

## **STUDENT SCHEDULE**

**PERIOD 1** \_\_\_\_\_  
**7:28-8:08**

**HOMEROOM** \_\_\_\_\_  
**8:08-8:13**

**PERIOD 2** \_\_\_\_\_  
**8:17-8:57**

**PERIOD 3** \_\_\_\_\_  
**9:01-9:41**

**PERIOD 4** \_\_\_\_\_  
**9:45-10:25**

**PERIOD 5** \_\_\_\_\_  
**10:29-11:09**

**PERIOD 6** \_\_\_\_\_  
**11:13-11:53**

**PERIOD 7** \_\_\_\_\_  
**11:57-12:37**

**PERIOD 8** \_\_\_\_\_  
**12:41-1:21**

**PERIOD 9** \_\_\_\_\_  
**1:25-2:05**

**ALL PASSING TIMES ARE 4 MINUTES**

## **2014-2015 BOARD OF EDUCATION**

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## **CENTRAL ADMINISTRATION**

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Concetta Robinson	Assistant Business Administrator
John Marek	Plant Facilities Administrator
James Campbell	Adult Education
Anthony Amesti	Director of Athletics

## **ADMINISTRATIVE TEAM**

Dr. Christopher Gitz	Principal
Matthew Boccanfuso	Asst. Principal
James Campbell	Asst. Principal
Bret Kearney	Asst. Principal
Daniel Noviello	Asst. Principal
Nancy Scaccia	Asst. Principal
Linda Flannelly	Asst.Principal for Curriculum

## **COORDINATORS (K-12)/CHAIRPERSONS**

Alyson Silver-Civita	English
Shelita Watkis	Foreign Language & ESL
Trecia Wong	Mathematics K-12
Kelly Waters	Practical Arts
Chrystie Young	Science K-12
Richard Finder	Social Studies K-12
Stephen Posselt	Special Education
Kelly Waters	Instructional Technology
Anthony Amesti	Health, Physical Education
Rose Marvel	Music and Fine Arts
Stacey Morgan	Language Arts and Reading
Barbara A. Donnellan	Guidance
Linda Kaye	Preschool Special Education Services

## HIGH SCHOOL TELEPHONE DIRECTORY

Principal	Dr. Gitz	867-3700
Assistant Principals	Ms. Flannelly	867-3770
	Mr. Campbell	867-3770
	Mr. Boccanfuso	867-3770
	Mr. Kearney	867-3716
	Mr. Noviello	867-3770
	Mrs. Scaccia	867-3076
Attendance Office		867-3800
Social Workers	Cindy Agals	867-3734
	Deborah Salitsky-Stein	867-3731
	Amanda Figalora	867-3732
	Teresa Merlucci	867-3733
Transitional Social Worker	Christina Walsh	867-3733
Guidance	Mrs. Carey	867-3750
	Mrs. Heaney	867-3750
	Mrs. Hocoluk	867-3750
	Mrs. Levy	867-3750
	Ms. Ricciardi	867-3750
	Mr. Rossillo	867-3750
	Mrs. Walsh	867-3750
Mr. Ward	867-3750	
Psychologist	Mr. DelGaudio	867-3722
	Ms. Keyes	867-3721
Library		867-3745
Nurse		867-3710
Boy's Gym		867-3808
Girl's Gym		867-3809
Pool		867-3065
<b><u>Chairpersons/Coordinators</u></b>		
Business	Ms. Waters	867-3770
English	Ms. Civita	867-3790
Foreign Language & ESL	Ms. Watkis	867-3790
Guidance	Dr. Donnellan	867-3750
Mathematics	Ms. Wong	867-3790
Science	Ms. Young	867-3790
Social Studies	Mr. Finder	867-3790
Special Education	Mr. Posselt	867-3780

## **ACADEMIC RECOGNITION**

92 and Up - Principal's List  
85 to 91.9 - Honor Roll  
80 to 84.9 - Merit Roll

## **AFTER SCHOOL RULES**

Students are to leave the school building and grounds immediately upon dismissal. Students are not to wander or loiter in the halls or other parts of school property. Students involved in extra-curricular activities, extra-help sessions, detentions, and/or library study, may remain in the building as long as a teacher is supervising them.

Students who assist non-students to enter the school premises after the end of the regular school day will receive a possible out-of-school suspension, and may be subject to criminal prosecution in accordance with federal, state and local laws and rules.

## **AIDES/SECURITY GUARDS**

Aides/guards are present to help supervise the cafeteria, bathroom, halls, Library, and Attendance Office. They are to be treated with respect and spoken to in a courteous manner. Aides and guards are responsible for student behavior and may discipline a poorly behaved student. Failure to follow an aide's/guard's directions or instructions will lead to disciplinary action against the student.

## **ALTERNATE EDUCATION PROGRAM/ 15:2 SPECIAL EDUCATION PROGRAM**

The goal of our Alternative Learning Program and 15:2 Special Education Program is to provide the affective and cognitive support systems necessary for students who find it difficult to succeed within a traditional secondary school environment.

## **LINDENHURST ACADEMY**

The Lindenhurst Academy provides secondary students, who require social and emotional supports, with an opportunity to thrive in an accepting non-traditional academic setting that is the least restrictive environment. The Academy is designed to be a highly supportive and structured environment with individualized and small group instruction, as well as, Special Education services that supplement academic instruction.

## **ASSEMBLIES**

During the course of the year, assembly programs will be scheduled in which the student body will participate. Unless otherwise stipulated, it is understood that attendance is mandatory, with administrative exceptions as necessary. On occasion, guests and performers will be brought in to conduct an assembly program for all students. In the auditorium, appreciation for a performance is shown by applause. Students should not talk during a program

nor do anything which would distract the performer's attention. Students who cannot behave in a courteous manner will be referred to an administrator for disciplinary action.

Throughout the school year, it will be necessary to conduct individual grade homeroom assemblies, in order to share vital information.

It is most important for you to arrive on time to the auditorium and conduct yourselves appropriately.

