it with their school counselor. The fee for Advanced Placement exams is approximately \$87 per test. The fee is subject to change by the College Board. All students enrolled in Advanced Placement courses will receive a letter requesting payment for all of their exams in the fall. Payments are due by January 31, 2012. Exams will not be ordered for students who do not pay the exam fee. Fee waivers are available for students on free or reduced lunch. Any student who does not sit for an AP exam will be required to come to school on the day of the test, and may be subject to a final exam of equal rigor at the teacher's discretion. If a student does not sit for an AP exam, their transcript will be adjusted at the end of the school year to reflect Honors level weighting rather than AP level weighting for the course(s).

SYRACUSE UNIVERSITY PROJECT ADVANCE (PA)

Syracuse University's Project Advance program (PA) offers high school students the opportunity to earn college credits from Syracuse University while fulfilling high school course requirements. A two part course if offered in College Freshman English and Writing. Students are responsible for Syracuse University reduced tuition.

SUNY ALBANY – "UNIVERSITY IN THE HIGH SCHOOL PROGRAM"

The EHHS Methods in Research Course is offered by the "University in the High School (UHS) Program" of SUNY Albany. This entitles qualified students to earn up to 12 credits from SUNY Albany for a small fee per credit. To qualify, students must have completed one year of class work in Methods of Research and have successfully obtained a mentor to monitor and advise them. The UHS courses are intended for sophomores, juniors, and seniors only. Please be advised, students must have mentors in place before registering for the science research course.

COURSE CREDIT BY EXAMINATION

Part 100-d- I Regulations of the Commissioner of Education of New York permits students to earn up to 6 ½ credits toward a Regents or a local diploma without completing the course if:

1. Based on the student's past academic performance, the superintendent of a school district or his/her designee determines that the student will benefit academically by exercising this alternative.
2. The student achieves a score of at least 85%, or its equivalent, as determined by the commissioner, on a state-developed or state-approved examination.
3. The student passes an oral examination or successfully completes a special project to demonstrate proficiency in the subject matter area as determined by the principal.
4. The student attends school, or received substantially equivalent instruction elsewhere, in accordance with section 3204 (2) of the Education Law, until the age of 16 pursuant to sections 3204 and 3205 of the Education Law, and
5. Meets the provisions established by the East Hampton Board of Education.

Upon meeting the above criteria, student will be graded on a pass/fail basis. See your school counselor for details.

COURSE CREDIT AT SCHOOLS OTHER THAN

EAST HAMPTON HIGH SCHOOL

All students who take course(s) for credit at schools other than East Hampton High School *must* have the prior written approval of the high school principal.

EARLY COLLEGE ADMISSION

Early enrollment in college is possible. Generally this involves students completing grade 11 in East Hampton and enrolling in college as part of a combined senior year/college freshman program. See your counselor for details.

EARLY GRADUATION PROGRAM

East Hampton High School permits graduation after both three (3) years and three and one-half (3½) years of study. Students who wish to discuss these options should schedule an appointment with their counselor to discuss the specifics involved. A decision concerning early graduation *should* be made by June of the student's soph-

omore year. The student's maturity level, school record and reasons for the request will be considered by the principal in making a final decision.

MINIMUM GRADUATION REQUIREMENTS

Outlined below are the minimum course and credit requirements for diplomas currently offered by East Hampton High School. These requirements are the result of action taken by the East Hampton Board of Education and the Board of Regents through the New York State Education Department.

†Regents Diploma		‡Regents Diploma with Advanced Designation	
Required Courses	Units	Required Courses	Units
English	4	English	4
Social Studies	4	Social Studies	4
Math	3	Math	3
Science	3	Science	3
LOTE ^a	1	LOTE ^{a, c}	3
Art/Music	1	Art/Music	1
Health	½	Health	½
Physical Education	2	Physical Education	2
Community Service	30 hrs	Community Service	30 hrs
Electives	3 1/2	Electives	1 ½
Total	22	Total	22
Required Exams ^b (Passing score of 65 and above on each Regents exam)		Required Exams (Passing score of 65 and above on each Regents exam)	
English Language Arts Regents		English Language Arts Regents	
Integrated Algebra Regents Exam		Integrated Algebra, Geometry, and Algebra 2/Trigonometry Regents Exams	
Global History & Geography Regents Exam		Global History & Geography Regents Exam	
US History & Government Regents Exam		US History & Government Regents Exam	
Science Regents Exam		Two (2) Science Regents (1 life science, 1 physical science)	
		LOTE Regents ^{a, c}	

^a Students with disabilities may be exempt if designated on his/her IEP.

^b Students with disabilities may qualify for graduation by passing the appropriate RCT exam (only grades 10-12).

^c Students acquiring 5 units of credit in Art, Music, Business, Technology or Vocational Education may be exempt, however one credit of LOTE is required for all students unless exempt by IEP.

* As a result of action taken by the East Hampton Board of Education, students first entering high school in the 2001-2002 school year are required to accumulate a minimum of 30 hours of community service by the end of their senior year. The School-to-Work office will monitor each student's individual community service activities and completed hours. Parents/guardians will receive annual written notification of their child's progress.

† Regents diploma and Regents diploma with Advanced Designation may also be obtained with Honors Distinction by achieving a cumulative average of 90 or better on all applicable Regents exams.

Note: Many courses taken for two years at BOCES centers allow for CTE credit in English, math, and/or science and may be used as required credit. See your school counselor for details.

NEW CLASS RANK/GPA (GRADE POINT AVERAGE) EFFECTIVE CLASS 2012

Class Rank/GPA Policy for the Class of 2012 and Beyond

The Board of Education adopted a Class Rank/GPA policy for the Class of 2012 and beyond. Class rank is a student's academic relation to all other members of the class. It is determined by using the final numeric course average in all credit-bearing courses taken at East Hampton High School and averaging them within a system of weighted grades (see below). *Class rank is calculated at the end of six semesters for college applications and then recalculated after seven semesters to determine the Valedictorian and Salutatorian of the graduating class. Class rank is not calculated after eight semesters. The class rank calculated at the end of seven semesters is the final class rank.*

Class rank shall be determined based on weighted GPA. A student's GPA is the numeric average of all high school courses (except driver education, work study and independent study courses) that are listed on the student's transcript. Students will not be assigned a numerical rank but instead to a shared percentile rank.

A student's grade point average and shared rank in class shall be entered on his/her transcript and shall be subject to the Board's policy on release of student records.

Students entering East Hampton High School prior to the start of their junior year will be ranked with their graduating class.

Only students graduating in eight semesters will be ranked. Students graduating early or late will not be ranked.

Grades earned in courses taken at a college (other than SUPA, SUNY Albany and SUNY Old Westbury courses) will not be included in the calculation of grade point average or class rank.

Class Rank Procedures

Class rank will stand apart from GPA and will be determined as follows:

a. A weighted GPA will be used to determine class rank and be based on a bonus point system. Bonus points will be added to a student's unweighted GPA in the following manner. Each Honors level course in which a student has received a grade of "C" (70) or better in grades 9-12 will award the student 0.125 bonus points per 0.5 credits awarded per semester. Each college credit level course in which a student has received a grade of "C" (70) or better in grades 9-12 will award the student 0.25 bonus points per 0.5 credits awarded per semester. Special education courses will be weighted the same as an Academic level course. Summer school and remedial course work will not be included in the calculation of the GPA.

b. Class rank will be recorded on student transcripts as a shared ranking for the top ten percent of the class, deciles ranking for the tenth to fiftieth percentile and quartile ranking for remaining students.

c. Class rank is calculated at the end of six semesters for college applications and then recalculated after seven semesters to determine the Valedictorian and Salutatorian of the graduating class. Class rank is not calculated after eight semesters.

To Compute Unweighted Grade Point Average (GPA)

If a course is a two-semester course, the grade is calculated and the course counts as one (1). Any lab courses—such as chemistry—are calculated the same as a full year course and count as one (1) in the calculations. If a course is a one-semester course, half of the grade is calculated and is counted as .5. Example: If ceramics grade is 79, then 39.5 is in the calculations and the course counts as .5. The grades are added and the credits are added. The average is calculated by dividing the sum of all the courses by the credits earned. Example:

Course	Final Grade	Credit
English (H)	95	1
Global Studies	90	1
Pre-Calculus	88	1
Earth Science	85	1
Spanish II	90	1
Ceramics	79	.5

The calculation would be $95+90+88+90+39.5 = 487.5$. 487.5 divided by 5.5 (credits) = 88.636 (unweighted GPA)

Both weighted and unweighted GPA's are included on a student's transcript along with weighted and unweighted class rank.

Bonus Points

Grade Point Average will be calculated on an unweighted basis and rounded to the nearest 1/100 decimal place. However, in recognition of the rigor of certain course work, bonus points shall be awarded for the determination of Class Rank for:

- Each designated honors course
- Each designated course for which college credit may be awarded

To Compute Weighted Grade Point Average (GPA)

Example:

A student's unweighted GPA is 95.45 and they completed 3 credits of honors level course work with a 70 or higher in each course, and 2 credits of AP course work with a 70 or higher in each course. The weighted GPA is calculated as follows:

Unweighted GPA		95.45
Honors Courses	3 x 0.25	0.75
AP Courses	2 x 0.50	1.00
Weighted GPA		97.20

INDIVIDUALIZED EDUCATION PROGRAM DIPLOMA

It is the policy of East Hampton High School to encourage all students to pursue a Regents diploma with Advanced Designation or a Regents Diploma even if this requires more than four years of study. However, students who have been identified by the Committee on Special Education (CSE) as having a handicapping condition may be eligible to receive an Individualized Education Program (IEP) diploma provided they satisfy the goals as stated in their IEP.

