

# LONGWOOD HIGH SCHOOL



## STUDENT/PARENT HANDBOOK

2022-2023

# **LONGWOOD HIGH SCHOOL**

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Pamela Donovan, Public Relations Specialist  
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## **LONGWOOD HIGH SCHOOL ADMINISTRATION**

Sam Ahmed Ed.D., Principal  
Melissa Conlon, Assistant Principal  
Ruth Desronvil, Assistant Principal  
Michael Kapfer, Assistant Principal  
Barbara Merkle, Assistant Principal  
Scott Reese, Assistant Principal  
Jamal Walcott, Assistant Principal  
Ken O'Neill, Assistant Principal

## **PARENT TEACHER STUDENT ASSOCIATION OF LONGWOOD HIGH SCHOOL**

The Longwood High School PTSA is an active association of parents, teachers and students who work together for the common cause of enriching the High School experience for all students. Students, parents/guardians and teachers are encouraged to join and become active participants in this worthwhile association.

**President:** Kim Anderson

**1st Vice President:** Maria Celan

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**Treasurer:** Jeanmarie Broomfield

**Secretary:** Lynn Saum

**Council Delegate:** June Baylor

**Council Delegate:** Nadia Chanza

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## **DIRECTORY**

### **Administration:**

Sam Ahmed, Ed.D., Principal	345-9201
Michael Kapfer, Assistant Principal	345-9207
Ken O'Neill, Assistant Principal	345-3770
Ruth Desronvil, Assistant Principal	345-9205
Barbara Merkle, Assistant Principal	345-2920
Scott Reese, Assistant Principal	345-2915
Jamal Walcott, Assistant Principal .....	578-1531
<b>Attendance</b> .....	345-9216, 2921, 2922

### **Directors:**

Melissa Conlon, Director of Special Programs and Data Reporting.....	345-2773
Dr. Stephanie Columbia, Director of Mental Health Services and Student Attendance	345-2888
Alicia Smith, Director of Health, Physical Education & Athletics	345-9260
Dr. John Gallagher, Director of Music and Fine Arts	345-2150
Pierre Gay, Director of Technology and Information Systems .....	345-2900
Amy Staubitz, Director of Literacy & Intervention Services	698-2491
Jennifer McCarthy, Executive Director of Special Education	345-2177
Christopher Foster, Coordinator Special Education .....	345-2173
Tracy Poulton, Director of Curriculum for Social Studies, LOTE and ENL	345-9282
Scott Schuster, Director of College and Career Pathways.....	345-2773

**Counseling Department:** Counseling South ..... 345-9237      Counseling North ..... 345-9227

### **Department Chairpersons:**

Career and Technical Education, <i>Jill Rumfola</i>	345-9232
Counseling, <i>Kristin Garrett</i>	345-9237
English, <i>Meghan Cronin</i>	345-9243
Fine Arts, Family & Consumer Sciences, Music, <i>Kimberly Burns</i>	345-9249
World Languages, <i>Emilio Sosa</i>	345-9248
Mathematics, <i>Jayson Kiang</i>	345-9247
Physical Education and Health <i>Shawn Dillon</i>	345-9258
Science, <i>Andrew DiDonato</i>	345-9246
Social Studies, <i>Daniel Tapia</i>	345-9242
Special Education, <i>Karen Horn</i>	345-9239

### **Faculty Secretary**

345-9221

**Longwood Website** ..... [www.longwood.k12.ny.us](http://www.longwood.k12.ny.us)

### **Main Office**

345-9200

### **Nurse**

345-9250

**Psychologists:** Lisa Reilly- Bergey

345-9271

Danielle Dobson .....

345-9235

Richard LoFaso .....

345-9241

**Security, District** .....

345-6500

**Social Worker:** Stephanie Kawko .....

345-9234

Lisa Hernandez

345-9233

### **Student Activities**

345-9244

Parents/guardians are encouraged to contact teachers concerning their child's academic performance, attendance and discipline. If you wish to make an appointment to meet with a teacher, please contact the faculty secretary at 345-9221. The teacher will return your call in a timely manner.

## ATTENDANCE

Regular attendance at school is the prerequisite for academic success. Accordingly, all students at Longwood High School are expected to be present in their classes every school day unless legally absent for the following valid reasons in accordance with New York State Education Law:

1. Death in the immediate family
2. Illness of the student
3. Critical family illness
4. Quarantine
5. Court summons
6. Work/Study or school activity approved by school
7. Observance of a religious holiday
8. State emergency
9. Suspension
10. Approved college visits
11. Snow day / impassable roadways as declared by the School District
12. Healthcare appointments that cannot be rescheduled outside the school day
13. Military Deployment: Students whose parent or legal guardian has been called for military deployment, is on leave from, or is returning from a combat zone or combat support may be excused from school for five (5) days by the Building Principal or superintendent of Schools (or his/her designee), but any work which was missed by the student must be made up according to the rules applicable to other excuse absences. Parents/guardians must notify the Building Principal no less than three (3) days before the intended absences.

**Note:** Student absence from school, which is caused by family vacation or child care for siblings, is reportable to Child Protective Services and may constitute educational neglect. Please do not ask the school administration to excuse such absences. ***Teachers will not provide make-up tests or special assignments for students absent for the above-stated reasons.***

Students who will be absent from school should have their parent/guardian notify the school on the morning of their absence by calling the Attendance Office at 345-9216, 2921, or 2922. **In addition, such students are to provide a suitable note explaining their absence within 48 hours of their return to school.** Such notes must include the signature of the parent/guardian and a telephone number, at which the parent or guardian may be reached, such documentation is also required for a student arriving at the end of Period 8. Late arrival or early dismissal to/from class(es) will be judged based on the same criteria. Students and parents/guardians are reminded that class participation grades are adversely affected by a student's absence. Participation grades weigh heavily in the determination of final grades.

Students with seven (7) or more unexcused absences or four (4) or more cuts in any quarter may forfeit their right to participate in athletics and/or co-curricular activities for the remainder of that quarter. This rule applies to senior parking privileges as well.

Students who are absent twenty (20) or more consecutive school days, and who are over compulsory education age, will be recommended for removal from school by the principal.

**Medical and Dental Appointments:** Whenever possible, medical and dental appointments should be made after regular school hours. A written note from the parent/guardian, including the date and time of appointment, is required by the Assistant Principal before such absence can be determined to be legal. It is the responsibility of the student and/or parent/guardian to request the make up work and to turn in completed assignments within the agreed time period.

**Pregnant and Parenting Students:** Pregnant and parenting students should meet with their school counselor and social worker to determine what special arrangements can be made to assist them in completing their high school education.

**Leaving School Due to Illness:** Any student who wishes to leave school due to illness during the school day must report to the Nurse's Office. Only a nurse may approve students to leave school due to illness.

**Early Dismissal:** All early dismissals must be approved by an Assistant Principal. In all cases, students leaving school early must have their parent/guardian sign them out in the Attendance Office. No student will be discharged without proper authorization of a parent or guardian. To ensure student safety, the building principal maintains a list of individuals who are authorized to obtain the release of students in attendance at the school. No student may be released to the custody of **any** individual who is not the parent or guardian of the student, unless the individual's name appears on the list.

Parents/guardians may submit a list of individuals authorized to obtain the release of their children from school at any time. The signature of the parent/guardian must be notarized.

A parent/guardian may amend a list submitted pursuant to this regulation at any time, in writing, with a properly notarized signature of the parent/guardian. Certified copies of any court orders or divorce decrees provided by the custodial parent/guardian, which restrict a parent's/guardian's ability to seek the release of his or her child, shall be maintained in District offices in addition to the High School.

If anyone seeks the release from school of a student, he or she must report to the High School Attendance Office and present satisfactory identification to an administrator.

**Medical releases are handled through the Nurse's Office.** All other reasons for release must be submitted to the Attendance Office, and students must be picked up from the Attendance Office. The person seeking the student's release must present photo identification and sign the register in the office.

**Medical release from participation in Physical Education** is also handled through the Nurse's Office. Students who are medically unfit to participate in Physical Education class will be sent to the library with an assignment from the teacher. Doctor's notes will be accepted for a maximum of six (6) weeks from the date of the note. Updated notes are required for a return to activity or for an extension of release from activity.

**Absence due to Participation in School-Sponsored Activities:** Students who participate in school- sponsored activities will be recorded as present in school and as an excused absence from class. Students will be allowed to make up all work. Discretion should be exercised in the number of activities in which students participate.

## **SCHOOL CLOSING**

Emergency school closing is the responsibility of the Superintendent of Schools. When it becomes necessary to close school, announcements will be made over the following Radio Stations: WBLI 106.1, WALK 1370/97.5. In addition, the following TV station will also post school closings: News 12/ Cable Channel 12. Lastly, phone messages will be sent via the School Messenger phone system, informing parents/guardians of any delays or school closings. Please be sure to update the school with any and all phone numbers at which you wish to be reached. Revised contact information should be submitted to the Grade Reporting Office.

## **CUTTING**

Any illegal absence from class is a "**CUT**". The loss of instructional time adversely affects the educational process and "**CUTS**" will therefore not be tolerated. Consequences include A or B detention, in-school suspension, and out-of-school suspension for up to five (5) days.

In addition, four (4) or more cuts in any quarter will result in loss of privileges for the remainder of the quarter in the following activities:

- Parking
- Participation in Extra-Curricular Activities
- Athletic Eligibility

Prom, Senior Banquet and Senior Trip participation may also be forfeited by excessive cutting.

## **STUDENTS TARDY TO SCHOOL**

1. Any student arriving to the school building after 7:05 a.m. will report directly to the Attendance Office and enter the building from the Visitor's Entrance. A hall pass will be issued to admit the student to class.