### **ASSISTANCE DIRECTORY**

The list below indicated the most frequent problems encountered by student and the place where help may be obtained:

<b><u>PROBLEM</u></b>	<b><u>SOLUTION</u></b>
Absenteeism	Attendance Office
Bus Pass	Main Office
Change of Address	Administration
Change of School	Guidance Office
Detention	Assistant Principals' Office
Early Dismissal	Attendance Office
Fights(Potential Problems)	Assistant Principals' Office
Free Lunch	Main Office
Identification Card	Assistant Principals' Office
Inclement Weather	Radio Stations
Lateness to Class	Report to that class
Lateness to School	Attendance Office
Library Hours	7:15 a.m. – 2:30 p.m.
Locker Problems	Custodian
Lost and Found	Main Office
Personal Problems	Guidance/Social Worker
Principal's Detention	10 <sup>th</sup> Period
Room Location	Map in Main Office
Schedule Changes/Programs	Guidance
Social Problems	Social Worker/Asst. Principals' Office
Study Problems	Social Worker/Asst. Principals' Office
Telephone	Main Office/Asst. Principals' Office
Truancy	Assistant Principals' Office
Working Papers	Guidance

### **Attendance Policy**

#### **OBJECTIVE**

Every student has a right to educational opportunities that will enable the student to develop his or her fullest potential. Research repeatedly demonstrates that there is a strong correlation between good attendance and success in school. The regular contact of students with one another in the classroom and their participation in well-planned

instructional activities are vital to this purpose. Time lost from class for any reason represents a significant loss of educational opportunity for all students. Therefore, the primary objective of the Lindenhurst High School Attendance Policy is to establish minimum attendance requirements for the granting of academic credit for courses taken by students in grades nine through twelve.

## **ATTENDANCE REQUIREMENTS**

### **Applicability**

1. This policy will apply to students in grades 9 – 12.
2. This policy will apply to each course individually.
3. This policy will apply to students with special needs unless, pursuant to state and federal law, a student's failure to adhere to the policy requirements shall be determined to be a manifestation of the student's disability.
4. Students attending classes at other facilities including, but not limited to, a BOCES center will be subject to the attendance policies at those facilities; however, this policy shall apply to the portion of the students' program for which they are enrolled at Lindenhurst High School.

### **Attendance Requirements**

- Full-year course: A student may be absent no more than 20 periods. A student will be denied course credit on the 21st absence.
- Physical education, A/B day and half-year credit courses: A student may be absent no more than 10 periods. A student will be denied course credit on the 11th absence.
- Lateness: Tardiness to class of more than 15 minutes will be considered an absence.
- Double-period classes: Absence from both classes of a double period course (science labs, math extended, etc.) will count as one (1) absence.

## **GUIDELINES**

### ***Legal Absences***

- The following absences **WILL** count toward the 20 absence maximum for a full-year course or the 10 absence maximum for a half-year course (see Attendance Requirements above):
  1. Sickness
  2. Death in family
  3. Religious observance
  4. Court appearance
  5. Medical appointment
  6. College interviews or visits
  7. Student initiated school personnel meeting
  8. Impassable roads due to inclement weather when school is in session.
- The following absences **WILL NOT** count toward the 20 absence maximum for a full-year course or the 10 absence maximum for a half-year course (see Attendance requirements above):

1. Out-of-school suspension
2. Home instruction
3. School mandated testing, including but not limited to, Advanced Placement testing (test period only), and Psychoeducational testing
4. School sanctioned meetings or events (ie: field trips or prescheduled music sessions).

### ***Illegal Absences***

Illegal absences include, but are not limited to, the following: Cutting, truancy, family vacations, etc.

***Truancy*** is the deliberate action by a student to miss a full or partial day of school without the approval of a parent/guardian. A parent/guardian who is aware of and allowing such absences, is violating state law.

**Students are required to make up all missed work. However, making up such work will not erase the absence.** It is a student's responsibility to initiate the make-up assignment.

**Coding:** The following computer codes will be used in conjunction with this attendance policy:

AE – Absent Excused  
AUNN – Absent Unexcused (Needs Note)  
LE – Late Excused  
LU - Late Unexcused  
ND – Nurses Dismissal  
OSS – Out of School Suspension  
FT – Field Trip  
FTSS – In-School Field Trip  
HT – Home Teaching

### **ATTENDANCE PROCEDURES**

Students are required to submit absence notes from their parents/guardians when they have stayed home from school.

#### ***Step 1&2***

When a student has reached the sixth and twelfth absence in a full-year course, or the fourth and sixth absence in a half-year or alternating day course, the teacher will complete the Attendance Policy Referral Form.

Teacher will make parental contact (via email or telephone) on the sixth absence in a full-year course, or the fourth absence in a half-year or alternating day course in addition to the form being sent home.

- Teachers will be provided with a form for submission to the grade-level administrator, the student's guidance counselor, the student's parent/guardian. The third notification will be sent out by certified mail.
- The ultimate responsibility for the review of attendance records and for the initiation of intervention strategies rests with the principal.
- Continuous monitoring of student attendance will be conducted to identify students who are cutting class. A well-defined cutting policy will be utilized for this purpose.
- On notification of the 12th absence for a full-year course and the 6th absence for a half-year course, the student should be referred to the IST (Instructional Support Team) will arrange a conference to include the student, and the parent/guardian, to advise that course credit is in jeopardy. At this meeting, the attendance policy will be reviewed.

### **Step 3**

When a student exceeds the twenty absence maximum for a full-year course or ten absence maximum in a half year course, the teacher will provide written notification of denial of course credit to the *Instructional Support Team (IST)*, guidance counselor, Principal, and department head and parent/guardian via certified mail.

- After the 10/20 absence maximum, course credit will be denied.
- Students denied credit for a course must continue to attend the course. Students may not exceed thirty (30) absences in a full-year course and fifteen (15) absences in a half-year course to be eligible to enroll in summer school. Absences will be reported in the comments section on both the progress reports and report cards, as well as, parental contact on step 1. This will provide the opportunity for up to seven (7) official notifications of student absences. One of the functions of the IST (Instructional Support Team) is to provide guidance and services to students with school attendance issues.