ACADEMIC SUPPORT SERVICES

ACADEMIC INTERVENTION SERVICES (AIS)

Students are assigned to academic labs as part of the school's effort to maintain high expectations for all students and to be sure all students will graduate with the new Regents diplomas. Students that do not score a level I or II on the State Standardized Assessments in Grade 8 are required by New York State to be assigned to an

Academic Lab (AIS). Labs will provide increased instructional time and teacher support for Regents courses in English, mathematics, science, and social studies.

- Attendance is required
- Students will be tested mid-year to determine mastery and program continuation.
- No grade/credit will be given

The academic labs will be staffed throughout the regular school day.

EXTRA HELP/PEER TUTORING

Students are encouraged to meet with their teachers to arrange for extra help when necessary. All faculty are available Monday through Friday from 2:30 p.m. to 2:50 p.m.

As a secondary source of assistance, members of the school's National Honor Society are available to tutor on a limited basis. Please see your school counselor for details.

STUDY HALLS

Students are expected to use their time quietly and productively in study halls. Students may use the library during study hall periods. Other **academic support** areas include the ITC (Instructional Technology Center) which may be used with prior permission from a teacher.

Additionally, students must bring books to study hall. They may bring outside reading books to be used when they have completed any assigned work.

ALTERNATIVE SCHOOL PROGRAM

Any students interested in participating in the East Hampton High School Alternative School Program should work with their school counselor to complete an application. All students who submit a complete application will be contacted for an interview to determine eligibility for the Program.

HOMework GUIDELINES

Homework contributes greatly to successful student achievement and is an important and necessary element of the school program. Students at the high school level are expected to spend a significant amount of time on homework assignments including preparing for each class, reports, projects, term papers and independent reading. An average of one-half hour per subject per day or 2 – 3 hours per subject per week is expected.

SUGGESTIONS FOR STUDENTS

- Set up a place to study that is as free from distractions as possible. Be sure to have decent lighting and cut back on noise, phone calls and other interruptions.
- Establish a study schedule or routine. Organize your time; decide what tasks need to be done; don't put it off; do more difficult subjects first; take a short break if you get tired.
- Plan ahead to study for exams to complete long-term assignments. Try not to leave assignments for the last minute.
- Not all homework takes the form of a written assignment. Reading, studying, reviewing is also homework.
- If you do not understand an assignment, ask your teacher for clarification.
- Make every effort to complete each assignment to the best of your ability.
- Be able to distinguish between a reason and an excuse for not completing an assignment.
- Attend extra help sessions if you are experiencing difficulty with a subject.

SUGGESTIONS FOR PARENTS

Expect your child to have regular homework/study assignments. If you have any questions or concerns, contact the subject teacher or your child's counselor.

PROMOTION PROCEDURE

While the school recognizes that students will make progress toward graduation at different rates, the school does not accept failure as a student's right, but rather expects that all parts of the school community will work together to see that a student's progress toward graduation continues.

To help all members of the school community understand that graduation is the goal, the movement from one grade to the next will depend on the outcomes achieved and the number of credits earned toward that goal of graduation.

To be Considered	Total Credits Earned as of the start of the school year
Freshman Status	Grade 8 Success
Sophomore Status	5.5 (a)
Junior Status	11 (b)
Senior Status	16.5 (c)

(a) Must include at least two (2) credits of English and Social Studies and at least two (2) credits of Math and Science.

(b) Must include at least three (3) credits of English and Social Studies and at least three (3) credits of Math and Science

(c) Must include at least five (5) credits of English and Social Studies and at least four (4) credits of Math and Science, as well as satisfactory progress toward required courses.

FINAL TRANSCRIPT

This is a formal and legal document containing all high school courses, final grades, Regents exams scores. The "transcript" is used with college applications and may be required as a supplement to job applications throughout a person's life. Students and parents should review this document several times during high school to be

certain it is correct and complete.

HIGH HONOR ROLL/HONOR ROLL

Students who have a report card unweighted average of 90 or above earn placement on the **High Honor Roll** and students whose unweighted average is 85 or better can earn placement on the **Honor Roll**.

In Addition, students must be passing all subjects (a minimum of five (5) classes plus Physical Education) with no grades of Incomplete or courses in audit status. **Physical Education grades are used in determining GPA and class rank.** Courses graded on a Pass/Fail basis like Driver Education, Work Study, and Independent Study courses are not used in computing the GPA.

SCHEDULE CHANGES/WITHDRAWAL FROM A CLASS

Students will receive their schedules prior to the start of school. Counselors will be processing course selection corrections as the result of courses completed over the summer one (1) week prior to the beginning of the school year. *Requests for teacher/period changes will not be honored.* With the exception of obvious errors, **requests for schedule changes will not be accepted.**

Students are permitted to drop full year courses up until the end of the 5th week of the semester without penalty. Students are permitted to drop semester courses up until the end of the 4th week of the semester without penalty. All course drop requests must be accompanied by the appropriate forms and signatures. **Any classes dropped beyond these deadlines will include a *Drop/Fail (DF)* grade entered on the permanent record card/transcript even if the student is passing the course at the time of withdrawal.**

Withdrawal from any class must be approved by the teacher, counselor, and parent, Director of Counseling and Assessment, and principal.

Students are expected to attend all classes as indicated on their original schedule until changes have been completed by the student's counselor and a new schedule has been issued.

GRADE REPORTING

REPORT CARDS

Report cards are mailed home four times a year at approximately ten-week intervals.

PROGRESS REPORTS

Mid-marking period progress reports are mailed home four times a year approximately five (5) weeks into each marking period.

INCOMPLETE GRADES

A student who receives a grade of Incomplete (Inc) for a marking period must make up the necessary work within two weeks of the end of the quarter for the first three quarters and by the last day of school prior to the start of Regents exams for the last quarter or the grade will be changed to a failure.

NATIONAL COLLEGIATE ATHLETIC ASSOCIATION NCAA INITIAL – ELIGIBILITY CLEARINGHOUSE FOR ATHLETES

MAKING SURE YOU ARE ELIGIBLE TO PARTICIPATE IN COLLEGE SPORTS

Many college sports are regulated by the National Collegiate Athletic Association (NCAA), an organization founded in 1906 that has established rules on eligibility, recruiting, and financial aid. The NCAA has three membership divisions – Division I, Division II, and Division III. Institutions are members of one or another division according to the size and scope of their athletic programs and whether they provide athletic scholarships.

If you are planning to enroll in college as a freshman and wish to participate in **Division I** or **Division II** sports, *you must be certified by the NCAA Initial-Eligibility Clearinghouse.*

The Clearinghouse will analyze your academic information and determine if you meet the NCAA's initial-eligibility requirements. Clearinghouse forms can be completed on line. Students must request from the Guidance Office that an official transcript be sent directly to NCAA Clearinghouse. See your Guidance Counselor for specific details.

If you want to participate in Division I or Division II sports, you should start the certification process early – *usually by your junior year.* The following chart may help to illustrate some of the eligibility requirements for each Division. Please refer to **the NCAA Guide for the College Bound Student Athlete** for the specific G.P.A. and SAT/ACT scale. (ncaa.org/eligibilitycenter)

DIVISION I	DIVISION II	DIVISION III
Must graduate from high school	Must graduate from high school	Must graduate from high school
See NCAA Clearinghouse Website for New Core GPA/Test Score Index	Must have 2.0 on 4.0 scale	No specific academic cutoffs are mandated except for those of the specific college admissions process
Must have 17 academic courses	Must have 14 academic courses	No specific academic cutoffs are mandated except for those of the specific college admissions process
See NCAA Clearinghouse Website for New core	Must have 820 SAT – or 68	No specific academic cutoffs are mandated except for

GPA/Test Core Index	Sum score ACT	those of the specific college admissions process
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*Refer to sliding scale for specific GPA and SAT/ACT scores

IT IS THE STUDENT'S RESPONSIBILITY TO MAKE SURE THE CLEARINGHOUSE HAS THE DOCUMENTS IT NEEDS TO CERTIFY YOU FOR ELEGIBILITY.

EAST HAMPTON HIGH SCHOOL ATHLETIC MEDICAL ELIGIBILITY

Student athletes must receive clearance from the school health office before they may practice or try out for an athletic team. The following guidelines outline the process for obtaining this clearance.

- Physical exams must be completed by the school district physicians. Your family physician's examination will not be acceptable for athletic eligibility. Any recommendations that your family physician may have regarding your child's health and ability to participate in sports should be submitted to the health office at the time of the physical exam.
- Physicals are considered current for twelve (12) continuous months. Health update cards need to be submitted to the health office before the start of the winter and spring sports season. All students are encouraged to have their physicals completed during August whether or not they plan to play a fall sport.

EXTRA CO-CURRICULAR ACTIVITIES

ELIGIBILITY POLICY

East Hampton High School offers a wide variety of extracurricular activities including interscholastic athletics, student government, publications, clubs, and service organizations. All students are encouraged to participate in these activities to complement their education. Certain responsibilities must be met by all students who participate in these programs.