2. The Attendance secretary will record all tardiness to school.

3. The loss of instructional time adversely affects the educational process and tardiness to school will therefore not be tolerated. Unexcused tardiness to school will result in A or B detention, in-school suspension, and out-of-school suspension for up to five (5) days, depending upon the frequency of the offense.

4. ***Students who arrive to school after Period 4 has ended or are absent from school for the day:***

***Will be ineligible to participate in that day's athletic practices and/or games. (see page 59 of the Handbook)***

***Will be ineligible to participate in that day's co-curricular meetings and/or activities (see page 56 of the Handbook)***

5. Students arriving to school after period 8 will not be permitted to attend 9<sup>th</sup> period class without a note with parent/guardian signature and a telephone number at which the parent or guardian may be reached.



### **STUDENTS TARDY TO CLASS**

1. If a student is late, he or she reports directly to class and will be admitted by the teacher. It will be the responsibility of the student to verify, to the satisfaction of the teacher, whether the tardiness should be excused or unexcused. Students are to sign the teacher's logbook upon entering a class late.
2. Teachers will record all tardiness in Power School.
3. Late arrival to class causes disruption to all students in the class. Therefore, all students are expected to arrive to class on time. The loss of instructional time adversely affects the educational process and tardiness will not be tolerated. Consequences for unexcused tardiness include A or B detention, in-school suspension, and out of school suspension for up to five (5) days, depending upon the frequency of the offense.

### **STUDENT SAFETY**

1. Students must remain inside the building during normal school hours 7:05 a.m. – 1:40 p.m. unless involved in a supervised activity.
2. Students are only allowed to remain after school and board the activity bus if they are involved in a supervised activity and receive a pass from a teacher/club advisor. Students are not free to "hang out" in the school building after dismissal.
3. Students found roaming the building after school will receive an A or B detention.
4. Athletes waiting to participate in a sport or use an athletic facility are to report to Cafeteria 2 where student athletes will be able to work on homework and/or other assignments under the direct supervision of a staff member.
5. Athletes found in an unsupervised part of the building will receive an A or B detention. Subsequent violations may result in prohibition from participation in the athletic program.

## **STUDENT IDENTIFICATION CARDS**

To facilitate the maintenance of a safe environment, each student is issued a photo identification card. Students must carry the ID card with them whenever they are on school grounds or school buses. The ID card is required to:

- Check books and other materials out of the High School Library
- Leave school grounds with an early dismissal pass
- Board all buses( including late afternoon buses)
- Receive a hall pass
- Utilize library and computer facilities
- Be admitted to after school events
- Be admitted to the BOCES express lunch line
- Be admitted to the Cafeteria and purchase lunch
- 

Students must immediately report lost or stolen ID cards to their Assistant Principal and make arrangements to secure a replacement. Students will be required to pay \$2.00 for a replacement ID card.

## **HALL PASSES**

Students leaving a class or an office must have a pass. In order to receive a pass from a classroom teacher, students must sign the teacher's logbook. The pass must include the following information in INK:

1. Name of student (only ONE student per pass)
2. Destination of student
3. Time and Date
4. Signature of person giving the pass

No student is to be in the halls during any class period or lunch period without a properly filled out pass and photo ID card. Bathroom passes will not be issued to students during the first or last ten (10) minutes of any period. Any abuse of a hall pass will result in disciplinary action. Students are required to identify themselves and show ID cards when requested by any Longwood School District employee. **Any student refusing to give his/her name when asked by a Longwood School District employee will be considered insubordinate and will be suspended from school.**

## **ACADEMIC ACHIEVEMENT**

### **Honor Roll**

An Honor Roll list is prepared each marking period. A student who has excelled in his or her studies and achieved an appropriate grade point average will have his or her name added to the Honor Roll list. Students who achieve Honor Roll status will receive an appropriate certificate in recognition of their academic accomplishment.

To achieve this distinction, a student must carry at least four (4) courses, have no failures and attain the following grade point average.

High Honors	-	90 and above
Honors	-	85 - 89

### **National Honor Society**

Students are selected for membership in the Longwood Chapter of the National Honor Society based on their outstanding qualities of scholarship, leadership, character and service to school and community, beginning in 10<sup>th</sup> grade. In accordance with the policy of the national organization and our chapter's charter, scholarship criterion for admission to the Longwood High School Chapter is a grade point average of 90 or better. Sophomores, Juniors and Seniors achieving this standard are invited to complete an application to join the National Honor Society after the second marking period. The application includes character recommendations and service documentation and must be completed and submitted by the student in order to be considered for admission to the National Honor Society, Longwood High School Chapter.

To assess the leadership, character and service qualities of all applicants, recommendations from two extra-curricular activity advisors must be submitted with the student's application. Student applicants must submit recommendations from at least one advisor or coach who oversees a Longwood High School club or athletic activity. The other recommendation may be submitted by a different high school club advisor or athletic coach or an individual who supervises a community-based service organization.

A faculty committee will make the final selection of members based on applications, activity advisor recommendations, as well as the recommendation of the applicant's high school teachers. Once selected, all members must maintain a grade point average of 90 as well as character and service standards to continue membership in the National Honor Society.

### **Awards Assemblies**

The Longwood High School learning community celebrates the academic success of its students through our Academic Awards Night. Students are honored in grades 9 – 12, who have earned the highest grade point average through the end of the 3<sup>rd</sup> marking period, and have met the criteria below:

#### **A. Academic Achievement Award**

- One award per 75 students enrolled in each core course. (Regents, Special Education).
- One award per 50 students enrolled in each core course. (AP and Honors).

#### **B. Exceptional Academic Achievement Award**

- Any student who earned an academic achievement award in two or more core subjects.

Every year in early June, a special evening assembly is conducted in order to present local

Scholarship Awards to outstanding high school seniors. The PTSA, local businesses, community service organizations, members of the Longwood High School learning-community unions, and various associations provide recognition and awards.

### **Golden Lion Award**

Any senior who has earned High Honors at Longwood High School for each of the previous fifteen marking periods will receive a Golden Lion medal to be worn at graduation. This high level of achievement deserves such significant recognition.

## **PROGRESS REPORTS - REPORT CARDS – GRADING**

### **Power School Parent Portal: Interim Progress Reports – Quarter/Final Grades**

Parents/guardians may have access to their child's grades and attendance daily through the use of the Parent Portal. Interim progress reports or report cards will not be mailed in an effort to be more eco-friendly. If a parent/guardian would like to receive a paper copy, please contact the student's counselor. Additional reports may be sent at any time during the school year, at the teacher's discretion. It is highly recommended that parents/guardians log in to the Parent Portal frequently to see the daily attendance, course grades and view graded and/or missing assignments.

Equally important, any comments and/or grades that indicate unsatisfactory work, danger of failing or other deficiencies should prompt a phone call to the teacher or counselor to develop a plan to improve the student's performance.

Students and parents/guardians should review the information in the Parent Portal carefully and communicate concerns with their counselor and/or teachers. Variations in performance from subject class to class may indicate a pattern of lateness to or absence from class. Parents should be alert to such variations and communicate their concerns to their child's counselor.

## **GRADUATION REQUIREMENTS**

Longwood High School grants three types of diplomas which conform to New York State regulations citing the specific number of credits and state examinations which must be successfully completed. The following chart describes the number of course credits as well as required examinations necessary for a high school diploma.

## **NEW YORK STATE MINIMUM GRADUATION REQUIREMENTS**

<b>Local Diploma</b>		<b>Regents Diploma</b>		<b>Advanced Designation Regents Diploma</b>	
Content Area	Credits	Content Area	Credits	Content Area	Credits
English	4	English	4	English	4
Social Studies	4	Social Studies	4	Social Studies	4
Math	3*	Math	3*	Math	3*
Science	3*	Science	3*	Science	3*
World Language	1	World Language	1	World Language	3**
Art/Music	1	Art/Music	1	Art/Music	1
Health	0.5	Health	0.5	Health	0.5
Physical Education	2	Physical Education	2	Physical Education	2
Electives	3.5	Electives	3.5	Electives	1.5 / 3.5**
<b>Total:</b>	<b>22.0</b>	<b>Total:</b>	<b>22.0</b>	<b>Total:</b>	<b>22.0</b>

### **REQUIRED EXAMS**

All students must pass the following four (4) required Regents Exams:

- 1 Math, 1 Science, 1 Social Studies, 1 English/ Language Arts; and

Students must choose one (1) of the following additional examinations:

- Additional Social Studies Regents Exam: or
- Additional Science Regents Exam; or
- Additional Math Regents Exam; or
- Approved CTE, World Language or Arts Pathway Assessment

In order to earn the Regents Diplomas with Advanced Designation, additional requirements include:

- A second Math Exam –Common Core Geometry Regents Exam **and** the Common Core Algebra 2 Regents Exam
- A second Science Regents Exam (One Life Science and one Physical Science)
- World Language Consortium Exam

<b>Entering Freshman Class</b>	<b>Local Diploma Requirements</b>	<b>Regents Diploma Requirements</b>	<b>Regents Diploma Advanced Designation Requirements</b>
2012	Low pass option of 55-64 on all required Regents exams is available to special education students only. Earn 22 units of credit.	Score 65 or above on five (5) required Regents exam. Earn 22 units of credit.	Score 65 or above on nine (9) required Regents exams. Earn 22 units of credit.

\* A commencement level course in technology education may be used as the third unit of credit in science or mathematics, but not both.