Members of the IST (Instructional Support Team) will minimally include the following:

- Guidance Coordinator
  - Grade level administrator
  - A guidance counselor, social worker, school psychologist or teacher
- The IST (Instructional Support Team) will seek to accomplish the following for students who accrue 12 absences in a full-year course or 6 absences in a half-year course:
- Arrange a meeting with the parent/guardian and student
  - Collaborate with the student and parent/guardian to ascertain the reason(s) for poor attendance
  - Design an intervention plan with the student and the parent/guardian in order to improve the student's attendance
  - Recommend additional services if necessary (i.e.: social work, psychological testing)
  - Have the student and parent/guardian sign an *Attendance Contract* which outlines the consequences of losing course credit



### **DUE PROCESS RIGHTS REGARDING CREDIT DENIAL**

- The appeal must be initiated by the parent/guardian and student and submitted in writing to the Principal or his designee no later than five school days after the student and parent/guardian have been notified of the denial of credit.
- The hearing will be scheduled within five school days of the receipt of the written appeal. The student and parent/guardian must attend this meeting.
- Only **extenuating circumstances** regarding excessive **legal** absences will be considered.
- If so desired, the student may have additional representation at the appeals hearing.

### **NOTIFICATION PROCEDURES**

Successful implementation of the Attendance Policy requires cooperation among all members of the Lindenhurst community. Parties to receive notification will include parents, guardians, students, teachers, and the community. The following plan has been devised for implementation to insure thorough notification for all concerned parties. Below, please review the procedure that will be in effect throughout the school year during which the policy is implemented and during subsequent school years.

#### Parents/Guardians:

- The incoming 9th grade course selection packet.
- General mailing to all parents/guardians.
- Orientation in August for 8th grade parents/guardians and students
- Course Selection Guide
- Annual High School PTSA meeting
- New entrant registration
- Incremental attendance notifications

#### Teachers:

- Handbook
- Faculty Meeting presentation

#### Students:

- Student Handbook
- Orientation assembly for each grade level (with an emphasis on incentives to encourage attendance, i.e.: increase in participation grade)
- Announcements
- Course Selection Guide
- Handout for new entrant registration (letter and policy)

#### Community:

- Lindenhurst District Website – letter from Principal and policy.

### **ANNUAL REVIEW**

The Board of Education shall annually review building-level student attendance records, and if such records show a decline in student attendance, the Board may revise this comprehensive attendance policy and make any revision to the plan it deems necessary to improve student attendance.

## **BATHROOM PRIVILEGES**

Students are permitted to go to the bathroom when issued the proper bathroom pass by a teacher, aide, secretary, or administrator.

Aides supervise all of the bathrooms. Students are not to loiter, utter obscenities, or smoke in the bathroom.

Bathroom privileges should be limited to one per day. Abuse of this privilege can result in the loss of privileges. Students must go directly to and from the bathroom and cannot roam the halls.

It is recommended that students use the bathroom during lunch, study hall, and when in the locker rooms while changing for their physical education classes. It is not desirable, except in an emergency, to seek a pass during instructional period. The loss of class time hurts the student and disrupts the lesson as the student exits and re-enters the room.

**Students must present a valid hall pass, an identification card and must sign in at the bathroom.** Students **are not** to use the nurse's bathroom except for medical reasons.

## **BUS REGULATIONS**

Those students who qualify for transportation will be issued a bus card indicating the route number and bus number. Students are required to be at their assigned bus location at the designated time each morning and afternoon.

Students who are transported by bus are required to follow certain rules of conduct.

1. All students must display their bus pass when boarding the bus.
2. Students are expected to behave in a quiet, orderly manner as required by law.
3. **NO SMOKING** is allowed on the bus.
4. Students must remain seated while on the bus. Boisterous or abusive talk or action will not be tolerated. Arms or heads should not be extended from the bus windows at any time.
5. Students who behave poorly and abuse their bus privileges will be denied future school transportation and face possible suspension.
6. Students who have lost a bus pass should report to the main office to obtain a new one.
7. **Utilization of late buses requires a late bus pass from a faculty member.**

## **CAFETERIA PRIVILEGES**

All students are required to report to the cafeteria, **on time**, during their lunch period each day and **must present a valid I.D. card** to gain admittance. Students are not permitted to leave the school grounds during their lunch period or at any other time. Use of the cafeteria is a privilege not a right.

## **CORRIDOR AND BUILDING REGULATIONS** **NO STUDENT IS PERMITTED TO LEAVE THE SCHOOL BUILDING PRIOR TO THE END OF HIS/HER SCHOOL DAY.**

When passing to and from class, students are to keep to the right in the corridors. Students are to conduct themselves in an orderly manner and to

move to their classes as quickly as possible. Lateness to class will not be tolerated.

Students should not be in the hallways during classes, unless their teacher has excused them from class with an official pass.

When excused from class and given the proper pass, students must go directly to their destinations using the shortest route possible. While in the hallways, students must remember that classes are in session and therefore should remain quiet.

**AT THE CLOSE OF SCHOOL, ONLY THOSE STUDENTS WHO HAVE SUPERVISED ACTIVITIES IN THE BUILDING MAY REMAIN.**

### **CUTTING POLICY**

**PURPOSE:** The design of the Cutting Policy is to insure class attendance by all students. The faculty at Lindenhurst High School strongly believes that regular and punctual class attendance is a key to a student's academic success. It is hoped that this policy will ensure that all students will attend all of their classes and realize there are serious consequences to class cutting.

**Guidelines:** To that end, the student body should be advised that any unauthorized absence from class is considered a cut and is not permitted. Three unauthorized lateness's to class will be considered one cut. Students who choose to violate this policy will be subject to the following consequences:

#### **FIRST CUT:**

1. The parent/guardian will be informed by receiving a phone call from the teacher and a copy of the Cutting Referral form.
2. The student will be responsible for completing classroom work and/or assignments missed. He/she will also submit to the teacher such work for evaluation.
3. The student serves detention (2:20–3:00pm in Room 156) to compensate for the time lost.
4. The administration will document the unauthorized absence in the student's behavior file.
5. Failure to serve detention will result in 2 Detentions.