- A. A student must carry a normal class schedule and maintain a record of good school citizenship. Eligibility to participate on a team or activity may be suspended or revoked for unsuccessful academic progress or infractions of school rules. During each season or activity period, the Eligibility Review Committee will review the progress of each student failing one or more subjects.
- B. A student failing one subject will be placed on academic probation (warning).
- C. A student failing two subjects will be ineligible to participate in contests, games, or major activities until grades are passing as determined by the Eligibility Review Committee during which time the student is expected to attend extra help sessions and clear up the deficiencies.
- D. A student failing three or more subjects will be ineligible to participate in any activity or practice until grades are passing as determined by the Eligibility Review Committee during which time the student is expected to attend extra help sessions and clear up the deficiencies.
- E. An incomplete will be considered a failure with the exception that a student's status can be changed as soon as the work is completed.
- F. A student who is a disciplinary problem (cutting, absence or lateness, violation of other school rules, etc.) will be referred to the Eligibility Review Committee for determination to suspend or revoke eligibility.
- G. This policy will be monitored by the Eligibility Review Committee which consists of the high school principal (or designee), the district athletic director, the director of Unified Arts, a guidance counselor, the advisor to the student association, and a high school faculty liaison member.
- H. Early Notification System – Classroom teachers are given a roster of all athletic teams and are asked to note students who are not working up to potential.

CO-CURRICULAR ACTIVITIES

Academic Team	Gay/Straight Alliance
Art Club	Harvard Model Congress
Athletes Helping Athletes	Hispanic Leaders Club
Beachcomber (School Newspaper)	Inclusion Recreation Club
Beachplums (Literary Magazine)	Japan Exchange Program
BBS-TV Club	Jazz Band
Camerata (Co-Ed Choral Group)	Key Club
Chamber Ensemble	Literary Circle
Chanterelle Choral Group (All-Female)	Manly Men
Classic Gaming Club	National Art Honor Society
Dance Team	National Honor Society
Drama/Musical Club	Photography Club
Environmental Awareness/Garden Club	Robotics Club
Far East Fiddle Group	Student Association
Fitness Club	Technology Club
French Club	Tideline (Yearbook)

LOCKERS (HALL AND GYM)

Students are required to use only the lockers assigned to them. Each student will be assigned a hall locker and a physical education locker. Money and valuables

should not be kept in any school lockers. Students are not to reveal their locker combination to any other students. Students may go to their lockers before school begins in the morning, between periods, before going to the cafeteria for lunch, before returning to class after lunch, and after the last period of the day. Students should not leave their personal property either on locker room bench or floor.

EVERY TIME YOU LOG ONTO AN EHUFSD COMPUTER, BY DEFAULT, YOU ARE ACCEPTING THE CONDITIONS PUT FORTH BELOW

EAST HAMPTON UNION FREE SCHOOL DISTRICT ACCEPTABLE USE POLICY

ACCEPTABLE USE OF INTERNET AND OTHER ELECTRONIC RESOURCES

The East Hampton School District recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, the East Hampton School's Board of Education encourages the responsible use of computers, computer networks, including the Internet and other electronic resources in support of the mission and goals of the East Hampton School District and its schools.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to students and staff is impossible to control. Therefore, the East Hampton School's Board of Education adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on East Hampton Union Free School District-owned equipment or through East Hampton Union Free School District-affiliated organizations. The use of the East Hampton Union Free School District's technology equipment and network resources is a privilege, not a right.

EAST HAMPTON SCHOOL DISTRICT RIGHTS AND RESPONSIBILITIES

It is the policy of the East Hampton School District to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, the School Board, Administration and Technology Department recognize their legal and moral obligation to protect the well-being of students in its charge. To this end, the East Hampton School District retains the following rights and recognizes the following obligations:

1. To log network use and to monitor fileserver space utilization by users, and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
2. To disable or remove a user account on the network without prior notice.
3. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to East Hampton Union Free School District-owned equipment and, specifically, to exclude those who do not abide by the East Hampton Union Free School District's acceptable use policy or other policies governing the use of school facilities, equipment, and materials. East Hampton School District reserves the right to restrict online destinations through software or other means.
5. To provide guidelines and make reasonable efforts to inform staff and students about acceptable use policies governing online communications.

USER RESPONSIBILITIES

Use of the network, computers and electronic media provided by the East Hampton School District is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to staff, students, and other patrons at no cost. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.

ACCEPTABLE USE

1. All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of the East Hampton Union Free School District.
2. Proper codes of conduct in electronic communication must be used. In news groups, instant messaging applications, and chat rooms giving out personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature. Care must be exercised when opening email attachments and hyperlinks.
3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
4. All communications and information accessible via the district network should not be assumed to be private.
5. Email accounts as well as online subscriptions supplied by the East Hampton Union Free School District will be monitored and maintained, and files may be archived or deleted from the personal mail directories to avoid excessive use of the fileserver hard-disk space if required.
6. Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
7. From time to time, the East Hampton School District will make determinations on whether specific uses of the network are consistent with the acceptable use practice.
8. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall monitor the use of this equipment to assure that its use conforms to the mission and goals of the East Hampton Union Free School District.

UNACCEPTABLE USE

Violators of these unacceptable use regulations described here will be dealt with seriously. Violators run the risk of losing computer privileges on a temporary or permanent basis, suffering disciplinary action, and facing possible prosecution for violation of local, state and federal laws. Violators who vandalize the East Hampton Union Free School District's physical property, network infrastructure, or software applications, resulting in expense to the district may be held liable for all damages. The following is considered unacceptable usage of the East Hampton Union Free School District's computers, networks, and Internet connection and therefore are strictly prohibited.

1. Use of the network for any unlawful purpose.
2. Giving out personal information about another person, including but, not limited to names, photographs, addresses or phone numbers.
3. Any use of the network for commercial or for-profit purposes.
4. Excessive use of the network for personal business.
5. Any use of the network for product advertisement or political lobbying.

6. Intentionally seeking information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresenting other users on the network.
7. Any use of the network that disrupts others ability use network resources.
8. Hardware and/or software shall not be destroyed, modified, or abused in any way.
9. The development and /or use of malicious programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
10. Antisocial behaviors including harassment, discriminatory remarks, or cyber bullying in the form of email, chat, instant messages, web postings or the printing and distribution of offensive computer generated documents.
11. The unauthorized installation of any software, including shareware and freeware, for use on East Hampton School District-owned equipment.
12. Use of the network to access, store, or distribute pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network.
13. The network may not be used for downloading entertainment software or other files not related to the mission and objectives of the East Hampton School District for transfer to a user's home computer or other personal computer. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the East Hampton Union Free School District.
14. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
15. Use of profanity, obscenity, racist terms, or other language that's offensive to other users.
16. Playing games, viewing videos, or listening to music unless specifically authorized by a teacher for instructional purposes.
17. The unauthorized use of wireless devices such as laptops, PDA's and other wireless devices on the district's wireless network without prior permission from the system administrator.
18. Misuse or waste computer related supplies such as ink, paper, and storage media including file storage space.

DISCLAIMER

1. The East Hampton School District cannot be held accountable for the information that is retrieved via the network.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. The East Hampton School District will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.
4. The East Hampton School District makes no warranties (expressed or implied) with respect to:
 - The content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information;
 - Any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
5. The East Hampton School District reserves the right to change its policies and rules at any time.

ELECTRONIC DEVICES

The East Hampton High School has a no display rule for cell phones, I Pods, head phones, ear buds, or any other electronic device. Electronic devices can be used and displayed during lunch time in the cafeteria and Senior Lounge. Consequences to not following the rule: 1st Offense – confiscated – parent pickup, 2nd Offense – confiscated – parent pick up – 1 day out of school suspension.

Any student who refuses to turn a device over to any member of the faculty, staff, or administration making such a request, will receive an Out-of-School Suspension for insubordination

SMOKING

Students are not permitted to smoke anywhere in school or on school property.

FIRE DRILLS

When the fire alarm rings, students are to follow the instructions of their teachers. Safety is the objective of this exercise. Students must walk in an orderly manner and may not talk or make any noise during the fire drill so that instructions can be heard. Students will wait in designated areas outside of the building and are to return to the building only after the signal is given to do so.

VISITORS TO SCHOOL

Parents and other citizens are encouraged to visit the school periodically during the course of the school year. **East Hampton High School does not permit student visitation for the school day.** For example, you cannot have a friend or relative who might have the day off from his/her school spend the day with you at East Hampton High School.

Persons who are not students or staff must sign in immediately in the main office, when they enter the school building. Parents are encouraged to visit teachers, school counselors, and other personnel by appointment to discuss any problems or concerns the parent may have regarding the student, whether or not school related.

LEAVING SCHOOL GROUNDS

Students are not permitted to leave school grounds during the school day.

BUS SAFETY INFORMATION

BUS PROCEDURES:

- Proper behavior on school buses will be strictly enforced to maintain safety. Students who violate proper behavior standards or fail to heed directions issued by the bus driver may forfeit their privileges to ride for a fixed period of time. All students must know that a bus driver has the authority of a classroom teacher, i.e., to assign seats, demand silence, issue instructions, etc.
- Inquires regarding buses, routes, pick up, drop-off should be directed to the transportation office of the student's home district. Please call them directly.