\*\*Students acquiring 5 units in Art, Music, Career & Technical Education, Technology or Vocational Education may not be required to complete the two additional units of World Language.

### **DIPLOMA DISTINCTIONS**

Required courses and exams are outlined above for the Regents Diploma with Advanced Designation, the Regents Diploma and the Local Diploma. In addition, there are also special endorsements indicated below, as follows:

**Honors** – A student earns a computed average of at least 90 on the Regents examinations applicable to either a Regents diploma or a Regents Diploma with Advanced Designation. The locally developed Checkpoint B LOTE examination is not included in the calculation.

**Mastery in Math and/or Science:** A student meets all the requirements for a Regents Diploma with Advanced Designation AND earns a score of 85 or better on three (3) Math Regents examinations and/or three (3) Science Regents examinations.

**Technical Endorsement:** A student meets the requirements for either a local diploma, a Regents Diploma or a Regents Diploma with Advanced Designation AND successfully completes a department approved CTE program, including the three-part technical assessment.

### **PARTICIPATION IN JUNIOR & SENIOR PROMS**

#### **Eligibility Guidelines:**

- Prom attendance is a privilege, not a right.
- Purchasing a ticket does not guarantee admission to the prom. All ticket sales will be reviewed by administration.
- All persons attending the prom who have prior disciplinary/behavioral issues resulting in suspension(s) may be prohibited from attending the prom.
- All persons seeking to attend the prom who have prior attendance, disciplinary, behavioral or academic issues may be prohibited from attending the prom at any time, even after a ticket is purchased. (This includes all disciplinary incidents up to and including the evening of the prom).
- Consumption or possession of alcohol/drugs in the limousine or at the prom will result in immediate expulsion from the prom and additional disciplinary action.
- Students suspected of being under the influence of alcohol will be tested with an alcohol-test-strip. A positive test will require that a parent pick-up their child from the prom. Failure to submit to the test also will result in expulsion from the prom.

- Smoking/vaping at the prom is strictly prohibited.
- Any prom guest who is 21-or-older must meet directly with the building principal or he/she will not be permitted to attend the prom.
- Students who are absent from school the day of the prom may not be permitted to attend the prom.

### **PARTICIPATION IN THE SENIOR TRIP**

Seniors who want to attend the Senior Trip must have all Regents exams completed and be in good standing for graduation to participate.

### **PARTICIPATION IN GRADUATION CEREMONY**

Only seniors eligible to receive any one of the three types of diplomas (or designated Special Education students who receive an IEP diploma) at the time of graduation may participate in commencement exercises. **ALL** required courses and examinations must be successfully completed in order for a student to participate.

#### **Physical Education Credit**

Every student is required to take Physical Education every semester, as per New York State Education regulations, with ½ credit earned annually when the course is successfully completed. Two units of credit must be earned for Physical Education in order to meet New York State diploma requirements.

Students who fail Physical Education must make up the course. Students may make up the credit required for Physical Education at another high school summer school program or may register for Physical Education courses at a local community college or another institution of higher learning. One semester course at a college is equivalent to ½ credit of Physical Education at Longwood High School. **Students cannot participate in graduation ceremonies or receive a high school diploma without successfully completing the required Physical Education credits.**

### **PROMOTION GUIDELINES**

Promotion in grades 9 through 12 is dependent on the number of credits accumulated and the required courses passed:

- A student will be considered a **tenth grader** if he or she has accumulated four (4) credits toward graduation and has passed 9<sup>th</sup> grade English and 9<sup>th</sup> grade Social Studies.
- A student will be considered an **eleventh grader** if he or she has accumulated ten (10) credits toward graduation and has passed both 9<sup>th</sup> grade and 10<sup>th</sup> grade English and Social Studies courses.

● A student will be considered a **twelfth grader** if he or she is scheduled to complete all of his or her graduation requirements by June of that school year. Students should have completed 1½ credits of Physical Education prior to grade 12. ***Participation in senior events and activities including the Senior Trip, Banquet and Prom are contingent upon the student's status as a 12<sup>th</sup> grader.***

Any questions pertaining to a student's promotional status or current grade should be directed to the student's counselor.

### **SCHOOL-WIDE GRADING CRITERIA**

School-wide grading criteria reflect the need to evaluate and rate student performance with regard to learning standards. Specific grading criteria are established for each subject area consistent with school-wide standards. Grading criteria shall include a number of factors including, but not exclusive to, test performance, quizzes, homework assignments, preparation and participation consistent with Board of Education policy.

Each subject area will establish the respective weight of each factor within the following specified ranges:

Tests, projects, graded assessments	30% to 60%
Class participation	20% to 30%
Homework	10% to 30%
Quizzes, research activities, presentations	10% to 30%

Each subject area will establish grading criteria within the ranges stated above; specific courses in each department may create course-specific criteria within the ranges stated above. Each department will distribute grading criteria to every student during the first several days of class each September. Copies will be available to parents/guardians at Open House activities and to the PTSA during scheduled departmental presentations.

### **FINAL COURSE GRADES AND THE AWARDING OF COURSE CREDIT**

Final grades in each course are determined by averaging the grades of each quarter, the midterm exam and/or final exam. The chart below indicates how final course grades are determined in full - year courses, half-year courses and specific art courses.



## **FULL-YEAR COURSES**

In full-year courses, the quarterly report card grades and exam grades count as the percentage of the final grade,(indicated below).

First Quarter	20%	Physical Education - 25% for each of the
Second Quarter	20%	4 quarters
Midterm Exam	10%	
Third Quarter	20%	Music - 25% for each of the 4 quarters
Fourth Quarter	20%	
<u>Final Exam</u>	<u>10%</u>	
Final Course Grade	100%	

### **Exams – Actual Exam Score Earned Is Shown On Report Card.**

Marking Periods - First Three Quarters – 50 is the lowest grade that can be earned.

Fourth Quarter – Actual grade earned.

## **HALF-YEAR COURSES**

In half-year courses, quarterly report card grades and final exam grades count as follows:

	First Quarter	40%
	Second Quarter	40%
<u>Final Exam</u>	<u>20%</u>	
Final Course Grade	100%	

In half-year courses in Art, including Studio Art A and B, Creative Crafts A and B and Studio Pottery I and II, the following percentages are used to calculate final course grades:

First Quarter	40%
Second Quarter	50%
<u>Final Exam</u>	<u>10%</u>
Final Course Grade	100%

In order to receive course credit, the final grade must be a minimum of 65% and the student must have taken the final exam and/or midterm exam in courses where such exams are given. Major research projects, book reports, term papers, public performance and/or lab assignments must also be completed in courses that require such assessments before final credit may be awarded. Students who are absent from school on the scheduled days for such exams are provided with an opportunity to make up such exams, when absence occurred for a valid reason. Lists of such valid reasons, as outlined by the New York State Education Law, are listed under the heading of "Attendance" in this handbook.

## **Class Participation**

Students are provided with specific grading information for individual courses at the beginning of each semester. In accordance with Board of Education Policy, class participation shall account for

at least 20% of the report card grade each quarter. This provides students with an opportunity to improve their grades by attending class and participating in classroom activities. Students are reminded that if they are absent from class they will not be able to participate. Accordingly, their participation grade will be adversely affected which can cause a significant reduction in the student's final grade. Students are responsible for making up all work and assignments missed as a result of any absence.

## **Credits Defined**

A student is granted one unit of credit if he or she successfully completes a course that meets a minimum of five days per week for one full year. One-half credit is granted for the successful completion of a class that meets daily for one-half of the year or one semester or every other day for the year. BOCES vocational and technical programs yield four units of credit per year when the course is successfully completed.

## **Seniors Eligible for One CTE Credit for BOCES Course Work**

A limited number of **specific** CTE (Career & Technical Education/BOCES) courses have been approved by New York State to count as one credit in lieu of English 12, or Public Policy, **or** Health, **or** the third year math **or** science (**non-lab only**) requirement. **Only BOCES seniors, whose schedules cannot accommodate one of the aforementioned courses,** will be permitted to submit a request to the principal to be considered for one total unit of credit in order to graduate on time with their cohort.

Seniors must submit their requests through their counselors **before the school year begins**. Forms are available in the Counseling Center and must be signed by the student, parent, counselor and principal.

## **Transfer Students**

Students who enter Longwood High School after grade 9 will have their previous course work (transcript) evaluated by the counselor, subject to the principal's approval, in accordance with New York State Education Department regulations. Credit bearing courses successfully completed at other accredited secondary schools equivalent to courses offered at Longwood High School will be weighted accordingly. Courses successfully completed at other accredited secondary schools that were not

offered to students who entered grade 9 the same year as the transfer student will be provided with Regents level/college level weight. The principal will evaluate transfer student's transcript for accelerated courses which culminate in a Regents exam and are taken prior to grade 9.

## **Weighting of Grade Point Average (GPA) to Determine Class Rank**

### **Weighted Courses**

Students who challenge themselves by taking Honors and Advanced Placement courses receive extra weighting when calculating their GPA's to determine Class Rank. These quality points are adjusted based on the final course grade granted to the student. Specifically, Advanced Placement courses will receive an additional weighting of .10, and Honors courses will receive an additional weighting of .05.

### **Transcripts**

Completed courses are listed on a student transcript. The only course that does not appear on a student transcript is Driver's Education. Unofficial transcripts may be requested by the parents and or students and are available from the student's counselor. Official transcripts are sent DIRECTLY to colleges and/or universities in connection with the application and admission processes. Official transcripts may also be requested for direct mailing to a prospective employer or scholarship organization. Such requests should be made directly to the student's counselor.