**SECOND CUT:**

1. The parent/guardian will be informed by receiving a phone call from the teacher and a copy of the Cutting Referral form.
2. The student will be responsible for completing classroom work and/or assignments missed. He/she will also submit to the teacher such work for evaluation.
3. The parent/guardian will schedule a meeting with the student's guidance counselor for the purpose of resolving existing problems.
4. The student serves one day of double detention (2:20–3:40pm in Room 156).
5. Failure to serve double detention will result in extended detention.
6. Failure to serve extended detention may result in up to a two-day out-of-school suspension.

**THIRD CUT:**

1. The parent/guardian will be informed by receiving a phone call from the teacher and a copy of the Cutting Referral form.
2. The student will be responsible for completing classroom work and/or assignments missed. He/she will also submit to the teacher such work for evaluation.
3. The student will be given extended detention (2:20-4:50pm in Room 156).
4. Failure to serve extended detention may result in up to a two-day out-of-school suspension.

**FOURTH CUT:**

1. The parent/guardian will be informed by receiving a copy of the Cutting Referral form.
2. The student will be responsible for completing classroom work and/or assignments missed. He/she will also submit to the teacher such work for evaluation.
3. The student will be assigned two extended detentions (2:20-4:50pm in Room 156).
4. Loss of extra-curricular privileges for the day(s) of extended detention.
5. Referral to the school Social Worker.

**FIFTH CUT:**

1. The parent/guardian will be informed by receiving a copy of the Cutting Referral form.
2. The student will be assigned two extended detentions (2:20-4:50pm in Room 156).
3. **The student will be denied the opportunity to take this particular class in summer school.**
4. Loss of extra-curricular privileges for the day(s) of extended detentions.
5. To receive credit in this class your son/daughter must attend this class, complete all requirements, and pass the exit exam.
6. All subsequent cuts will result in two extended detentions (2:20-4:50pm).

### **DAILY ATTENDANCE\***

Students are to be in school each day that school is in session. If a student is absent, the parent or guardian should call the Attendance Office at 867-3800. Upon his/her return to school, the student must provide an absence note to the Attendance Office. Students who attend school without signing into school (to avoid detention) will receive extended detention.

*\*see Attendance Policy*

### **DETENTION**

All students who are assigned detention must fulfill their obligations by reporting promptly to **Room 156** on the date noted at **2:20 p.m.** Students are expected to remain in the room the entire time of their detention, double detention or extended detention. Students who do not fulfill their assigned detention will be considered insubordinate and face additional disciplinary action.

### **EARLY DISMISSAL**

Early dismissal is granted only in emergency situations. A written note from the parent or guardian requesting early dismissal and clearly noting the date, time, and reason for dismissal must be handed into the attendance office before homeroom on the morning of the requested dismissal along with a phone number to verify such request. Only students with administrative approval will be dismissed from classes. **Students under the age of 18 must be released to either a parent, guardian, or individual designated on the emergency contact card only.**

### **ELECTRONIC DEVICES**

In grades K-8, all electronic devices are prohibited. In grades 9-12, cell phones can be possessed by students but **cannot** be used or displayed in the classroom without permission from the principal or his or her designee. All other electronic devices are prohibited at the High School, unless permission is first obtained from the High School principal or his/her designee. The school district will not be responsible for the loss of any personal electronic devices. Calculators are permissible as per course requirements.

**Please be advised that audio or video taping of any administrator or faculty member during school without that individual's consent is prohibited.**

## **EMERGENCY CLOSINGS**

In the event of closing of schools due to inclement weather, the announcement will be made over the following radio stations: WBAB, WALK, WBLI, WHLI, WCBS, WOR and Channel 12 News on the television, and a Connect-Ed message will be generated by the Superintendent. Do not call the high school.

## **EXTRA-CURRICULAR ACTIVITIES**

### **Interscholastic Athletics**

#### **Fall**

Football  
Soccer (B&G)  
Cross Country (B&G)  
Field Hockey (G)  
Gymnastics  
Tennis (G)  
Volleyball (B&G)  
Cheerleading  
Swimming (G)  
Golf  
Kickline

#### **Winter**

Basketball (B&G)  
Bowling (B&G)  
Cheerleading  
Dance  
Swimming & Diving (B)  
Winter Track (B&G)  
Wrestling

#### **Spring**

Badminton (B&G)  
Baseball  
Lacrosse (B&G)  
Softball  
Tennis (B)  
Track & Field  
(B&G)

### **CLUBS**

Advertising Club	History Club	Varsity
ALC Student Gov.	Italian Club	Yearbook
Art Club	International Club	
Art Display	Key Club	
Art Service Club	L.E.F.T.	
Artist in Residence	L'Atelier	
Automotive Club	Media Club	
Band	National Art Honor Society	
Business Honor Society (DECA)	National Honor Society	
Calligraphy Club	Newspaper – The Charles Street Times	
Chamber Ensemble	Odyssey Vocal Ensemble	
Chess Club	Outdoor Club	
Class Clubs	Pep Band	
Culinary Arts Bake Club	Recruit Club	
Debate Club	Science Club	
Digital Photo Club	Science Research Club	
Engineering Club	Ski Club	
Environmental Club	Song Birds	
Engineering Club	Spanish Club	
Fishing Club	Student Council	
French Club	Student Musical	
Gay-Straight Alliance	Thespians	
German Club	Tri-State Musical Society	

## **EXTRA-CURRICULAR ELIGIBILITY STANDARDS**

### STATEMENT OF PURPOSE

Extra-curricular participation should extend a student's educational experience by continuing his or her development toward being a productive and useful citizen. However, students participating in extra-curricular activities must always remember that education is the main goal of the Lindenhurst School District. Accordingly, the Lindenhurst School District extends the privilege of extra-curricular activities to students who strive for successful academic achievement. Therefore, **a student who has an average below 65 in two or more courses in any one quarter will be ineligible to participate in extra-curricular activities until the student is fully reinstated<sup>1</sup>.**

#### **A. NOTIFICATION**

1. **Notification to Extra-Curricular Supervisors:** Within five (5) days of report card distribution (as indicated on the school district calendar), the school district will provide a listing of all students who are ineligible to participate in extra-curricular activities to all extra-curricular supervisors. **SUPERVISORS ARE RESPONSIBLE FOR KNOWING THE CURRENT ELIGIBILITY STATUS OF THEIR STUDENT PARTICIPANTS.**

2. **Notification to Students/Parents:** Students/Parents will be advised of Eligibility criteria via: orientation assemblies, extra-curricular orientations, report cards, student district website, and public address announcements. **STUDENTS ARE RESPONSIBLE FOR KNOWING THEIR CURRENT ELIGIBILITY STATUS.**

#### **B. PROCEDURE**

1. **Academic Assistance:**

It is **STRONGLY ADVISED** that students avail themselves of extra help opportunities (including any academic support classes/programs that are offered at the high school).