Amagansett	267-3572
East Hampton	329-4130
Montauk	668-2474
Springs	324-0144
- Smoking is not permitted on school buses.
- Fighting, tampering with equipment, profanity, or other boisterous behavior are expressly prohibited on the bus and will result in disciplinary action.
- Students are to refrain from any and all behavior that might distract the driver or interfere with the safety or rights of other passengers.
- A student is to ride only on his or her assigned bus. Bus passes may be requested prior to the start of school each day only. Students requesting bus passes should have a note from a parent or guardian with them when a pass is requested.
- Talk in a normal tone without making any loud noises. Loud voices and noises distract the driver.
- Never yell or throw objects out the windows.
- Vandalism will not be tolerated. Payment must be made for any damages.
- Keep aisles clear of book bags, lunch boxes or other objects.

AT THE BUS STOPS:

- Be on time. Form a line as the bus approaches.
- Never run toward the bus. Never push or shove near the bus.
- Stay away from the sides and back of the bus.
- If you cross the street or road, wait for the driver to signal you to cross. Look both ways for yourself.
- Drivers are not permitted to discharge students at places other than the regular bus stop unless authorization is given by the school in writing.

THE FOLLOWING ITEMS ARE NOT TO BE CARRIED ON A BUS:

- Anything made of glass, or any pointed or sharp objects.
- Large glass projects or large musical instruments.
- Any object that may endanger oneself or others.
- No unapproved electronic equipment.

EAST HAMPTON HIGH SCHOOL STUDENT PARKING RULES & REGULATIONS

ISSUANCE PROCEDURE FOR PARKING STICKERS

1. Only senior students who possess a valid Class "D" or Class "M" driving license are eligible for a parking sticker. Students will be issued a parking sticker upon completion of a parking registration form, and presentation of the license (Class "D" or Class "M"), vehicle registration, and current insurance card.
2. Students are to place their sticker on the back of the rear view mirror.
3. To receive a parking sticker, each driver must attend a driving and parking information session certified by the East Hampton High School driver education instructor.
4. Any exchanging of parking stickers between students and/or illegal removal of a student's parking sticker by another student from a vehicle will lead to disciplinary action.

PARKING REGULATIONS

1. Faculty and staff parking spaces are unmarked. Students are required to park in the numbered spaces.
2. At no time are students permitted in visitor parking or district office parking.
3. If for any reason and for whatever period of time a student has to bring a car to school that is not registered, it is the responsibility of that student to notify the office upon arrival to school. Example: Your car is being repaired and you are driving your parent's car to school. You must notify the office of the car change and the length of time it will remain there. Be prepared to prove your allegation.

SCHOOL DANCES

Student organizations sponsor dances during the year. The purpose of dances at school is to provide a healthy and enjoyable social activity for students. While student organizations have been able to raise money at such events, the emphasis has always been on the entertainment of our students at a reasonable cost.

The Principal must approve each dance. Students in grades 9 – 12 may attend East Hampton High School dances.

RULES:

1. Students who are absent or suspended on the day of a dance are not permitted at the dance unless special permission was granted by the principal.
2. Students cannot enter the dance 1 hour after the start of the dance unless prior approval is given by the principal.

3. Students cannot leave the dance before 30 minutes prior to the end of the dance.
4. Once a student has been admitted, he or she may not leave the dance without being accompanied by a chaperone.
5. Students are not permitted to be around the rear of the building or to loiter in the front parking lot.
6. All other school rules apply at a dance.
7. If you are asked to leave, a parent will be called. If a parent is unavailable, the East Hampton Police Department may be called.
8. Please arrange for your ride to pick you up on time at the end of the dance.

NOTE: Guests will only be permitted to attend the Junior Prom and Senior Banquet.

EAST HAMPTON BOARD OF EDUCATION HAZING, HARASSMENT & BULLYING

Hazing, a form of harassment whether it be physical or verbal, should not be condoned by a victim, a coach, staff, family, school administrator, and fellow student or team members. Any student found to have committed an act of harassment against any student in the District will face disciplinary action which may include suspension from school and/or school activities including athletic teams. Students are fully expected to notify a teacher, a coach or other school official if any such behavior is observed. School employees who fail to enforce this policy or any violation of the schools' disciplinary codes may be subject to disciplinary action.

WHAT DOES UNACCEPTABLE BEHAVIOR LOOK LIKE?

Specific examples/terms that we wish to prevent are found below. Please understand that some of these may belong to other categories of infractions/offenses. Additionally, this list is not fixed or complete. Here are some terms that we in the East Hampton School District have discussed and identified as bullying, hazing, or harassment:

Verbal Infractions: Mocking, name calling, coercion, taunting, negatively teasing, threats (verbal, written or electronic)

Physical Infractions: Pushing, shoving, kicking, hitting, spitting, extortion, stalking, restraining, blocking movement, humiliating acts, defacing property, demeaning, use of violence or threats.

Social Alienation and Shunning: Gossiping, rumor spreading, ridicule, slurs (ethnic, sexual, religious or racial) social rejection, grudge carrying, threatening looks, public humiliation, and maliciously excluding.

WHAT CAN I DO IF I AM BEING BULLIED, HAZED OR HARASSED?

Students in the East Hampton School District should feel safe and secure to pursue their education, extra-curricular activities or athletic interests. We as adults must do all in our power to meet this objective. We will work to make ourselves knowledgeable of such behaviors, to find the source and quickly determine its remedy. Further, we ask any student to go to any adult for help – teacher, coach, parent or administrator.

To the extent possible, complaints should be made immediately after the occurrence. Incidents of such unacceptable behavior will be handled by the school administration. We will do our best as a school system to protect the innocent and determine consequences of inappropriate behavior related to bullying, harassment or hazing. Our District's goal is to address the behavior in a direct and straight-forward manner.

SEXUAL HARASSMENT POLICY

Sexual harassment is a violation of law and stands in direct opposition to East Hampton Board of Education policy. The Board prohibits all forms of sexual harassment by employees and students. Generally, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

Examples of Sexual Harassment

Physical: Unwanted physical contact including, but not limited to, touching, pinching, brushing the body, especially one's private parts, and/or pulling at clothes.

Verbal: Unwelcome comments of a sexual nature, such as, but not limited to catcalls, sexual jokes, and/or comments about body parts.

Nonverbal: Includes, but not limited to, making obscene gestures, leering, whistling, displaying sexual or suggestive objects or pictures, and/or writing offensive graffiti directed at someone.

The Board acknowledges that in determining whether sexual harassment has occurred, the perspective of the victim as well as the offender's conduct and/or intention should be evaluated.

If Sexually Harassed:

If you are a victim of sexual harassment, take action immediately if possible, even though it's difficult or embarrassing.

- Tell the harasser you don't like it and to stop his/her behavior
- If the harassment continues, report it within 48 hours, if possible to the proper individuals including teachers, administrators, counselors, school nurse, or District Title IX Compliance officer

All of these individuals can answer questions, give advice, and see that action is taken by involving the District title IX Compliance Officer to stop harassment. Upon receipt of an informal/formal complain, the district will conduct a thorough investigation of the charges. Based upon the results of the District's investigation, immediate corrective action will be taken, up to and including termination of employment or school suspension. The Board prohibits any retaliatory behavior directed against complainants and/or witnesses. Follow-up inquiries shall be made to ensure that harassment has not resumed and that the victim and/or witnesses have not suffered retaliation.

REPORTING SEXUAL HARASSMENT

Level One Procedure

- A. Any individual who wishes to file a complaint should do so in person or in writing to teachers, administrators, counselors, school nurse or the District Title IX Compliance Officer.
- B. The District Title IX Compliance Officer shall make an informal inquiry to ascertain the facts, and if found to be true, discourage the harasser from continuing the harassment.

Level Two Procedure

- A. If harassment continues and the individual wishes to continue their complaint, the individual fills out a written form, which is available from the District Title IX Compliance Officer or building administrator.

- B. The compliance officer shall
 - 1. Investigate the circumstances of the complaint and render a decision within two weeks.
 - 2. Will notify all involved parties
 - 3. Provide all involved parties one week to react to the decision before it becomes final
- C. The Complainants' responsibilities will be:
 - 1. Accept the decision in writing, to the Compliance Officer, or
 - 2. Disagree with the decision in writing, to the Compliance Officer.
- D. The Accuser's responsibilities will be:
 - 1. Accept the decision in writing, to the Compliance Officer, or
 - 2. Disagree with the decision in writing, to the Compliance Officer.

RANGE OF DISCIPLINARY PROCEDURES – SEXUAL HARASSMENT

If an allegation of sexual harassment is found to be true, the compliance officer, in conjunction with the district's administration, shall impose sanctions. These sanctions include any of the following:

- A verbal reprimand
- Notification of parents
- Conference with student and/or parents
- Loss of privilege(s)
- Detention (1-5 days)
- Out of School Suspension (1-5 days)
- Superintendent's Hearing which may lead to a longer out of school suspension up to and including expulsion from school
- Police may be called

EAST HAMPTON HIGH SCHOOL
FORMAL HARASSMENT COMPLAINT FORM

PAGE 1 OF 2

Name of Complainant: _____

Today's Date: _____

Date of Incident: _____

Place of the Incident: _____

Check One: _____ Student _____ Staff _____ Other

Name of the Alleged Harasser: _____

Name of Witness(s), if any: _____

Have you had sexual harassment issues with this individual in the past? (If yes, please describe when; explain the circumstances and the outcome of this past harassment issue)

Signature of Complainant: _____

Signature of Person Receiving Complaint: _____

Case Number: (Office Use Only) _____

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I. INTRODUCTION

The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity. The East Hampton Union Free School District Board of Education (Board) recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly. To this end, the Board adopts this Code of Conduct (Code).