If a student or parent believes that a transcript contains inaccurate information, then a request for adjustment should be made directly to the student's counselor. The counselor will investigate and make a recommendation to the principal, in writing, who will approve or disapprove any adjustment to a student transcript.

### **Ranking / Percentile Ranking**

Students are ranked by GPA only for the purpose of selecting a Valedictorian and Salutatorian (first and second in the graduating class) as well as determining the top ten students in the graduating class. Numerical ranking is done at the end of the third marking period of the senior year. Students who place first and second in the graduating class are invited to represent their class at graduation, as Valedictorian and Salutatorian, respectively.

During the college application process, student transcripts are ranked for percentile placement in the graduating class, after six semesters. For instance, a student whose GPA may place He or She in the top five of a graduating class of 500, will be listed in the 99<sup>th</sup> percentile. Colleges and universities have requested percentile placement, since actual numerical rank is not affixed until after the third marking period of the senior year.

## **COMMUNITY SERVICE CREDIT**

The New York State Education Department has authorized the High School Principal to award ½ unit of elective credit for the successful performance of a minimum of 45 hours of community service. Accordingly, students may gain ½ unit of elective credit for the successful performance of appropriate community service. Students who wish to earn credit for community service must have approval of the principal before performing any of the 45 required hours.

Students are required to write an acceptable essay entitled "What I Learned From My Community Service Experience" at the conclusion of their community service. The essay must be a minimum of

500 words.

Students who earn community service credit will receive a grade of "P" (Pass). The grade will not be included in the calculation of the student's GPA (Grade Point Average).

Applications for approval of specific community service experiences are available in the Grade Reporting Office. Completed applications must be signed by student, parent/guardian and the person who will verify the performance of the service. Completed applications must be returned to the Grade Reporting Office at least 2 weeks before the date on which the community service is scheduled to commence. The High School Principal determines the appropriateness of the planned service and reserves the right to reject any application.

## **TESTING**

Students in the Longwood Central School District are required at certain times to participate in one or more standardized testing programs. Students are also required to take mid-term and/or final exams in all courses of study. Assessment is key to the learning process and provides educators, parents and students with a guide for continued learning and achievement. Testing is carried out to help students gain self-understanding and to make post-secondary educational and career plans. New York State Regents testing provides student achievement data required for state and federal educational mandates. New York State Regents testing is required for high school graduation (see Graduation Requirements). Data about aptitudes, achievements, and interests may be used to determine progress of students, to identify areas of strengths and weaknesses, to plan remedial programs, to modify courses and teaching methods, and for college admission purposes. The following are some tests that are required and/or available to all students at Longwood High School.

**Regents Examinations** – are scheduled during January, June and August each year. Examinations are designed to assess student performance in a required course of study in New York State. These are standardized exams and are only administered on specific dates and times. There are no make-ups for New York State exams.

### **Preliminary Scholastic Aptitude Test (PSAT)**

The PSAT 8/9 and the PSAT/NMSQT (National Merit Scholarship Qualifying Test) is offered every October to all students grades 9-11. The PSAT serves as a foundation for understanding students' progress throughout high school and is an early indicator of college and career readiness.

The PSAT 8/9 focuses on knowledge and skills that evidence shows matter most for college and career readiness. The PSAT 8/9 will include grade-level appropriate content for ninth graders that will match the scope and difficulty of work found in the classroom. The PSAT 8/9 consists of two sections: Evidence-Based Reading, Writing and Language and Math.

The PSAT/NMSQT is administered to students in grades 10 and 11. The PSAT has two sections: Evidence-Based Reading, Writing and Language and Math. Students encounter passage-based questions—sometimes accompanied by tables, graphs, and charts—and math problems drawing upon algebra, geometry, and a minimal amount of trigonometry. The PSAT/NMSQT is the qualifying test for the National Merit Scholarship. National Merit Scholarship eligibility is open to students who take the exam in October of their junior year. PSAT scores are used to identify National Merit Scholars and award merit scholarships based on students' total score.

## **Scholastic Aptitude Test (SAT )**

The SAT is a standardized test that colleges use to evaluate candidates. The SAT is usually taken in the second semester of the junior year and can be taken in October, November, or December of the senior year. It is a requirement for admission to many colleges/universities and provides eligibility data for many scholarship programs.

The SAT is a multi-part assessment, which includes Evidence-Based Reading, Writing and Language and Math tests. The SAT measures a students' ability to understand and process elements of mathematical and verbal reasoning. There is an Optional Essay that measures students' ability to analyze evidence and explain how an author builds an argument to persuade an audience. Responses will be evaluated based on the strength of the analysis as well as the coherence of the writing. The SAT Essay is optional however may be required by some colleges/universities.

SAT scores are calculated based on a students' performance relative to other test-takers, and have proven to be an indicator of collegiate success. The score range is reported for the evidenced-based reading and writing and language section on a scale from 200-800 and the math section on a scale from 200-800. The SAT combines the scores from both sections for a total range of 400-1600.

Students can register for the SAT online by accessing the Collegeboard.com website. Registration fees and deadlines are indicated on the website.

## **Preparation for PSAT, SAT and ACT Exams**

In an effort to prepare for these unique standardized exams, students are recommended to:

- Enroll in rigorous courses throughout high school, including four years of college preparatory mathematics and science courses
- Read and write as much as possible, both inside and outside of school
- Familiarize yourselves with test formats in order to be aware of expectations on testing days
- Go to <https://www.khanacademy.org/test.prep/sat> for test preparation practice
- Access the College Board website at <https://www.collegeboard.org> for test preparation practice
- Utilize Method Test Prep, a **free** web-based application, to prepare for the ACT and/or SAT exams by clicking on the LHS website, go to the Counseling Department website, click on the ACT/SAT/ASVAB/PSAT link, click on Method Test Prep, and set up your online test prep account, use the referral code: tkn.13306953

ACT & SAT test preparation courses are designed to improve students' test-taking techniques. Such courses provide students with an insight to the test formats as well as the test content and also explain specific strategies to be used to accurately answer test questions.

SAT review courses are designed to improve test-taking techniques. Such courses provide students with an insight to the SAT format and explain particular strategies to be used to accurately answer questions.

## **SAT - Subject Tests**

The SAT Subject Tests are one-hour tests in a variety of high school subjects (e.g., Mathematics, Biology, French). These tests are often taken at the conclusion of a course. They may be required for admission to the most competitive universities as well as qualifying for certain scholarships. The score range is reported on a scale of 200-800 points.

### **ACT (American College Test)**

The ACT is a curriculum and standards based educational and career planning tool that assess students' academic readiness for college. The ACT is usually taken in the second semester of the junior year and can be taken in September, October, or December of the senior year. It is a requirement for admission to many colleges and is used for scholarship purposes.

The ACT is a multi-part assessment which includes English, Math, Reading and Science. The English test measures standard written English and rhetorical skills. The Math test measures mathematical skills students have typically acquired in courses taken up to the beginning of grade 12. The Reading test measures reading comprehension. The Science test measures the interpretation, analysis, evaluation, reasoning, and problem-solving skills required in the natural sciences. There is also an Optional Writing Test which measures writing skills emphasized in high school English classes and in entry-level college composition courses. The ACT includes an Interest Inventory and a Student Profile which is completed at registration. Scores range from 1 (low) to 36 (high).

Students can register for the ACT online by accessing the ACT.org website. Registration fees and deadlines are indicated on the website and registration form.

### **Advanced Placement Test (AP)**

This testing program is for students who have completed college level AP courses in high school. AP exams are given in specific subject areas to determine whether or not a student may gain advanced credit in college. Students taking AP courses are informed of testing dates and processing fees by their teachers. These tests are administered in May of each year. A student who does not take an AP exam in his or her AP course will not receive AP weighting and will not have an opportunity to earn college credit for the course.

### **Armed Services Vocational Aptitude Battery (ASVAB)**

The ASVAB is a multiple aptitude battery that measures developed abilities and potential for occupations that require formal courses of instruction or on-the-job training. In addition, it provides measures of general learning ability that are useful for predicting performance in academic areas. This test is administered free of charge at Longwood High School in November.

### **Test of English as Foreign Language (TOEFL)**

This test is designed for students for whom English is not a native language, and whose score on the SAT would obviously be affected by the language difference.

**NOTE: The Secondary School Code Number for Longwood High School is 331-478.**

## **PROGRAMS FOR STUDENTS WITH DISABILITIES**

Longwood High School offers a variety of programs and services for students with disabilities. These include full and part time services such as special classes, resource room and consultant teacher services. Services for classified students who require speech and language remediation, occupational or physical therapy, counseling or sign language are also available. In addition, the district accesses services for the visually impaired or hearing impaired through Eastern Suffolk BOCES.

The special class programs, including the various class size options, are designed to meet the individual needs of students while following the NYS curricula needed to acquire a diploma. There are programs for students who are intellectually challenged or have more severe disabilities. These programs of study are geared toward earning an Individualized Education Plan Diploma. A half-day occupational training component, through Eastern Suffolk BOCES, may also be included. The above services are accessed by way of evaluation, identification and recommendation through the Committee on Special Education. An Individualized Education Plan, detailing the programs and goals, is developed for each student identified and is reviewed on an annual basis. If you suspect your son or daughter has a disability, contact his or her school counselor who will assist you in the process. The evaluation and identification process as well as the programs and services described above are consistent with New York State Education Law and Commissioner's Regulations governing programs for students with disabilities. Further information may be obtained by contacting:

The Secondary Special Education Office  
41 Yaphank Middle Island Road  
Middle Island, NY 11953  
(631)-345-2173

## **ALTERNATIVE PROGRAM**

### **Late Afternoon Program (LAP)**

LAP is an alternative educational program at Longwood High School. It is designed for those students who have not achieved success in the traditional day school program and may require an alternative educational approach. It provides access to required courses bearing regular high school credit and fulfilling the NYSED mandated requirements of a Longwood High School diploma. LAP hours are from 3:15 p.m. to 6:45 p.m., Monday through Thursday. Students who are interested in learning about this program should contact their school counselor. A screening process involving the parent or guardian as well as the student is required for admission purposes.