2. **Reinstatement:**

Every quarter begins the process anew. Students who have less than two failing classes for the quarter may then participate fully in extra-curricular activities.

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\*1. See Reinstatement, Sec. B, #2

### **C. GENERAL REGULATIONS**

1. There will be **no change** of grades unless bookkeeping or an arithmetic error is discovered. This will reduce the possibility of coercion or pressure on a teacher to change grades in order to maintain eligibility.

2. Fourth quarter grades will be used to determine the eligibility status of a student for the first quarter of the next school year (However, if a student fails a course in the fourth quarter but receives a final “passing” grade in that same course, the quarterly grade will not be used to determine the eligibility status of that student for the first quarter of the next school year). Failing grades may be improved by attending the “failed” courses in summer school (if available) and obtaining a final grade of 65 or better for the course.

3. A course grade of WF (Withdraw Fail) will count towards a student’s eligibility status for extra-curricular activity participation for the remainder of the current school year unless it was determined that the student was incorrectly placed in that course (The teacher will provide a grade for that student for the quarter in which the course was dropped for the purpose of determining eligibility for extra-curricular activities unless it was determined that the student was incorrectly placed in that course).

4. Field trips (except those considered a part of a course requirement) will be covered by this policy as extra-curricular activities.

#### **5. Attendance:**

a. Any student not meeting the school’s attendance requirements MAY NOT practice, participate, or represent the school in any activity until he or she is again in compliance. Therefore, Denials of Credit will be considered failing grades for the remainder of the school year and the first quarter of the following school year.

b. All students are expected to be in compliance with the School District Attendance Policy each day. In the event of an unexcused absence, the student may not participate in an extra-curricular program that day/evening/weekend.

#### **6. Lateness:**

a. A student who is late to school must arrive by the end of Period 4 (and the lateness be excusable pursuant to the School District Attendance Policy) to be deemed eligible to participate in that day’s/ night’s/ week-end’s extra-curricular activity.

b. If lateness occurs after the start of Period 5 on the day prior to a weekend or scheduled vacation period, the student may



not participate until he or she attends school pursuant to the School District Attendance Policy when school resumes.

7. **Suspension:**

- Any student under suspension (either after-school [Detention], alternative instructional site [AIS], or out-of school suspension [OSS]) MAY NOT practice, participate, or represent the school in any activity until he or she completes his or her suspension period.

8. The Extra-Curricular Eligibility Policy will be explained in all yearly orientation assemblies at the beginning of each school year and by activity advisors at the first meeting of each activity and/or whenever a student begins his or her participation in that activity after the first meeting of the activity.

9. The Athletic Director will organize, hold, and present an orientation session for student athletes and parents at least one week but no more than two weeks prior to the start of each season.

10. It is STRONGLY ADVISED that students, independently, seek extra help in the subject areas in which they are failing.

**D. RIGHT TO APPEAL**

1. All students who have been declared *ineligible* to participate in extra-curricular activities shall have the right of appeal to the Eligibility Appeals Committee. **(The only reason for an appeal will be a paperwork error).**

The Eligibility Appeals Committee will consist of a guidance counselor, teacher, and assistant principal. The following procedures MUST be followed:

a. The student must submit a WRITTEN request for the appeal to the school principal within five (5) school days of notification.

b. A conference between all parties must be scheduled within three (3) school days of the Principal's receipt of the written request to appeal. The student shall have a right to be represented at that conference by a person of his or her choosing and to present evidence. The Principal (or the Superintendent, if necessary) shall direct any school district employee whose testimony is needed at that hearing to appear at that hearing, with whatever records are necessary, and give testimony.

c. **The Principal or his/her designee shall render a written decision of eligibility the next school day before the start of the activity affected, two or more (the amount shall equal the number of activities in which the student participates plus one) copies of which will be handed to the student by**

**the Principal or his/her designee on that day or the next school day on which the student is present in the school. The student will sign a dated copy of the decision, which will be kept, in chronological order (oldest at the back) in a file specifically designated for that purpose and maintained by the Principal in his/her office. The student will give one of his or her copies to the Supervisor of the activity affected.**

### **FILM**

From time to time students may be part of a videotaping, filming, or recording for instructional purposes. This might also include the taking of pictures. Students must have their teacher's, administrator's, or advisor's permission before doing this.

### **FIRE & EMERGENCY EVACUATION DRILLS**

Students must evacuate the building quickly and quietly under the direction of their supervising teachers. Students must stay with their class and have their attendance taken by their teacher. It may be necessary on some drills for students to move 300 feet from the school. An announcement to that effect will be made by the Principal or his or her designee.

Any person or persons directly or indirectly causing disruption by:

- a. Falsely reporting a fire or bomb threat, or
- b. Pulling a fire alarm without cause, or
- c. Causing a fire will be subject to school suspension and/or expulsion, as well as criminal charges and prosecution.

### **INTERNET**

Lindenhurst High School recognizes that Internet usage may further educational goals and objectives. To that end, the high school requires that a permission form signed by a parent or guardian be on file before the Internet may be accessed. Any student identified as hacking the system, gaining access to inappropriate or unapproved sites, or googling students or faculty will place their Internet privileges in jeopardy.

### **LIBRARY MEDIA CENTER**

Students must obtain an official lunch pass each morning prior to their lunch period from the Library staff only. No other passes will be accepted from the cafeteria during periods 3 through 8.

Each student must have an official white pass in order to enter the Library. All study hall passes to the Library need to be filled out by the teacher.