All behavioral examples, procedures, and possible disciplinary responses apply

- in school
- on the grounds of the school
- during school activities, including evenings, weekends, and school sponsored field trips on school buses and at bus stops
- actions that take place off the school property that have an effect on relationships within the school

II. MISSION STATEMENT

The East Hampton High School Community, united in purpose, effort, and commitment to academic excellence, will prepare students to enter the work force or higher education as contributing citizens of a democratic society in a changing world.

III. STUDENT RIGHTS AND RESPONSIBILITIES

A. Student Rights

The district is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all district students have the right to:

1. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender, sexual orientation, or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.

B. Student Responsibilities

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React in a respectful, positive manner to direction given by teachers, administrators and other school personnel.
6. Work to develop mechanisms to control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to conflict.
9. Dress appropriately for school and school functions.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

IV. STUDENT DRESS CODE

A. All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails shall:

1. Be safe, appropriate and not disrupt, or interfere with the educational process.
2. Recognize that extremely brief garments such as tube tops, net tops, halter-tops, spaghetti straps, low or plunging necklines (front and/or back), short skirts or shorts, and see-through garments are not appropriate.
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Exclude items that are vulgar, obscene, gang related, libelous or show disregard 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, drugs, and/or encourage illegal or violent activities.
7. Exclude all head coverings, including but not limited to hoods, caps, bandanas, and hats (unless approved for religious purposes).

B. Each building principal or his or her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Students who violate the student dress code shall be required to modify their appearance by covering or changing the offending item and, if necessary, replacing it with an acceptable item. Any student who refuses to do so shall be excluded from the mainstream until a parent/guardian can come resolve the situation.

Continued violations will be subject to disciplinary action, including suspension.

V. PROHIBITED STUDENT CONDUCT

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior.

Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the consequences for their 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 hallways
 2. Making unreasonable noise
 3. Using language or gestures that is profane, lewd, vulgar, or abusive
 4. Engaging in any willful act which disrupts the normal operation of the school community
 5. Trespassing: students are permitted in school or on school grounds when they have scheduled classes or are authorized to attend school functions or participate in school-sponsored activities
 6. Misusing, including any unauthorized use of, computers, software, or internet account; accessing websites not related to curriculum; 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 directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
 2. Lateness to, missing, or leaving school without permission
 3. Skipping detention
- C. Engage in conduct that is disruptive.
 1. Failing to comply with the directions of teachers, school administrators or other school employees in charge of students.
- D. Engage in conduct that is violent. Examples of violent conduct include but are not limited to:
 1. Committing an act of violence (such as hitting, kicking, punching, spitting, and scratching) or attempting to do so against another.
 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. 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.
 6. Intentionally damaging or destroying school district property, including graffiti or arson.
- E. Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include but are not limited to:
 1. Lying to school personnel.
 2. Stealing the property of other students, school personnel 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, religion, gender, sexual orientation or disability as a basis for treating another in a negative manner.
 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.
 6. Intimidation, which includes engaging in actions or statements that put an individual in fear of harm.
 7. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.
 8. Selling, using or possessing obscene material.
 9. Using vulgar or abusive language, cursing or swearing.
 10. Smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco.
 11. Possessing, consuming, selling, 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, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs."
 12. Inappropriately using or sharing prescription and over-the-counter drugs.
 13. Gambling.
 14. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
 15. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
- F. Engage in misconduct while on a school 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 and fighting will not be tolerated.
- 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 records.
5. Assisting another student in any of the above actions

VI. REPORTING VIOLATION

- A. All students, employees, and visitors are expected to promptly report violations of the Code of Conduct to a teacher, school counselor, the building principal, or his or her designee. Any student, employee, or visitor observing a student possessing a weapon, alcohol, or illegal substance on school property or at a school function shall report this information immediately to a teacher, the building principal, the principal's designee, or the superintendent. Any weapon, alcohol or illegal substance found shall be confiscated immediately. Notification to the parent of the student involved and the appropriate disciplinary sanction if warranted, which may include permanent suspension and referral for prosecution, will follow.
- B. **The building principal or his or her designee must notify the appropriate local law enforcement agency of those Code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the principal or his or her designee learns of the violation.**
- C. **All students, employees, and visitors are expected to report acts of violence and implied or direct threats of violence immediately to a teacher, the building principal, the principal's designee, or the superintendent.**

VII. DISCIPLINARY CONSEQUENCES

A. Procedures and Referrals

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter consequence than subsequent violations.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this Code of Conduct for disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

B. Consequences

Students who are found to have violated the district's Code of Conduct may be subject to the following consequences, either alone or in combination.

1. Verbal warning
2. Written warning
3. Written notification to parent
4. Detention
5. Suspension from transportation
6. Suspension from athletic participation
7. Suspension from social or extracurricular activities
8. Suspension of other privileges
9. Removal from classroom by teacher
10. Short-term (five days or less) suspension from school
11. Long-term (more than five days) suspension from school
12. Permanent suspension from school

C. Disciplinary Procedures – Students are entitled to due process:

The school personnel authorized to impose the consequences must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary consequences in connection with the imposition of the consequences.

Students who are to be given consequences other than an oral warning, written warning, or written notification to their parents are entitled to additional rights before consequences are imposed.

1. **Detention**—Teachers, assistant principals, the principal, and the superintendent may use after school detention as a consequence for student misconduct in situations where removal from the classroom or suspension would be inappropriate
2. **Suspension from transportation**—if a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the building administrator's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the building principal or the superintendent or their designees. In such cases, the student's parent will become responsible for seeing that his or her child gets to and from school safely.
3. **Teacher disciplinary removal of disruptive students**
 - a. A student's behavior can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. In most instances the classroom teacher can control a student's behavior and maintain or restore control over the classroom by using good classroom management techniques. These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student an opportunity to regain his or her composure and self-control in an alternative setting. Such practices may include, but are not limited to: a. (a) short-term "time out" in an administrator's office; (b) sending a student to the administrator's office for the remainder of the class time only; or (c) sending a student to a school counselor or other district staff member for counseling.
 - b. On occasion, a student's behavior may become disruptive. For purposes of this Code, a disruptive student is a student who is disruptive of the educational process or with the teacher's authority over the classroom.

Any disruptive student removed from the classroom by the classroom teacher shall be offered continued educational programming and activities until she or he is permitted to return to the classroom. Removal of a student with a disability, under certain circumstances, may constitute a change in the student's

placement. Accordingly, no teacher may remove a student with a disability from his or her class until he or she has verified with the principal or the chairperson of the Committee on Special Education that the removal will not violate the student's rights under state or federal law or regulation.

- c. A classroom teacher may remove a disruptive student from class for up to two days. The removal from class applies to the class of the removing teacher only.
 - 1.) If the disruptive student does not pose a danger or on-going threat of disruption to the academic process, the teacher must provide the student with an explanation for why he or she is being removed and an opportunity to explain his or her version of the relevant events before the student is removed. Only after the informal discussion may a teacher remove a student from class.
 - 2.) If the student poses a danger or ongoing threat of disruption, the teacher may order the student to be removed immediately. The teacher must, however, explain to the student why he or she was removed from the classroom and give the student a chance to present his or her version of the relevant events within 24-hours.
 - 3.) The teacher must complete a district-established disciplinary removal form by entering an explanation of the disruptive behavior into the student management system and meet with the principal or his or her designee as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal. If the principal or designee is not available by the end of the school day, the teacher must notify the secretary and meet with the principal or designee prior to the beginning of classes on the next school day.
 - 4.) Parent notification – Within 24 hours after the student's removal, the principal or designee must notify the student's parents in writing, that the student has been removed from classes and why. The notice must also inform the parent that she or he has the right, upon request, to meet informally with the principal or the principal's designee to discuss the reasons for the removal.

The written notice must be provided by overnight mail, within 24 hours of the student's removal at the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting parents.

- 5.) Informal Hearing- the principal or designee will require the teacher who ordered the removal to attend the informal conference, which must occur within 48 hours of the student's removal. The timing of this meeting may be extended by mutual agreement of the parent and principal or designee. If the student denies the charges, the principal or designee must explain why the student was removed and give the student and parent(s) a chance to present the student's version of the relevant events. No student removed from the classroom by the classroom teacher will be permitted to return to the classroom until the principal or designee makes a final determination, or the period of removal expires, whichever is less.

The principal or designee may overturn the removal of the student from class if the principal or designee finds any one of the following:

- a.) **The charges against the student are not supported by substantial evidence.**
- b.) **The student's removal is otherwise in violation of the law, including the district's Code of Conduct.**
- c.) **The conduct warrants suspension from school pursuant to Education Law § 3214 and a suspension will be imposed.**

4. **Suspension from school**—Suspension from school is a severe consequence, which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others.

The Board retains its authority to suspend students, but places primary responsibility for the suspension of students with the superintendent and the building principals.

a. **Short-term (5 days or less) suspension from school**

When the principal proposes to suspend a student charged with misconduct for five days or less, the suspending authority must immediately notify the student orally. If the student denies the misconduct, the suspending authority must provide an explanation of the basis for the proposed suspension. The suspending authority must also notify the student's parents in writing that the student may be suspended from school. The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the decision to propose suspension at the last known address for the parents.