## **COUNSELING**

### **Statement of Philosophy**

The counseling philosophy at Longwood High School is to help each student discover and develop his or her potential to the fullest possible extent. Each student can seek the services of a school

counselor, psychologist, or social worker concerning any area in which he or she needs assistance. Our primary goal is to assist every student in graduating with the academic knowledge, career direction and social/emotional balance to successfully transition to life after high school as a contributing member of society.

### **Role of the School Counselor**

As student advocates, collaborators and school leaders, counselors provide educational, career, social and personal support services to students.

The Counseling Program of Longwood High School includes four components:

#### **1. GUIDANCE**

#### **CURRICULUM**

Classroom/Activities  
Group Guidance Activities  
Parent Workshops  
Interdisciplinary Curriculum Development

#### **2. INDIVIDUAL STUDENT PLANNING**

Individual Appraisal  
Individual Advisement  
Academic Planning  
Course Selection  
College Planning

#### **3. RESPONSIVE SERVICES**

Individual and Small-Group Counseling  
Crisis Counseling  
Consultation  
Peer Facilitation

#### **4. SYSTEM SUPPORT**

Professional Development  
Consultation, Collaboration & Teaming  
Program Management & Operation  
Referrals

To deliver this comprehensive program, the Counseling Department develops activities to meet the following objectives:

- To employ school guidance curriculum through the planning of structured group sessions for students and parents or guardians.
- To implement the individual planning component by guiding individuals and groups of students and their parents or guardians through the development of educational and career plans.
- To provide responsive services through the effective use of individual and small-group counseling, consultation and referral skills.
- To analyze data in guiding individual students as well as to determine direction for college and career planning.
- To monitor the students on a regular basis as they progress throughout high school, in terms of their academic, career and social/emotional wellness.

### **Making an Appointment**

The Counseling Department has an open-door policy. During a lunch or study hall period, a student may complete an appointment request in the Counseling Center and an appointment will be scheduled for a conference with his or her counselor. Appointment Request Forms are available



from secretaries in both the North and South Counseling Centers. A notice of the appointment will be sent to the student through her or his first period teacher. If the student can be immediately scheduled on the counselor's calendar, he or she will be given an appointment form to take to the teacher involved for release from class.

### **Counselor Assignments**

The counselor assignments are arranged alphabetically, as follows:

<b>9<sup>th</sup> Grade</b>	<b>COUNSELOR</b>
Teams A,C	Mr. DelFranco
Team B,D	Mr. Gonzalez
Teams E,F	Mr. Gordon
<b>10<sup>th</sup>-12<sup>th</sup> Grade</b>	<b>COUNSELOR</b>
A-CAM	Ms. Schoen
CAN-DOM	Mr. O'Malley
DON-GRIM	Ms. Hawkins
GRIT-KU	Ms. Gerber
L-MICH	Ms. Mancuso
MIL-Q	Ms. Aliperti
R-SPE	Ms. Francois
SPI-Z	Ms. Montanino
<b>Department Chair</b> College and Career Counselor, Out of District, BOCES Liaison	Ms. Garrett
<b>Psychologists</b>	Ms. Reilly- Bergey Ms. Dobson Mr. LoFaso
<b>Social Workers</b>	Ms. Kawko Ms. Hernandez

## **Career Counseling Program**

The school counselors provide instruction at each grade level to help students learn about various careers and to develop career planning skills. Counselors visit Academy Career Exploration classes in ninth grade to discuss academic scheduling and college/career preparation, in addition to individual student counselor meetings. Tenth grade students meet with counselors' during the Humanities Block to discuss their academic program, college and career preparation, in addition to individual sessions with their own counselors. Eleventh grade students are seen individually during scheduled Junior Reviews. Twelfth grade students work with their counselor in groups focusing on college and career searches and the application process. This program enables students to demonstrate an understanding of their career interests, aptitudes and values required for success in our current global economic society.

Counselors also collaborate with the School-to-Career Coordinator regarding internship, work experience and employment opportunities.

### **Counseling Department Activities**

#### **1. College and Career Information**

A) The Counseling Center currently utilizes "Naviance," a database that provides 9<sup>th</sup>-12<sup>th</sup> grade students with college and career planning information. Access codes for 9<sup>th</sup> grade parents are mailed home by the Counseling Center and access codes for 9<sup>th</sup> grade students are distributed in Freshman Seminar classes. Tenth through twelfth grade students and parents can contact their counselor regarding access codes if the registration information isn't readily available. Students and parents can access the Naviance website by going to the Longwood High School Counseling Department website and clicking on Naviance.

B) Additionally, Career Connections is a comprehensive web-based resource that also provides students with college and career planning information. Students will be able to access this information from school as well as from home, as follows:

- Go to [www.guidancedirect.com](http://www.guidancedirect.com)
- Click on **Career Connections Student Login**
- Enter the following information then click **Login**:
  - **School ID:** 3199283
  - **School Password:** L85S8780
- If you are a New User:
  - Click on **Create New Account**
  - Fill in account information and click **Login**
- If you are an Existing User:
  - Enter your User Name and Password, and click **Login**

#### **2. Local College Fair**

College fairs are designed to allow students opportunities to obtain the most current information about colleges, directly from the representatives of colleges and technical schools across the country.

Longwood High School will host our Local College Fair in the Fall. This event is designed to familiarize students and parents with local and regional post-secondary opportunities and college admissions requirements and procedures.

### 3. **Working Papers**

Working papers are required by law for all students who wish to work and are under the age of 18. The application may be obtained at the Attendance Office, Counseling Center or Nurse's Office at Longwood High School. To secure working papers a student must:

- 421751816) obtain and fill out an application;
- 2) have a physical by the school doctor or family physician;
- 3) submit proof of age.

When all requirements have been met, the Counseling Department clerical staff will issue the appropriate working card to the student.

### 4. **Social Security Cards**

It is extremely important for all students who do not have Social Security cards to arrange to get one as soon as possible. Applications for cards may be obtained by writing to the Department of Health, Education and Welfare, Social Security Administration, 75 Oak Street, Patchogue, NY 11772. It takes from 6 to 8 weeks for a card to be processed. Social Security cards are necessary for employment, driver's license, college applications, financial aid and working papers. All applicants must submit proof of age (birth or baptismal certificate) and a second document to prove identity.

### 5. **Yearly Activities**

Student and parent/guardian meetings are an opportunity for parents/guardians and students to gain a better understanding of the Counseling Department program and to ask questions and/or raise concerns regarding preparation for educational/career goals after high school.

These class presentations, student-parent sessions, and individual conferences assist the student and parent/guardian in taking the concrete steps to meet N.Y.S. graduation requirements as well as to prepare for college and careers.

Grade 9	ACE Counselor Introduction PSAT 8/9 Overview and Test Results Local College Fair Scheduling Process Incoming 9 <sup>th</sup> Grade Student and Parent Orientation
Grade 10	PSAT Overview and Test Results Local College Fair Scheduling Process
Grade 11	PSAT Overview and Test Results Local College Fair

Junior Reviews  
Scheduling Process

Grade 12                      College Application Process  
Senior College and Career Group Meetings  
Local College Fair  
Financial Aid Workshop

Additionally, students in grades 9-12 meet with their counselors regarding progress reports and report cards, counselors schedule parent/teacher conferences, coordinate Multi-Tiered System of Supports and Child Study Team meetings, and provide counseling sessions on an ongoing basis for the students in their caseloads.

Parents/guardians are also encouraged to contact their child's school counselor between 7:00 a.m. to 2:00 p.m. to schedule individual conferences regarding any aspect of their child's high school and post-secondary planning.

### **STUDY HALLS**

In keeping with our philosophy that instructional time should be maximized for all students, every effort will be made to avoid assigning students to study halls. Colleges/employers are not impressed by study halls. Enhance your transcript by taking interesting, challenging electives. Only in cases where no elective class is available do we recommend that students be assigned a study hall.

### **STUDY HALL PROCEDURES**

Study hall is a time for academics. The following policies are not intended to stifle you but rather to insure that you have a quiet atmosphere in which to study. If you have nothing else to do, read a magazine or book. While in study hall, the following rules must be followed:

- Students are to be in the room and in their assigned seat when the bell rings.
- This period is to be used for schoolwork. This may include the reading of books, magazines or newspapers. Students are to bring their work with them. They will not be excused to their locker to get forgotten work. There is to be no sleeping.
- Talking is permitted only with the permission of the teacher.
- Students with library passes will be dismissed to the Library Media Center from study hall at the discretion of the study hall teacher.

## **EMPLOYMENT OPPORTUNITIES**

Each year we receive requests from local businesses for reliable students who would like to work part-time. We also have many students who are in search of suitable part-time employment. In response, Longwood High School offers two courses which may assist students in obtaining employment. The courses are General Education Work Experience Program for 12<sup>th</sup> graders and Career Exploration Internship Program for 11<sup>th</sup> and 12<sup>th</sup> graders. Students interested in applying for these courses must

meet with their counselor. Students successfully completing all requirements of the course will receive work experience and one elective credit. Please refer to the Longwood High School's Curriculum Guide, found on the school's website, for the requirements and expectations for these courses.