### **LOCKERS**

All lockers **must** be cleaned out twice a year ---- 3 days before mid-term exams and 3 days before final exams. If a student fails to empty his/her locker during those times, his/her property will be disposed of. No food should be kept in lockers **at any time** as it then becomes a health issue.

### **MEDICATIONS IN SCHOOL**

Occasionally it is necessary for a student to receive medication during the school day. The requirements for administering medication in school are:

1. A written request from the family physician in which he indicates the drug frequency, dosage and method of administering.
2. A written request from the parent to administer the medication as specified by the family physician.
3. The medication must be delivered directly to a school staff member by the parent.

### **OUT-OF-SCHOOL SUSPENSION**

A student may be suspended out of the school for up to the legal maximum of five school days for the following reasons:

1. Insubordination
2. Conduct, which could endanger the well being of the student and/or other persons
3. Disorderly conduct
4. Disruptive behavior
5. Fighting
6. Inappropriate language

The student is to remain at home during the period of the out-of-school suspension and, according to state law is not permitted in the school building or on Lindenhurst Public School property. The student is not allowed to participate in any school functions. Students who violate this policy will be subject to prosecution.

### **PLAGIARISM**

An important aspect of a student's education is understanding *respect* and *integrity*. Therefore, a student who is found plagiarizing will receive a grade of zero on the project and/or exam. At the teacher's discretion, the student may do a comparable project, or take an alternate test, over a three-day period in extended detention. However, the highest grade that the student will receive on this make-up work is 65%.

### **PROM ELIGIBILITY**

Any student who has five days or more out-of-school suspensions will be ineligible to attend the prom. As with other policies, if warranted, students have an opportunity to appeal their suspensions.

### **PROMOTION POLICY**

To be promoted to the next grade level, students must have earned:

- Grade 10 - 5 Units
- Grade 11 - 10 Units
- Grade 12 - 15 Units

## **STUDENT COUNCIL**

Your Student Council provides for student activities and services as a training experience for potential leaders. It acts as a clearinghouse for student activities, seeks to interest students in school affairs and helps solve problems that may arise. Members of the Student Council are your representatives and meet regularly with the School's administration. Meetings are held every Thursday after school in the Library. Support your Student Council.

## **STUDENT DRESS**

Student dress must not unnecessarily and substantially disrupt or interfere with the educational process. All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and district functions. Students and their parents have the primary responsibility for acceptable dress and appearance. Teachers and all other district employees should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

### **Therefore students must:**

1. Be safe and appropriate.
2. Recognize that extremely brief, see-thru or generally revealing garments are not appropriate.
3. Ensure that underwear is covered with outer clothing.
4. Coats and jackets should not be worn in school.
5. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
6. Not include items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, ancestry, national origin, sex, sexual orientation or disability.
7. Not promote and/or endorse the use of alcohol, tobacco, illegal drugs or weapons and/or encourage other illegal or violent activities.

Each building principal 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 removing the offending item, and if necessary or practical replacing it with an acceptable item. Parents shall be notified of all or any infractions of the student dress code. Any student who refuses to modify his or her dress shall be subject to disciplinary measures up to and including extended detention. Any student who repeatedly fails to comply with the dress code shall be subject to further disciplinary measures, up to and including out of school suspension.

### **STUDENT PARKING/BICYCLES**

Student parking on school property is restricted to seniors who have obtained the proper permit from the Assistant Principals' Office. Student parking is restricted to the senior parking lot only or other designated areas approved by the Administration. A student who parks in the faculty-designated area is subject to a loss of parking privileges.

Bicycle racks are provided and located on the east side of the main parking lot off Charles Street and by the front gate near the pool. Students are to use this area for bicycles. All bicycles should be locked. The school does not assume any responsibility for the bicycles.

### **STUDENT PHYSICAL EXAMINATIONS**

All 10th grade students, and those students in special programs, are required to have a physical examination, including hearing and vision testing. This examination may be done by the family doctor or by our school physician. Appropriate forms can be obtained in the Nurse's Office.

### **SUSPENSION**

All student suspensions will be conducted in accordance with New York State Education Law and the policies of the Lindenhurst School District.

### **TELEPHONES**

Telephones are located in the APs' Office. Students are permitted to use these phones for outgoing phone calls only before school and after school. In an emergency the student may use these phones (for outgoing phone calls only) during the school day with an authorized pass form his/her teacher.

### **TEXTBOOKS**

All textbooks are supplied by the school and must be cared for by the student. The books must be covered and protected. The student, to whom books were assigned, must pay for any of his/her lost or damaged books.

### **WEAPONS POLICY**

A person carrying a weapon or any dangerous instrument will be subject to school discipline as well as criminal prosecution.

In all cases, the student will be suspended and the parents notified. The police, having been notified, will determine if a violation of law has occurred. This offense could result in a Superintendent's hearing and any future infractions could result in expulsion from school.

## **LINDENHURST PUBLIC SCHOOLS**

### **Public Notification**

The Lindenhurst School District hereby advises students, parents, employees, and the general public that it offers employment and educational opportunities, including vocational education opportunities, without regard to sex, race, color, national origin, or handicap. Inquiries regarding this non-discrimination policy may be directed to: Title IX Coordinator, Ms. C. Clifton (867-3075) and or Section 504 Coordinator, TBA (867-3105). Location: Central Administration Building, 350 Daniel Street, Lindenhurst, NY 11757.

The Discrimination Grievance Procedure is posted in all the appropriate offices.

# LINDENHURST PUBLIC SCHOOLS INTERNET CONSENT

## User Agreement and Parent Permission Form

As a user of the Lindenhurst Public Schools computer network, I hereby agree to comply with the above stated rules, communicating over the network in a responsible fashion while honoring all relevant laws and restrictions.

---

Student Signature

Date

As the parent or legal guardian of the student signing above, I grant permission for my child to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use, setting and conveying standards for my child to follow when selecting, sharing or exploring information and media.

---

Parent Signature

Date

---

Name of Student

---

School

Grade

Student ID Number  
(District Issued)

---

Birth Date

Street Address

Home Telephone No.