The notice shall provide a description of the charges against the student and the incident for which suspension is proposed and shall inform the parents of the right to request an immediate informal conference with the principal. The notice and opportunity for an informal conference shall take place before the student is suspended unless the student's presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process. After the conference, the principal shall promptly advise the parents in writing of his or her decision.

In addition, the principal will recommend a Superintendent's Hearing when a student commits a criminal act.

b. **Long-term (more than 5 days) suspension from school**

When the superintendent determines that a suspension for more than five days may be warranted, he or she shall give reasonable notice to the student and the student's parents of their right to a fair hearing. At the hearing the student shall have the right to be represented by counsel, the right to question witnesses against him or her and the right to present witnesses and other evidence on his or her behalf.

The superintendent shall personally hear and determine the proceeding or, may, in his or her discretion, designate a hearing officer to conduct the hearing. A record of the hearing shall be maintained, but no stenographic transcript shall be required. A tape recording shall be deemed a satisfactory record. The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline to the superintendent. The report of the hearing officer shall be advisory only, and the superintendent may accept all or any part thereof.

An appeal of the decision of the superintendent may be made to the Board that will make its decision based solely upon the record before it. All appeals to the Board must be in writing and submitted to the district clerk within 10 business days of the date of the superintendent's decision, unless the parents can show that extraordinary circumstances precluded them from doing so. The Board may adopt in whole or in part the decision of the superintendent. Final decisions of the Board may be appealed to the Commissioner within 30 days of the decision.

c. **Permanent suspension**

Permanent suspension is reserved for extraordinary circumstances.

d. **Minimum Periods of Suspension**

- 1.) Students who bring a weapon to school

Any student found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law §3214. The superintendent has the authority to modify the one-year suspension on a case-by-case basis.

2.) Students who commit violent acts other than bringing a weapon to school

Any student who is found to have committed a violent act, other than bringing a weapon onto school property shall be subject to suspension from school for at least five days. If the proposed consequence is the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed consequence exceeds the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the consequence, the superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

D. Referrals

1. Counseling

The Counseling Office shall handle all referrals of students to counseling.

2. PINS Petitions

The district may file a PINS (person in need of supervision) petition in Family Court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment by:

- a. Being habitually truant and not attending school as required by part one of Article 65 of the Education Law.
- b. Engaging in an ongoing or continual course of conduct, which makes the student ungovernable, or habitually disobedient, and beyond the lawful control of the school.
- c. Knowingly and unlawfully possesses marijuana in violation of Penal Law § 21.05. A single violation of § 21.05 will be a sufficient basis for filing a PINS petition.

3. Juvenile Delinquents and Juvenile Offenders

The superintendent is required to refer the following students to the County Attorney for a juvenile delinquency proceeding before the Family Court:

- a. Any student under the age of 16 who is found to have brought a weapon to school, or
- b. Any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law § 1.20 (42).

The superintendent is required to refer student's age 16 and older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities.

VIII. ALTERNATIVE INSTRUCTION

When a student of any age is removed from class by a teacher or a student of compulsory attendance age is suspended from school pursuant to Educational Law § 2801 and § 3214, the district will take immediate steps to provide alternative means of instruction for the student.

IX. DISCIPLINE OF STUDENTS WITH DISABILITIES

The Board recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The Board also recognizes that students with disabilities enjoy certain procedural protections whenever school authorities intend to impose discipline upon them. The Board is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations.

This Code affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable federal and state law and regulations

A. Authorized Suspensions or Removals of Students with Disabilities

1. For purposes of this section of the Code of Conduct, the following definitions apply.

A "suspension" means a suspension pursuant to Education Law § 3214.

A "removal" means a removal for disciplinary reasons from the student's current educational placement other than a suspension and change in placement to an interim alternative educational setting (IAES) ordered by an impartial hearing officer because the student poses a risk of harm to himself or herself or others.

An "IAES" means a temporary educational placement for a period of up to 45 days, other than the student's current placement at the time the behavior precipitating the IAES placement occurred, that enables the student to continue to progress in the general curriculum, although in another setting, to continue to receive those services and modifications, including those described on the student's current individualized education program (IEP), that will enable the student to meet the goals set out in such IEP, and include services and modifications to address the behavior which precipitated the IAES placement that are designed to prevent the behavior from recurring.

2. School personnel may order the suspension or removal of a student with a disability from his or her current educational placement as follows:

- a. The Board, the district superintendent of schools or a building principal may order the placement of a student with a disability into an IAES, another setting or suspension for a period not to exceed five consecutive school days and not to exceed the amount of time a non-disabled student would be subject to suspension for the same behavior.
- b. The superintendent may order the placement of a student with a disability into an IAES, another setting or suspension for up to ten (10) consecutive school days, inclusive of any period in which the student has been suspended or removed under subparagraph (a) above for the same behavior, if the superintendent determines that the student has engaged in behavior that warrants a suspension and the suspension or removal does not exceed the amount of time non-disabled students would be subject to suspension for the same behavior.
- c. The superintendent may order additional suspensions of not more than ten (10) consecutive school days in the same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement.
- d. The superintendent may order the placement of a student with a disability in an IAES to be determined by the committee on special education (CSE), for the same amount of time that a student without a disability would be subject to discipline, but not more than forty five (45) days, if the student carries or possesses a weapon to school or to a school function, or the student knowingly possesses or uses illegal drugs to sells or solicits the sale of a controlled substance while at school or a school function.

- 1) "Weapon" means the same as "dangerous weapon" under 18 U.S.C. §930(g)(w) which includes "a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except...(for) a pocket knife with a blade

of less than 2½ inches in length.”

- 2) “Controlled substance” means a drug or other substance identified in certain provisions of the federal Controlled Substances Act specified in both federal and state law and regulations applicable to this policy.
 - 3) “Illegal drugs” means a controlled substance except for those legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under the controlled Substances Act or any other federal law.
3. Subject to specified conditions required by both federal and state regulations, an impartial hearing officer may order the placement of a student with a disability in an IAES setting for up to forty five (45) days at a time, if maintaining the student in his or her current educational placement poses a risk of harm to the student or others.

B. Change of Placement Rule

1. A disciplinary change in placement means a suspension or removal from a student’s current educational placement that is either:
 - a. For more than ten (10) consecutive school days; or
 - b. For a period of ten (10) consecutive school days or less if the student is subjected to a series of suspensions or removals that constitute a pattern because they cumulate to more than ten (10) school days in a school year and because of such factors as the length of each suspension or removal, the total amount of time the student is removed and the proximity of the suspensions or removals to one another.
2. School personnel may not suspend or remove a student with disabilities if imposition of the suspension or removal would result in a disciplinary change in placement based on a pattern of suspension or removal.

However, the district may impose a suspension or removal, which would otherwise result in a disciplinary change in placement, based on a pattern of suspensions or removals if the CSE has determined that the behavior was not a manifestation of the student’s disability, or the student is placed in an IAES for behavior involving weapons, illegal drugs or controlled substances.

C. Special Rules Regarding the Suspension or Removal of Students with Disabilities.

1. The district’s committee on Special Education shall:
 - a. Conduct functional behavioral assessments to determine why a student engages in a particular behavior, and develop or review behavioral intervention plans whenever the district is first suspending or removing a student with a disability for more than ten (10) school days in a school year or imposing a suspension or removal that constitutes a disciplinary change in placement, including a change in placement to an IAES for misconduct involving weapons, illegal drugs or controlled substances.

If subsequently, a student with a disability who has a behavioral intervention plan and who has been suspended or removed from his or her current educational placement for more than ten (10) school days in a school year is subjected to a suspension or removal that does not constitute a disciplinary change in placement, the members of the CSE shall review the behavioral intervention plan and its implementation to determine if modifications are necessary.

If one or more members of the CSE believe that modifications are needed, the school district shall convene meeting of the CSE to modify such plan and its implementation, to the extent the committee determines necessary.

- b. Conduct a manifestation determination review of the relationship between the student’s disability and the behavior subject to disciplinary action whenever a decision is made to place a student in an IAES either for misconduct involving weapons, illegal drugs or controlled substances or because maintaining the student in his current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension that constitutes a disciplinary change in placement.
2. The parents of a student who is facing disciplinary action, but who has not been determined to be eligible for services under IDEA and Article 89 at the time of misconduct, shall have the right to invoke applicable procedural safeguards set forth in federal and state law and regulations if, in accordance with federal and state statutory and regulatory criteria, the school district is deemed to have had knowledge that their child was a student with a disability before the behavior precipitating disciplinary action occurred. If the district is deemed to have had such knowledge, the student will be considered a student presumed to have a disability for discipline purposes.
 - a. The superintendent, building principal or other school official imposing a suspension or removal shall be responsible for determining whether the student is a student presumed to have a disability.
 - b. A student will not be considered a student presumed to have a disability for discipline purposes if, upon receipt of information supporting a claim that the district had knowledge the student was a student with a disability, the district either:

- 1.) Conducted an individual evaluation and determined that the student is not a student with a disability, or
- 2.) Determined that an evaluation was not necessary and provided notice to the parents of such determination, in the manner required by applicable law and regulations.