Students and parents/guardians are reminded that success in school must be the priority of all students. Only those students who have a satisfactory academic record should consider part-time employment. Parents/guardians are reminded to constantly check academic performance to determine if the work experience is having a positive or negative effect on schoolwork.

## **COURSE OFFERINGS**

Longwood High School offers a variety of required and elective courses. They are listed in the *Course Guide*, which is updated annually and available on the LHS Web Site. Information regarding specific courses offered and levels of difficulty can be found in this *Guide*. Students are encouraged to select the most challenging course of study and specific courses appropriate for their future plans and aspirations. Final course selections should be made after consultation with parents/guardians and the school counselor.

## **IMPORTANT INFORMATION REGARDING HONORS/ADVANCED PLACEMENT COURSES**

Students must meet established requirements

- Students must be able to allocate time appropriately
- Students must be able to set priorities
- Students must work independently and collaboratively
- 

Taking 3-or-more Honors/Advanced Placement courses concurrently is a great commitment and challenge which we encourage when appropriate. It appears prestigious to see Honors/Advanced

Placement courses noted on a transcript. However, we would prefer to have students excel in a

few Honors/Advanced Placement courses, rather than see them perform marginally because they are taking too many Honors/Advanced Placement classes. It is our goal to have students enjoy their high school experience while building a record of consistent academic achievement.

Students in Honors/Advanced Placement courses who fail to maintain an average of at least 85% for two consecutive quarters will have their placement reviewed and may be down-tracked

to the Regents level. **Students are scheduled for Honors/Advanced Placement courses based on previous performance, not as a result of a student or parent/guardian request.**

Students seeking placement in Honors/Advanced Placement courses should be aware of the following information:

**ENROLLMENT CRITERIA FOR  
ADVANCED PLACEMENT COURSES**

- 1) An 85-or-better final grade in pre-requisite course(s) *(Please see individual AP course descriptions in the Course Guide to determine pre-requisite courses).*
- 2) A final grade of 85 or better on any Regents exam, or final exam (if no Regents exam is given) in the pre-requisite courses in that academic discipline during grades 9 - 11.
- 3) Recommendation of the corresponding Department Chairperson.
- 4) Any student with less than an 85 on the required Regents Exam(s) or less than a final grade of 85 in any pre-requisite course will be assigned to a Regents-level course.
- 5) All AP students must complete the required AP COURSE SUMMER ASSIGNMENT, at the mastery level, by the third Monday in August. Any student who does not complete the summer assignment satisfactorily will not be permitted to enroll in the AP course(s).
- 6) **ALL STUDENTS ENROLLED IN AP COURSES MUST TAKE THE AP EXAM IN MAY. NO EXCEPTIONS!**
- 7) AP Exam fees (make all checks payable to Longwood CSD, **NO CASH PAYMENTS**) must be submitted to Ms. Ballato in Room 2102.

APPEAL PROCESS: Students not meeting the above criteria, and who wish to appeal, must submit a letter providing a rationale as to why they believe they can be successful in a rigorous college-level course. This letter must be **written by the student**, and endorsed by an additional letter from the parent. Both letters should be submitted to the appropriate Department Chairperson by the first week

in July. Appeals will be considered based upon mastery-level completion of the AP Summer Assignment, and, if appropriate, the student earning a grade of 85-or-better on the August Regents exam.

TITLE	GRADE
AP Literature and Composition	12
AP Language and Composition	11
AP World History I	9
AP World History II	10
AP US History	11
AP European History	12
AP Macroeconomics	12
AP U.S. Government and Politics	12
AP Psychology	12
AP Calculus AB	11 - 12
AP Calculus BC	12
AP Statistics	11 - 12
AP Computer Science	11 - 12
AP Biology	9
AP Chemistry	10 - 12
AP Physics	11 - 12
AP Environmental Science	12
AP French Language	12
AP Spanish Language	12
AP Spanish Literature	
AP Italian Language and Culture	12
AP Music Theory II	11 - 12

### **LOCKERS**

Lockers are the property of the Longwood Central School District and are assigned to each student for storage of their outer clothing and textbooks. Students must be aware that administration reserves the right to inspect lockers without student notification. Although these lockers are well designed and secure, it is advisable that no personal valuables be kept in an individual's locker. The administration advises that students **DO NOT** give their combination to other students. Students should not share lockers unless assigned. **Students should make sure gym lockers are locked at all times. Do not leave valuables in hall lockers or gym lockers, as the school is not responsible for theft.**

Students may go to their lockers before school, during the change of regular classes, before and after lunch periods, and after school. They must have books and other needed materials with them for classes. Students are not to go to their lockers during instructional time, since the opening and closing of locker doors creates a disruption to the instruction that is taking place in adjoining classrooms. Please plan accordingly.

## LOCKER LOCATIONS

<u>LOCKER NUMBER</u>	<u>LOCATION</u>
2000-2172	1600 Hallway
2500-2945	2600 Hallway
3000-3041	Outside Rooms 1112-1116
3042-3328	1500 Hallway
3500-3563	Outside Rooms 2118-2122
3564-3857	2500 Hallway
4000-4286	1200 Hallway
4287-4328	Outside Rooms 1148-1152
5000-5052	1700 Hallway
5053-5174	1800 Hallway
6001-6111 and 6377-6525	1300 Hallway
6113-6373	1400 Hallway
4500-4792	2200 Hallway
4793-4860	Outside Rooms 2150-2154
5500-5771	2700 Hallway
7001-7128 and 7433-7583	2300 Hallway
7129-7432	2400 Hallway

## MAINTAINING ACCOUNTABILITY FOR STUDENTS

No student is to be in the hall without a pass. Periodically, the administration will conduct a "sweep." Any student in the halls or restroom without a pass will be referred for disciplinary action.

## THE CAFETERIA

The school cafeteria serves lunch each school day. Our breakfast program is conducted in Cafeteria 1 and Cafeteria 2 before period 1 each day. No food or drinks are to be taken out of the cafeteria. The elimination of food in the building, except in the cafeteria area, is critical to our efforts to control and eliminate insects and rodents. **Students are not permitted in the cafeterias during passing; we must insist that there be no food or drinks in classrooms and/or other instructional areas when possible.**

## CAFETERIA REGULATIONS

1. **ALL** students must have some form of identification (ID card or schedule) to enter the cafeteria.
2. No student will be permitted into the cafeteria unless it is their assigned lunch period **and** cafeteria, or the student has been approved by an administrator.



3. **ANY STUDENT THROWING FOOD/DRINK IN THE CAFETERIA WILL BE PLACED IN ISS FOR THE REMAINDER OF THAT DAY AND WILL BE SUSPENDED THE FOLLOWING DAY. SECOND OFFENSES WILL RESULT IN A THREE (3) DAY SUSPENSION AND FORFEITURE OF CAFETERIA PRIVILEGES.**

4. Students must line up in an orderly fashion to buy food, drinks, or snacks.

5. Students must clean up after themselves and dispose of all garbage in the proper receptacle *As soon as they have finished their lunch!*

6. Students are not permitted to carry food, drinks, or snacks out of the cafeteria unless they have written approval from an administrator.

7. Students may not sit on window sills or radiator covers.

8. Students are not permitted to stand by the doors; it creates a health and safety issue. Students must remain at their tables *until the bell rings.*

9. All school rules are enforced in cafeteria, i.e. no hats, any type of electronic devices, dice, playing cards, or any other items listed in the student handbook as contraband.

**Failure to comply with the directives stated above will result in disciplinary action.**

#### **RESPONSIBILITIES FOR SCHOOL ISSUED MATERIALS**

Students are responsible for safeguarding textbooks, calculators, and other instructional materials that are issued to them by the school.

All materials must be returned in good condition to the teacher who issued them. Students who lose materials are responsible for paying a reasonable replacement cost or for providing the school with an approved replacement item. Names of students who fail to return materials or to make restitution for lost items shall be added to a deficiency list. Until the deficiencies have been cleared, students whose names appear on the high school textbook/equipment deficiency list shall not be permitted to participate in extra-curricular activities including: junior prom, senior prom, and senior trip. In addition, other privileges normally granted to students in good standing may be denied.

**It is the responsibility of each student to respect the property of the school district and protect the investment of Longwood District taxpayers. Your cooperation in this regard is anticipated and appreciated.**

## **SCHEDULE AND PROGRAM CHANGES**

Most high school classes are scheduled at or near capacity. Schedule changes must be held to a minimum. **Teacher change and/or period change requests are not permitted!** In the beginning of the school year, counselors will make only those schedule changes indicated in which computer errors occur, such as:

1. Schedule includes course which student has already completed.
2. Student is scheduled for course where prerequisite(s) have not successfully been completed.
3. A course that is required for graduation is omitted from schedule.

**Students are to attend all classes as indicated on their original schedule until changes have been completed by the Counseling Center and a new schedule has been issued.**

**Dropping Classes: Students are not permitted to drop classes beyond the 10th day of the semester.** If documents for medical reasons exist, students/parents may request to have a course drop reviewed by the Counseling Department Chairperson and the appropriate grade level Assistant Principal. **Class level changes (e.g. AP to Honors or Honors to Regents) are not permitted after the first semester.**

**BOCES students who are considering withdrawing from such programs must notify the Counseling Center BEFORE THE THIRD WEEK OF SCHOOL.** Failure to do so may result in an inability to reschedule the student to attend a full-day program at Longwood High School.

### **Scheduling Practices Regarding Study Halls and Lunch Periods**

Grades 9/10: Every attempt is made to schedule a maximum of one study hall; every student must have a lunch period.