**Note:** Currently, the Lindenhurst Public School District does not provide individual e-mail accounts to any student. There exists the possibility that students may access their private e-mail accounts (non-District provided) via the Internet access provided by the District. Please review the full **Computer Network for Education Policy** online at:

<http://www.lindenhurstschools.org/pdf/AUP.pdf>

**(TEAR OUT PAGE)**

**STUDENT DISCIPLINARY CODE ACTION AND FOLLOW-UP**

Multiple infractions will result in greater disciplinary action.

<b><u>INFRACTION</u></b>	<b><u>1st Offense</u></b>	<b><u>2nd Offense</u></b>	<b><u>Further Offense</u></b>	<b><u>Other Offenses</u></b>
<b><u>Alcohol Possession or Use of</u></b>	5 Days Out-of-School Suspension; Police Notification Parent Meeting Social Worker Refer to Supt.	Further Disciplinary Action; Social Worker Referral; Possible Legal Action; Police Refer to Supt.	Referral to Superintendent; Legal Action; Suspension; Police	Parent Notification; Referral to Social Worker
<b><u>Arson or Causing of False Fire Alarm</u></b>	5 Days Out-of-School Suspension; Police and Fire Official Notification; Referral to Superintendent; Parent Meeting	Further Disciplinary Action Referral to Superintendent; Removal from School Setting; Police	5 Days Out-of-School Suspension; Referral to Superintendent Possible Expulsion; Police	Parent Conference; Notification to Police and Fire Officials; Counselor Notification with referral to Psychologist
<b><u>Automobile Violations</u></b>	Possible Disciplinary Action/Loss of Privileges; Police Notification	Loss of Privileges; Police Notification Further Disciplinary Action	Police Notification; Suspension	Parent Notification; Possible Referral to Psychologist Police Notification
<b><u>Bus Infractions</u></b>	Disciplinary Action and Loss of Privileges	Loss of Bus Privileges; Further Disciplinary Action	Legal Action	Parent Notification; Possible Referral to Psychologist



**STUDENT DISCIPLINARY CODE ACTION AND FOLLOW-UP**

<b><u>INFRACTION</u></b>	<b><u>1st Offense</u></b>	<b><u>2nd Offense</u></b>	<b><u>Further Offense</u></b>	<b><u>Other Offenses</u></b>
<b><u>Cutting</u></b> (See Cutting Policy)	Detention Parent Notification	Double Detention Counselor Referral Parent Notification	Extended Detention Possible OSS 5th offense - no summer school Parent Notification	Parent Notification
<b><u>Disruptive Behavior</u></b>	Verbal reprimand and Warning by Classroom Teacher; Parental Contact by Teacher	Referral to grade level Asst. Principal who may take such action as Detention or Extended Detention	Parent Conference with counselor; Follow-up Referral to Social Worker, Psychologist or Outside Agency when appropriate	Student Conference; Parent Notification;
<b><u>Disruption of the Educational Process</u></b>	Warning and Removal of the Disruptive Student and/or Disruptive Element Possible Detention/ Extended Detention Parent Notification.	Further Disciplinary Action Parent Notification	Additional Disciplinary Action Parent Notification	Parent Notification
<b><u>Distribution of Material written or E-Mail that is insulting, demeaning, and in extremely poor taste about a staff member or student.</u></b>	Possible Extended Detention; Parental contact Possible Police notification	Further Disciplinary Action; Parental contact; Police Notification	Suspension; Possible Superintendent hearing; Parent Notification; Police Notification	Parent Notification; Possible referral to School Psychologist; Police intervention

**STUDENT DISCIPLINARY CODE ACTION AND FOLLOW-UP**

<b><u>INFRACTION</u></b>	<b><u>1st Offense</u></b>	<b><u>2nd Offense</u></b>	<b><u>Further Offense</u></b>	<b><u>Other Offenses</u></b>
<b><u>Drug or Illegal</u></b>	5 Days Out-of-School	5 Days Out-of-School	Referral to	Police Notification; Parent
<b><u>Substance Possession</u></b>	Suspension; Referred to Superintendent; Police Notification Refer to Soc. Wkr.	Suspension; Referral to Superintendent; Police Notification Refer to Soc. Wkr.	Superintendent; Removal from school setting; Police Notification Refer to Soc.Wkr.	Notification; Counselor Follow-up; follow-up with Referral to Social Worker Psychologist
<b><u>Extortion</u></b>	Return of or repayment for Loss of Article or Money; Suspension from School	Suspension from School; Possible referral to Superintendent	Referral to Superintendent; Possible Expulsion; Legal Action	Parent Conference; Counselor Follow-up
<b><u>Failure to serve Detention</u></b>	Extended Detention Parent Notification	Extended Detention Parent Notification	Suspension Parent Notification	Parent Notification
<b><u>Failure to serve Extended Detention</u></b>	Double Extended Detention; Parent Notification	Additional Disciplinary Action	Suspension	

**STUDENT DISCIPLINARY CODE ACTION AND FOLLOW-UP**

<b><u>INFRACTION</u></b>	<b><u>1st Offense</u></b>	<b><u>2nd Offense</u></b>	<b><u>Further Offense</u></b>	<b><u>Other Offenses</u></b>
<b><u>Fighting</u></b>	5 days Out-of-School Suspension;  Possible Police notification Parent notification	5 Days Out-of-School Suspension; Referral to Superintendent; Possible Police notification Parent conference	Referral to Superintendent;  Possible Legal Action; Possible Police notification	Immediate Removal from School Grounds; Parent Notification; Counselor Follow-up with referral to Psychologist, Social Wkr. when deemed appropriate; Possible Police notification
<b><u>Forgery</u></b>	Extended Detention Parent Notification	Further Disciplinary Action; Parent Notification	Further Disciplinary Action Parent Notification	Parent Notification
<b><u>Gambling</u></b>	2 Extended Detentions Parent Notification	Further Disciplinary Action Parent Notification	Further Disciplinary Action Parent Notification	Out-of-School Suspension Parent Notification
<b><u>Improper Language</u></b>	Parent Notification	Further Disciplinary	Further Disciplinary Action	
<b><u>Directed at Students, Parents, or School Employees</u></b>	Possible Suspension or Extended Detention	Action	Counselor Follow-up with referral To Psychologist	