If there is no basis for knowledge that the student is a student with a disability prior to taking disciplinary measures against the student, the student may be subjected to the same disciplinary measures as any other non-disabled student who engaged in comparable behaviors.

However, if a request for an individual evaluation is made while such non-disabled student is subjected to a disciplinary removal, an expedited evaluation shall be conducted and completed in the manner prescribed by applicable federal and state laws and regulations. Until the expedited evaluation is completed, the non-disabled student who is not a student presumed to have a disability for discipline purposes shall remain in the educational placement determined by the district, which can include suspension.

- 3.) The district shall provide parents with notice of disciplinary removal no later than the date on which a decision is made to change the placement of a student with a disability to an IAES for either misconduct involving weapons, illegal drugs or controlled substances or because maintaining the student in his/her current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension or removal that constitutes a disciplinary change in placement.

The procedural safeguards notice prescribed by the Commissioner shall accompany the notice of disciplinary removal.

- 4.) The parents of a student with disabilities subject to a suspension of five consecutive school days or less shall be provided with the same opportunity for an informal conference available to parents of non-disabled students under the Education Law.
- 5.) Superintendent hearings on disciplinary charges against students with disabilities subject to a suspension of more than five (5) school days shall be bifurcated into a guilt phase and a consequences phase in accordance with the procedures set forth in the Commissioner’s regulations incorporated into this code.

- 6.) The removal of a student with disabilities other than a suspension or placement in an IAES shall be conducted in accordance with the due process procedures applicable to such removals of non-disabled students, except that school personnel may not impose such removal for more than ten (10) consecutive days or for a period that would result in a disciplinary change in placement, unless the CSE has determined that the behavior is not a manifestation of the student's disability.
- 7.) During any period of suspension or removal, including placement in an IAES, students with disabilities shall be provided services as required by the Commissioner's regulations incorporated into this code.

D. Expedited Due Process Hearings

1. An expedited due process hearing shall be conducted in the manner specified by the Commissioner's regulations incorporated into this Code, if:
 - a. The district requests such a hearing to obtain an order of an impartial hearing officer placing a student with a disability in an IAES where school personnel maintain that it is dangerous for the student to be in his or her current educational placement, or during the pendency of due process hearings where school personnel maintain that it is dangerous for the student to be in his or her current educational placement during such proceedings.
 - b. The parent requests such a hearing from a determination that the student's behavior was not a manifestation of the student's disability, or relating to any decision regarding placement, including but not limited to any decision to place the student in an IAES.
2. During the pendency of an expedited due process hearing or appeal regarding the placement of a student in an IAES for behavior involving weapons, illegal drugs or controlled substances, or on grounds of dangerousness, or regarding a determination that the behavior is not a manifestation of the student's disability for a student who has been placed in an IAES, the student shall remain in the IAES pending the decision of the impartial hearing officer or until expiration of the IAES placement, whichever occurs first, unless the parents and the district agree otherwise.
3. If school personnel propose to change the student's placement after expiration of an IAES placement, during the pendency of any proceeding to challenge the proposed change in placement, the student shall remain in the placement prior to removal to the IAES, except where the student is again placed in an IAES.
4. An expedited due process hearing shall be completed within fifteen (15) business days of receipt of the request for a hearing. Although the impartial hearing officer may grant specific extensions of such time period, he or she must mail a written decision to the district and the parents within five (5) business days after the last hearing date, and in no event later than forty five (45) calendar days after receipt of the request for a hearing.

E. Referral to Law Enforcement and Judicial Authorities

In accordance with the provisions of IDEA and its implementing regulations:

1. **The district may report a crime committed by a child with a disability to appropriate authorities and such action will not constitute a change of the student's placement.**
2. **The superintendent shall ensure that copies of the special education and disciplinary records of a student with disabilities are transmitted for consideration to the appropriate authorities to whom a crime is reported.**

X. CORPORAL PUNISHMENT

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden.

However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

1. Protect oneself, another student, teacher or any person from physical injury.
2. Protect the property of the school and others.
3. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers and duties, if that student has refused to refrain from further disruptive acts.

The district will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with Commissioner's regulations.

XI. STUDENT SEARCHES AND INTERROGATION

The Board is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary consequence on a student may question a student about an alleged violation of law or the district code of conduct. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student.

In addition, the Board authorizes the superintendent, building administrators, the school nurse, and district security officials to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district Code of Conduct.

A. Student Lockers, Desks and other School Storage Places

The rules in this Code of Conduct regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

The building principal or the principal's designee shall be responsible for the custody, control and disposition of any illegal or dangerous item taken from a student. The principal or his or her designee shall clearly label each item taken from the student and retain control of the item(s), until the items is turned over to the police. The principal or his or her designee shall be responsible for personally delivering dangerous or illegal items to police authorities.

B. Police Involvement in Searches and Interrogations of Students

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment.

Before police officials question any student, the building principal or his or her designee shall first try to notify the student's parent to give the parent the opportunity to be present during the police questioning. If the student's parent cannot be contacted prior to the police questioning the principal, in consultation with the superintendent will also be present during any police questioning or search of a student on school property or at a school function.

The **Glossary of Terms** will help students become familiar with behaviors expected of them and develop strategies for becoming self-disciplined.

SCHOOL TARDINESS – when a student arrives to school late, valuable educational time has been lost. Time lost that cannot ever be regained. If it is a student's desire to obtain the most of his/her educational experience school, tardiness hinders that aspiration. Tardiness also often establishes bad practices for future work experiences.

UNACCEPTABLE, EXCESSIVE AND/OR DISORDERLY CONDUCT – in an effort to establish a setting for education to take, place, excessive disruptions cannot be allowed. Such behavior would be talking, making noises, throwing objects, or otherwise distracting another. If a teacher is prevented from starting an activity or lesson or has to stop what he/she is doing to try to stop distracting behavior, such behavior is considered disorderly.

UNSUPERVISED USE OF HALLS – student safety is the first concern of each East Hampton High School staff member. Knowing the whereabouts of each student is also part of our responsibility. When a student is roaming unsupervised in the halls (most likely due to cutting class), a student's safety is in jeopardy. In addition, valuable educational time is being lost.

CLASS CUT – Students not attending their regularly scheduled class while present during the school day.

OFFENSIVE LANGUAGE/OBSCENE GESTURES – too many, the use of offensive language and or obscene gestures are the equivalent of physical assault. This assault is through the use of verbal expression and this is not acceptable in an organized society. At all times, we should use words and perform gestures that show good manners. To curse and say words that show hate is not using proper language.

INSUBORDINATION, REFUSAL TO COMPLY WITH A TEACHER'S DIRECTION – the State of New York has deemed the teaching staff of public schools to be the temporary parents of the student body while they are in attendance. It is the responsibility of the student to comply with all lawful directions given by a faculty member. Insubordination is refusal to submit to a reasonable request by a staff member.

SMOKING IN SCHOOL AND ON SCHOOL GROUNDS –New York State has passed legislation that prohibits smoking in school buildings in the state. That law also affects all adults while in school and on school grounds. It should be noted that Suffolk County will affix a monetary fine for continued disregard of this law. This behavior also creates a fire hazard.

DEFAACEMENT OF SCHOOL PROPERTY – the school building and the contents found within its walls belong to the community. The upkeep of the school building is everyone's responsibility. East Hampton High School does not belong to any one person; therefore, the destruction of the building is not the right of any one person or group. This relates to the marking of desks, breaking of school pencils, carving of cafeteria tables, writing in textbooks, spray-painting of school walls, etc.

FORGERY OF ANY SCHOOL RELATED DOCUMENT – notes from parents to school regarding the absence from school of their child that are in turn recorded by a school are considered a legal document that can be called upon as evidence in a court of law. Therefore, it is of utmost importance that such documents are legal and not forged. In like fashion, a student should not deceive another by giving false or misleading information. Nor should a student sign the name of another person for the purpose of misleading school personnel.

CLASS A PROCEDURAL STEPS FOR CLASS A OFFENSES

The resolution for a CLASS A offense is initially the responsibility for the teacher in charge and/or teacher observing the offense. When there are cases where the teacher/staff member is not primarily responsible for the supervision of the student, or is unable to resolve the problem, the offense shall be referred to the principal or assistant principal.