Grades 11/12: Every attempt is made to schedule a maximum of one study hall; every student must have a lunch period, except for seniors who have early dismissal or designated students enrolled in a BOCES Occupational Education program.

## **LIBRARY MEDIA CENTER RULES & REGULATIONS**

The Library Media Center is open daily, check with library media specialist for hours.

1. Students may sign up for a library pass from study hall or the cafeteria by reporting to the library before period 1 or at the end of Period 9. Sign up is also available online from the Longwood Central School District Webpage. Click on the High School, then under departments click on Library. Once you are on the library webpage, click on "Information about signing up for Library Passes Online". Students who obtain a library pass and fail to report as scheduled will be denied future passes. Students must show school ID to obtain a pass.

2. No food or drinks are allowed in the Library Media Center.

3. Students are to enter the library quietly.
4. Upon entering the Library Media Center, each student must sign in and present a pass at the sign-in desk.
5. Students must have permission and a pass from the library media specialist to leave the Library Media Center to go to the lavatory, return to class or study hall.
6. Students may come to the Library Media Center during lunch **IF** they have signed up for a pass at the circulation desk earlier in the day. Students may only sign up for a library lunch pass every other day.
7. A class is to sit together in the area assigned by the library media specialist. Only four (4) students may sit at one table.
8. While in the Library Media Center, students may work on an assignment, read books, magazines and newspapers, use a computer, view a filmstrip or listen to school tapes and recordings. Socializing is not an acceptable use of time.
9. Discussion of schoolwork is permitted, but only if students whisper quietly. The conversation should not be heard beyond the table.
10. If students finish work before the bell, they are to read or work on another assignment silently so they do not disturb others who are still working.
11. Students are expected to conduct themselves in a polite, courteous manner and respect the right of other students to work or read in a quiet environment.
12. The use of personal electronic devices including cell phones, I-Pods and walkman type radios are prohibited.
13. A student may check out four (4) books at one time. An ID card is required to check out all materials. All books are expected to be returned on time. While there are no payments for overdue books, full payment is required for lost books.
14. Students with overdue materials may not check out additional items.

Additional information regarding available resources including on-line computer services, audio-visual equipment, microfilm and much more may be obtained in the High School Library Media Center.

### **COMPUTER & NETWORK GUIDELINES**

#### **Computer and Network Use**

Computer technology provides the students of Longwood High School with unique opportunities for acquiring and sharing information, knowledge, and ideas that can positively impact learning and future success. The high school continues to implement technology to enhance instruction and encourages students to take full advantage of the facilities available to them. With access to

computers, computer networks and the Internet comes responsibility for proper conduct.

### **Terms and Conditions for Use**

The user is held responsible for his or her actions while using a stand-alone computer or network workstation, and any activity within his or her accounts. Unacceptable uses or intentional damage of equipment, data or accounts will result in suspension or revocation of use privileges, as well as the student being subject to disciplinary procedures and criminal prosecution.

All use of computers, networks or on-line accounts must be in support of education and research consistent with the goals of the Longwood Central School District.

Any use of computers, networks or on-line accounts that is deemed by the supervising staff member and/or school administration to be dangerous, objectionable, pornographic, distracting to education, or otherwise offensive or inappropriate in nature is prohibited.

Any use of computers, networks or on-line accounts is subject to system administrator perusal, and logging for virus scanning or inappropriate use investigation.

Any use of computers, networks or on-line accounts for personal and private business or for profit purposes are prohibited.

Any use of computers, networks or on-line accounts requires a signed User Agreement to be on file with the school.

### **Inappropriate Use**

Inappropriate use includes, but is not limited to, intentional uses that violate the law, that violate the rules enumerated in this handbook, or any other use that threatens the integrity or security of computers, networks or on-line accounts provided by the Longwood Central School District.

### **Users of Computers, Networks or Online Accounts May:**

Only use the passwords assigned to them and not seek to misrepresent themselves as other users or to discover the password of another user.

Not authorize anyone else to use his or her name or files or accounts for any purpose.

Not erase, rename, or make unusable any other users files or programs or intentionally seek information about other users that could be private in nature.

Not copy, change, or transfer any software or files provided by the Longwood Central School District. The use of illegally copied software or files is considered a criminal offense and is subject to criminal prosecution.

Not load, execute, or download any programs, macros or executable files on any computer or

network of the Longwood Central School District.

Not intentionally write, produce, copy, propagate or attempt to introduce any virus or computer code designed to self-replicate, damage, alter, or otherwise hinder the performance of any computer's memory, file system or software.

- Not use equipment or services to engage in harassment, annoyance, electronic hate mail, discriminatory remarks or anti-social behavior.

### **Limitation of Liability**

Longwood Central School District makes no warranties of any kind, expressed or implied, that the function or the services provided by or through the District systems will be error-free or without defect. The District will not be responsible for any damage users may suffer including, but not limited to, loss of data or interruptions of service. The District is not responsible for financial obligations arising through the unauthorized or inappropriate use of computers, networks or online accounts.

## **CODE OF CONDUCT**

### **SCHOOL CONDUCT AND DISCIPLINE**

### **POLICY 5131**

**Purpose** To define acceptable standards of student behavior as required by New York State Commissioner's Regulations.

**Scope** Student, parent/guardian and school rights and responsibilities as related to student discipline.

**General** A student should have freedom and encouragement to express his or her individuality in any way so long as his or her conduct does not intrude upon or endanger the freedom of others to behave as they wish.

Respect for the individuality of pupils argues against attempts by the school to force pupil behavior into common mold. The Board of Education approved statement of school goals supports our position by emphasizing our school's responsibility for helping each pupil to develop his or her unique abilities to the maximum.

The implementation of this policy calls for sensitive, tolerant, consistent and intelligent action on the part of school staff so that fostering of individuality is not incompatible with educationally sound group effort.

### **1.0 Bill of Rights and Responsibilities**

1.1 The school recognizes its responsibilities to help each student recognize and make use of his or her rights. The rights of any one of us becomes the responsibility of all of us to protect. Both students and staff are entitled to work in an atmosphere of respect for each other and in a calm and pleasant environment.

1.2 Common courtesy shall be the expected way to behave. When a difficult situation arises between a student and staff member or between two or more students, the matter may be referred to an administrator or counselor who will attempt to resolve such matters and present a solution which will lead to a restoration of continued respect for each person.

1.3 When differences, disputes, conflicts between students and staff are civil matters, constitutional provisions for the right to counsel, trial by jury, power to subpoena witnesses and comparable safeguards do not necessarily apply. Rather, the definition of due process between students and staff should be a clarification of the role of each, a giving of proper notice, the holding of hearings within the framework of a teacher/student relationship, and an adequate opportunity for the student to express "his or her side".

1.4 The rights of both students and staff will be protected as outlined by federal and state laws.

## **2.0 Student Responsibilities**

2.1 All students shall be expected to obey the rules, regulations, and directives as set forth by the Board of Education and district personnel. This includes respecting the person and property of all others.

## **3.0 Parent/Guardian Responsibilities**

3.1 Parents/guardians are encouraged to develop in the student good behavior habits as well as proper attitudes toward the school. To insure student success, parents/guardians should check with school officials at regular intervals concerning their youngster's conduct. If a parent/guardian knows of an impending problem which could carry over into the school, notification to school officials is advisable.

## **4.0 School Responsibilities**

4.1 It is the school's responsibility to provide experiences that will enable the student to function as a good citizen. Policies and measures of discipline shall be employed to establish a favorable learning environment free from distractions and misbehavior.

## **5.0 Possible Methods of Dealing with Prohibited Behavior**

- 5.1 Administrators/Parents/Guardians/Students conference
- 5.2 Alternate placement
- 5.3 Case conference
- 5.4 Change of schedule
- 5.5 Counseling/Testing
- 5.6 Detention
- 5.7 In-school suspension
- 5.8 Mediation
- 5.9 Out-of-school suspension
- 5.10 Probation
- 5.11 Referral to other agencies
- 5.12 Referral to police

- 5.13 Removal from school/home instruction
- 5.14 Restriction
- 5.15 Suspension from activities
- 5.16 Suspension from school bus transportation service
- 5.17 Temporary suspension from class
- 5.18 Warning/Reprimand

## **6.0 Appeals Procedure**

6.1 If a party feels a disposition was inequitable, that party is encouraged to appeal to the next higher level of authority.

## **7.0 Discipline Code**

### **7.1 Prohibited Student Conduct**

#### **7.1.1 Attendance**

##### **7.1.1.1 Cutting**

##### **7.1.1.2 Lateness to class**

##### **7.1.1.3 Lateness to school**

##### **7.1.1.4 Unexcused absences**

#### **7.2. Interpersonal Relations**

##### **7.2.1 Extortion**

##### **7.2.2 Fighting**

##### **7.2.3 Inciting/Instigating discord**

##### **7.2.4 Insolence**

##### **7.2.5 Insubordination**

##### **7.2.6 Theft/Destruction of property**

##### **7.2.7 Threatening force**

##### **7.2.8 Vulgarity/Abusive language**

### **7.3 Disorderly-Inappropriate Behavior**

7.3.1 Any attire that is inappropriate for school. It is the policy of the Longwood Senior High School that hats, clothing, or other attire, which bears any expression or insignia which may be interpreted as obscene, or libelous, which advocates racial or religious prejudice or other bias, or as disruptive, is forbidden. Headwear, except for a medical or religious purpose, is prohibited in school.