**STUDENT DISCIPLINARY CODE ACTION AND FOLLOW-UP**

<b><u>INFRACTION</u></b>	<b><u>1st Offense</u></b>	<b><u>2nd Offense</u></b>	<b><u>Further Offense</u></b>	<b><u>Other Offenses</u></b>
<b><u>Inappropriate Cafeteria Behavior</u></b>	Possible loss of Cafeteria Privileges; Reprimand; Detention	Loss of Privileges; Parent Notification; Further Disciplinary Action	Further Disciplinary Action Referral to Counselor and School Psychologist; Loss of Privileges	Additional Disciplinary Action
<b><u>Inappropriate Dress</u></b>	Amend dress; Parent notification	Disciplinary Action Parent notification	Further Disciplinary Action; Removal from School Setting; Referral to Counselor and/or Social Worker; School Psychologist	Parent Notification Further Disciplinary Action
<b><u>Insubordination</u></b> (Failure to follow direct order by any school Personnel or interference with school personnel in the exercise of responsibilities)	Depending upon the severity of the offense, the responsible administrator will exercise judgment in administering disciplinary action which may range, at his/her discretion, from a reprimand, through detentions and suspensions up to the legal limit, and referral to outside agencies and police. Entry in student record begins with the first offense. Counselor notification and/or conference with his/her referral to social worker, psychologist, when appropriate. Parent Conference. Possible referral to Superintendent.			
<b><u>Lateness to Class</u></b> (See Attendance Policy)	Teacher accepts into class; Teacher reprimand; Noted in Teacher record	Same as 1st Offense	As per Cutting Policy, Three Lateness = one cut from class. Parent Notification; Counselor Notification. Entry in Student Attendance Record	

**STUDENT DISCIPLINARY CODE ACTION AND FOLLOW-UP**

<b><u>INFRACTION</u></b>	<b><u>1st Offense</u></b>	<b><u>2nd Offense</u></b>	<b><u>Further Offense</u></b>	<b><u>Other Offenses</u></b>
<b><u>Lateness to School</u></b>	Detention; Parent notification	Further Disciplinary Action; Parent notification	Further Disciplinary Action; Parent Notification	Entry in Student's Attendance Record Parent notification
<b><u>Leaving School</u></b>	3 Extended Detentions	3 Extended Detentions	Possible Legal Action	Parent Notification Entry in Student's Record
<b><u>Building/Grounds</u></b>			Further Disciplinary Action	
<b><u>Loitering</u></b>	Warning; Possible Disciplinary Action	Further Disciplinary Action; Parent Notification; Police Notification & Criminal trespass charges filed	Possible Police Notification & Criminal trespass charges filed	Further Disciplinary Action; Possible Police Notification & Criminal trespass charges filed
<b><u>Pass Privilege</u></b>	Reprimand; Loss of Pass privilege; Pass Restriction	Permanent Loss of Pass Privilege	Further Disciplinary Action	Further disciplinary action
<b><u>Abuse</u></b>				
<b><u>Physical Assault on a School Employee</u></b>	Automatic 5 days suspension; Referral to school Psychologist; Referral to Superintendent; Police Notification	Same as 1st Offense	Same as 1st Offense; Possible Superintendent's hearing and expulsion from school; Police notification	Referral to Superintendent Parent Notification; Entry in Student's Record; Referral to School Psychologist

**STUDENT DISCIPLINARY CODE ACTION AND FOLLOW-UP**

<b><u>INFRACTION</u></b>	<b><u>1st Offense</u></b>	<b><u>2nd Offense</u></b>	<b><u>Further Offense</u></b>	<b><u>Other Offenses</u></b>
<b><u>Possession of Unauthorized Items</u></b>	Confiscation Possible Suspension Police Involvement; Possible Superintendent's hearing	Confiscation Further Disciplinary Action; Police Involvement Possible Superintendent's hearing	Confiscation Further Disciplinary Action Police Involvement Possible Superintendent's hearing	Parent Notification Entry in Student Record Possible Superintendent's hearing
<b><u>Smoking</u></b>	3 Extended Detentions Possible Fine/Court Appearance	3 Extended Detentions Possible Fine/Court Appearance	Further Disciplinary Action; Referral to school nurse and other appropriate Outside Agency for counseling	Extensive Suspensions Parent Notification Entry in student's Record
<b><u>Soliciting</u></b>	All items offered for sale must have prior approval of the Student Council. This is in accordance with State Education Law. Possible disciplinary action.			
<b><u>Theft of School or Personal Property</u></b>	Disciplinary Action; Return or Replacement of Property; Possible Police Involvement Parent Meeting	Disciplinary Action; Possible Referral to Superintendent; Possible removal from school setting; Police	Referral to Superintendent Possible Legal Action; Police	Parent Notification; Entry in Student's record; Possible Counselor Notification; Referral to school Psychologist;
<b><u>Truancy</u></b>	Multiple Detention Parent notification	Further disciplinary action; Parent notification	Further disciplinary action; Parent notification	Parent Notification; Entry in Student's record; Attendance Policy applies;

**STUDENT DISCIPLINARY CODE ACTION AND FOLLOW-UP**

<u>INFRACTION</u>	<u>1st Offense</u>	<u>2nd Offense</u>	<u>Further Offense</u>	<u>Other Offenses</u>
<u>Vandalism</u>	Restitution or Restoration of School Property to Original Condition; Suspension; Police involvement	Same as for 1st; Further Disciplinary Action	Possible Referral to Counselor and Psychologist; Suspension	Parent Notification; Entry in Student's Record; Possible Referral to Police; Possible Legal Action
<u>Possession of Weapon or Dangerous Implement</u>	Confiscation; 5 Days OSS; Referral to Superintendent; Superintendent's Hearing; Police notification	5 Days OSS; Referral to Superintendent; Superintendent's Hearing; Police notification	Removal from School Setting; Referral to Superintendent; Possible Superintendent's hearing; Police notification	Parent Notification; Possible Referral to Police; Confiscation; Legal Action Referral to Counselor and School Psychologist

**ANY INFRACTION LISTED WITHIN PAGES 25-32, MAY ALSO RESULT IN THE SCHOOL CONTACTING THE POLICE.**