CLASS A OFFENSES

<p><u>DISCIPLINE PROBLEM:</u> School Tardiness/Lateness to Class</p> <p><u>POLICY PROCEDURE:</u> The late to school policy shall be handled by the classroom teacher to whom that student reports. The "Lateness to Class" Policy shall apply.</p> <p style="padding-left: 40px;">3rd late – the teacher will issue a 1 hour Detention</p> <p style="padding-left: 40px;">6th late – the teacher will issue another 1 hour Detention</p> <p style="padding-left: 40px;">9th late – Saturday Detention</p> <p style="padding-left: 40px;">12th late – 1 day Out of School Suspension</p>
<p><u>DISCIPLINE PROBLEM:</u> Unsupervised Use of Halls</p> <p><u>POLICY PROCEDURE:</u> If 21 minutes of class has yet to expire, the student will be deemed a "Late to Class"; this will count toward the student's cycle of 3.</p> <p>- if 21 minutes or more of class time has expired, the behavior shall be disciplined as a class cut, 1 hour detention will be issued</p>
<p><u>DISCIPLINE PROBLEM:</u> Class Cutting</p> <p><u>POLICY PROCEDURE:</u> 1st class cut – 1 hour of detention issued</p> <p style="padding-left: 40px;">2nd class cut – 1 hour of detention issued</p> <p style="padding-left: 40px;">3rd class cut – Saturday Detention</p> <p style="padding-left: 40px;">Parent/Guardian Notification</p> <p style="padding-left: 40px;">4th class cut – 1 day Out of School Suspension</p>
<p><u>DISCIPLINE PROBLEM:</u> Unacceptable, Excessive, and/or Disorderly Conduct</p> <p><u>FIRST OFFENSE:</u> Range of discipline: -Teacher Detention, Warning, Administrative Detention, Parent/Guardian Notification</p> <p><u>SECOND OFFENSE:</u> 2 day Detention, Parent/Guardian Notification</p>

<p><u>DISCIPLINE PROBLEM:</u> Overt Display of Affection <u>FIRST OFFENSE:</u> Warning, Telephone Call Home <u>SECOND OFFENSE:</u> Parent/Guardian Notification</p>
<p><u>DISCIPLINE PROBLEM:</u> Use of Personal Electronic Devices <u>FIRST OFFENSE:</u> Confiscation, Return to Parent/Guardian <u>SECOND OFFENSE:</u> Confiscation, Return to Parent, 1 day Out of School Suspension</p>
<p><u>DISCIPLINE PROBLEM:</u> Use of Laser Pointer <u>FIRST OFFENSE:</u> Confiscation, Return to Parent <u>SECOND OFFENSE:</u> Confiscation, Return to Parent/Guardian at the End of the School Year <u>THIRD OFFENSE:</u> Confiscation, 1 day Out of School Suspension</p>
<p><u>DISCIPLINE PROBLEM:</u> Violation of Dress Code <u>FIRST OFFENSE:</u> Student must change or cover article(s) in violation, Parent/Guardian Notification <u>SECOND OFFENSE:</u> Student must change or cover article(s) in violation, Parent/Guardian Notification – 1 day Out of School Suspension</p>

CLASS B PROCEDURAL STEPS FOR THE RESOLUTION OF CLASS B OFFENSES

The resolution of CLASS B offenses is to immediately report said offense to the building principal or assistant principal. At that time, the student will be removed from instruction and an investigation shall take place after which administrative action will be taken.

CLASS B OFFENSES

<p><u>DISCIPLINE PROBLEM:</u> Unauthorized Leaving of School Grounds <u>FIRST OFFENSE:</u> Class Cut enforced in class(es) missed, 1 day Out of School Suspension, Parent/Guardian notification, Youth Court Option as an alternative to Out of School Suspension <u>SECOND OFFENSE:</u> Class Cut enforced in class(es) missed, 3 day Out of School Suspension, Parent/Guardian Notification, 10 week loss of parking privileges if the student has such privileges <u>THIRD OFFENSE:</u> Class Cut enforced in class(es) missed, 5 day Out of School Suspension</p>
<p><u>DISCIPLINE PROBLEM:</u> Use of Offensive Language Toward a Staff Member <u>FIRST OFFENSE:</u> Range of discipline depending on the severity of the offense: 1 to 2 days Out of School Suspension, 1 to 5 days Out of Class Suspension, Parent/Guardian Notification <u>SECOND OFFENSE:</u> Administrative range of action: 2 to 5 days Out of School Suspension, Parent/Guardian Notification</p>
<p><u>DISCIPLINE PROBLEM:</u> Use of Offensive Language/Obscene Gestures (Which may incite others) <u>FIRST OFFENSE:</u> Parent/Guardian Notification, Detention <u>SECOND OFFENSE:</u> Parent/Guardian Notification, 2 day Detention <u>THIRD OFFENSE:</u> Parent/Guardian Notification, 1 day Out of School Suspension</p>
<p><u>DISCIPLINE PROBLEM:</u> Destruction or Defacement of School Property <u>FIRST OFFENSE:</u> 1 to 5 days Out of School Suspension. Replacement of/or compensation for destroyed or defaced property, Parent Notification, Possible criminal charges</p>
<p><u>DISCIPLINE PROBLEM:</u> Smoking on School Grounds/at School Functions <u>FIRST OFFENSE:</u> 1day Out of School Suspension, Parent/Guardian Notification, Department of Health Notification <u>SECOND OFFENSE:</u> 2 days Out of School Suspension, Parent/Guardian Notification, Department of Health Notification</p>
<p><u>DISCIPLINE PROBLEM:</u> School Truancy <u>FIRST OFFENSE:</u> Class Cut in effect for class(es) missed, Youth Court Option, Parent/Guardian Notification</p>

<p><u>DISCIPLINE PROBLEM:</u> Fighting - Simple Temporary without Premeditation</p> <p><u>FIRST OFFENSE:</u> Parent/Guardian Notification, 1-5 days Out of School Suspension, Possible police notification</p>
<p><u>DISCIPLINE PROBLEM:</u> Major Disturbance - Cafeteria, Assembly, Gym, Hallway, School Functions</p> <p><u>FIRST OFFENSE:</u> Parent/Guardian Notification, 1-5 days Out of School Suspension, Possible police notification</p>
<p><u>DISCIPLINE PROBLEM:</u> Insubordination, Refusal to Comply with Teacher's Direction</p> <p><u>FIRST OFFENSE:</u> Parent/Guardian Notification, Administrative Detention or 1 day Out of School Suspension, depending on severity</p>
<p><u>DISCIPLINE PROBLEM:</u> Possession of Drug Paraphernalia</p> <p><u>FIRST OFFENSE:</u> 3-5 days Out of School Suspension, Possible Superintendent's Hearing.</p>
<p><u>DISCIPLINE PROBLEM:</u> Recording a fight between students and posting it on the Internet</p> <p><u>FIRST OFFENSE:</u> Parent/Guardian notification, 5 days Out of School Suspension</p>

CLASS C PROCEDURAL STEPS FOR RESOLUTION OF CLASS C OFFENSES

The resolution for CLASS C offenses shall be the immediate reporting of the offense to the building principal and/or assistant principal. The offense will be investigated, the student shall be removed from the student population and the appropriate action(s) will begin.

Disorderly conduct – a person is disorderly when their conduct has the intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk thereof:

- He/she engages in fighting or in violent, tumultuous or threatening behavior; or
- He/she makes unreasonable noise; or
- Without lawful authority, he/she disturbs any lawful assembly or meeting of persons; or
- He/she obstructs vehicular or pedestrian traffic; or
- He/she congregates with other persons in a public place and refuses to comply with a lawful order of the police to disperse; or
- He/she creates a hazardous or physically offensive condition by any act which serves no legitimate purpose

Harassment – a person is harassing when their actions have the intent to harass, annoy, or alarm another person:

- He/she strikes, shoves, kicks, spits, or otherwise subjects him/her to physical harm, or threatens to do the same; or
- In a public place, he/she uses abusive or obscene language, or makes an obscene gesture; or
- He/she engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy such other person and which serve no legitimate purpose.

Possession of a weapon – a person is in possession of a weapon when:

- He/she possesses any firearm, electronic dart gun, electronic stun gun, gravity knife, switchblade knife, pilum ballistic knife, cane sword, billy, blackjack, bludgeon, metal knuckles, chukka stick, sand bag, sand club, wrist-brace type slingshot or slingshot, shirken or "Kung Fu Star", or
- He/she possesses any dagger, dangerous knife, dirk, razor, stiletto, imitation pistol, or any other dangerous or deadly instrument or weapon with intent to use the same unlawfully against another; or
- He/she has in his possession a rifle, shotgun or firearm in or upon a building or grounds, used for educational purposes of any school without the written authorization of such educational institution; or
- He/she possesses any dangerous or deadly weapon
- He/she possesses a bullet containing an explosive substance designed to detonate upon impact; or
- He/she possesses armor piercing ammunition with intent to use the same unlawfully against another; or
- Possession of any object which is intended to be used or may be used as a weapon.

Possession of weapons by persons under sixteen – In addition to the weapons previously cited, possession by anyone under sixteen years of age of any air-gun, spring-gun, or other instrument or weapon in which the propelling force is a spring or air.

Assault – A person commits assault when:

- With intent to cause physical injury to another person, he/she causes such injury to such person or a third person; or
- He/she recklessly causes physical injury to another person; or
- With negligence, he/she causes physical injury to another person by means of a deadly weapon or a dangerous instrument.
- Possession of any object which is intended to be used or may be used as a weapon.
- Any premeditated fight

Vandalism – Vandalism to school property or another person's property while on school grounds or on a school trip.

Trespass – a person is guilty of trespass when he/she knowingly enters or remains unlawfully in or upon premises.

Possession of a controlled substance – Possession and/or consumption of, or under the influence of, an alcoholic beverage on school grounds, in school buildings or while under school supervision.

- Possession and/or consumption of, or under the influence of, an alcoholic beverage on school grounds, in school buildings, or while under school supervision.

- Possession or sale of controlled substances such as depressant, stimulant, hallucinogenic, or narcotic drug or preparation

Loitering – A person is loitering when he/she:

- **Loiters or remains in or about school grounds without reason or permission.**

Actions against property – Actions constituting trespass, burglary, mischief, arson, larceny, and robbery are prohibited.

REPEATED CLASS B OFFENSES

POSSIBLE PENALTIES FOR CLASS C OFFENSES

Police Notification

1 – 5 Days Out of School Suspension

Superintendent's Hearing

Expulsion from School