Examples of unacceptable clothing, not limited to the following:

- a. Clothing or jewelry with markings of tobacco, alcohol, or drugs.
- b. Clothing or jewelry that conveys messages of nudity, lewdness, profanity, bias, violence, and/or poses a physical danger.
- c. Footwear, when such footwear interferes with the student's ability to walk safely.
- d. Short-shorts or short skirts, and/or other clothing that inappropriately expose undergarments or skin in a sexually and/or sensually suggestive manner.
- e. Torn, transparent (see-through), and fishnet clothing that inappropriately exposes undergarments or skin in a sexually and/or sensually suggestive manner.
- f. Pants that are worn below the waist which inappropriately expose undergarments or skin in a sexually and/or sensually suggestive manner.
- g. Gang-related clothing or paraphernalia.

## **Safety Clothing**

Students shall be required to wear protective gear in certain classes such as science, family and consumer science, technology, and/or physical education. Any student who refuses to wear such protective attire shall be prohibited from participating in that part of the class requiring such attire. Safety gear shall include, but not be limited to, safety glasses, mouth/nose masks, gloves, and hairnets.

The building principal or his 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. The school administration reserves the right to make determinations regarding appropriateness of attire on an individual basis.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to appropriate discipline.

- 7.3.2 Arson
- 7.3.3 Bias acts
- 7.3.4 Class disturbance
- 7.3.5 Drugs/Alcohol - possession/use/sale
- 7.3.6 Excessive noise
- 7.3.7. Extortion
- 7.3.8 False alarms/bomb threats
- 7.3.9 Fighting
- 7.3.10 Fireworks, Explosives/Noxious Chemicals
- 7.3.11 Forgery
- 7.3.12 Inciting/instigating discord
- 7.3.13 Insubordination
- 7.3.14 Littering
- 7.3.15 Loitering
- 7.3.16 Materials not required for the instructional program
- 7.3.17 Plagiarism
- 7.3.18 Sexual harassment
- 7.3.19 Smoking-Vaping, E-Cig use/Possession
- 7.3.20 Theft/destruction of property
- 7.3.21 Threatening/bullying behavior
- 7.3.22 Unauthorized sales or fund raising
- 7.3.23 Unauthorized and/or inappropriate use of computers
- 7.3.24 Use of any object in a way for which it was not intended
- 7.3.25 Vandalism
- 7.3.26 Vulgarity/abusive language
- 7.3.27 Weapons or dangerous instruments

The above is not only prohibited to student conduct during his or her regular school day, but also applies to any and all authorized school activities, i.e., interscholastic athletics, co-curricular activities, clubs and all field trips of any duration. The aforementioned authorized activities include those that take place on and off District properties.



## **8.0 Public Conduct on School Property**

The district is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property, including bus stops, and at school functions. For purposes of this section of the Code, “public” shall mean all persons when on school property or attending a school function including students, teachers and district personnel.

The restrictions on public conduct on school property and at school functions contained in this Code are not intended to limit freedom of speech or peaceful assembly. The district recognizes that free inquiry and free expression are indispensable to the objectives of the district. The purpose of this Code is to maintain public order and prevent abuse of the rights of others.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner.

### **8.1 A. Prohibited Conduct**

No person, either alone or with others, shall:

8.1.1 Intentionally injure any person or threaten to do so.

8.1.2 Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.

8.1.3 Disrupt the orderly conduct of classes, school programs or other school activities.

8.1.4 Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.

8.1.5 Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.

8.1.6 Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.

8.1.7 Obstruct the free movement of any person in any place to which this Code applies.

8.1.8 Violate the traffic laws, parking regulations or other restrictions on vehicles.

8.1.9 Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.

8.1.10 Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school.

8.1.11 Loiter on or about school property.

8.1.12 Refuse to comply with any reasonable order of identifiable school district officials performing their duties.

8.1.13 Willfully incite others to commit any of the acts prohibited by this Code.

8.1.14 Violate any federal or state statute, local ordinance or Board policy while on school property or while at a school function.

### **8.2 Penalties**

Persons who violate this Code shall be subject to the following penalties:

8.2.1 **Visitors** - Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection and charges of criminal trespass.

8.2.2 **Students** - They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.

## **9.0 Early Identification & Resolution of Discipline Problems**

9.1 If parents/guardians, students or school personnel notice changes in patterns of behavior, they deem to be of concern, they should inform the parent/guardian and/or appropriate school personnel, i.e., administrator, nurse, school counselor, psychologist, or teacher.

9.2 In the case of students previously identified as having disabilities, standard remedial procedures will be followed to improve behavior. Should there be no improvement; the building administrator shall determine if the student's conduct shall constitute a reason for a review request to the Committee on Special Education.

9.3 Reporting Violations:

All students are expected to promptly report violations of the *Code of Conduct* to a teacher, guidance counselor, the building principal or his or her designee. Any student 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 or his or her designee.

All district staff who are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. District staff who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the *Code of Conduct* to their supervisor who shall, in turn, impose an appropriate disciplinary sanction, if so authorized, or refer the matter to a staff member who is authorized to impose an appropriate sanction.

Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction, if warranted, which may include permanent suspension and referral for prosecution.

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 the high 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. The notification may be made by telephone, followed by a letter mailed on the same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the *Code of Conduct* and constituted a crime.

## **10.0 Alternative Educational Programs**

10.1 Alternative programs are offered for students who exhibit behavioral problems.

## **11.0 Disciplinary Measures**

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. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

Disciplinary action, when necessary, will be firm, fair and consistent so as to be effective in changing student behavior. In determining appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age;
2. The nature of the offense and the circumstances which led to the offense;
3. The student's prior disciplinary record;
4. The effectiveness of other forms of discipline;
5. Information from parents, teachers and/or others, as appropriate;
6. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty 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. Discipline, if warranted, shall be administered consistent with the separate requirements of the *Code of Conduct* for disciplining student 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 or her disability.

#### 11.1 **Possible Methods of Dealing with Prohibited Behavior**

1. Administrators/Parents/Students Conference
2. Alternate program/placement
3. Case conference
4. Change of schedule
5. Counseling
6. Detention
7. Mediation
8. In/Out-of-school suspension
9. Probation
10. Referral to other agencies
11. Referral to police
12. Removal from school/home instruction
13. Restriction
14. Suspension from activities
15. Suspension from school bus transportation service
16. Temporary suspension from class
17. Warning/Reprimand

#### 11.2 **Disciplinary Measures**

1. Disciplinary measures for violations of school policies may include any item(s) enumerated

above. Such measures shall be appropriate to the seriousness of the offense and, where applicable, to the previous disciplinary record of the student.

2. Any suspension from instruction will be imposed only in accordance with Section 3214 of the New York State Education Law.

### 11.3 **Appeals Procedure**

1. If any party feels a decision was unfair and/or inequitable, that party has the right to appeal to the next level of authority.

### 12.0 **Student Conduct on School Buses**

12.1 While the law requires the school district to furnish transportation, it does not relieve parents/guardians of responsibility for supervision until their child boards the bus in the morning, and begins again after their child gets off the bus at the end of the school day.

12.2 Once a student boards the bus -- and only at that time -- does he or she become the responsibility of the school district. Such responsibility will end when the student is delivered to the bus stop at the close of the school day.

12.3 The board will require students to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Uniform disciplinary procedures will be developed by the superintendent with the advice of the building principals and transportation personnel and will be ordered into effect by the superintendent and enforced by the building principals in a uniform manner.

12.4 **Students who become a serious disciplinary problem on the school bus may have their riding privileges suspended by the principal.** In such cases, the person in parental relationship to the pupil involved will be totally responsible for ensuring that his or her child(ren) are safely transported to and from school.

## **ILLEGAL ACTS**

Since we spend so many hours in school, we can consider it our daytime home. As such, it should be a pleasant place in which to live and work. In addition, all staff and students must feel safe and secure so that a relaxed educational environment may be maintained.

In order to maintain a safe and orderly environment for staff and students, and to promote an atmosphere that is conducive to learning, a firm discipline policy and administrative procedures to enforce that policy are required. While our primary goal is to promote self-discipline and good judgment, it is essential that students realize that significant penalties will be imposed on those students who willfully violate school rules and disrupt the learning process.

The following infractions are illegal acts and may warrant suspension from school. The use of drugs and/or alcohol, the possession of dangerous weapons, vandalism including graffiti, will be referred to the Suffolk County Police Department as appropriate and as required by the Board of Education Policy 5131.

- **Abusive language** - Use of foul language will not be tolerated under any circumstances.

- **Bomb threats** - Students making bomb threats against the school or other district property will be prosecuted to the fullest extent of the law. Persons making such threats are guilty of a felony

crime under New York State law.

- **Cutting** - An illegal absence from any scheduled class, including lunch will result in disciplinary action.

- **Defiance and disrespect** - Failure to respect the authority of any administrator, teacher, or staff member at any time is considered an extremely serious offense.

- **Extortion or stealing** - Any student who takes the property of any member of the school community or from a visitor to the school, will be subject to further disciplinary action and possible criminal charges.

- **False alarms and arson** - any student who sets off a false alarm or causes a fire will be suspended immediately and referred to legal authorities.

- **Fighting** - The High School administration will suspend any student who instigates or participates in a fight. Students are responsible for exercising every possible option for avoidance and/or peaceful resolution to a conflict before it escalates into a violent confrontation. Parents should be aware that Longwood High School may not legally press charges against any student involved in a fight. Parents, who wish to do so, are required to contact the police. In the event that a student becomes the object of an act of violence or aggression it is incumbent upon the student to leave the scene of the incident immediately and to seek assistance from any member of the High School staff. **Under no circumstances will any measure of violent, aggressive or retaliatory behavior be tolerated as any of these will substantially increase the risk of additional harm to the students involved.**

- **Fireworks** - Possession of any type of explosive will result in immediate suspension and referral to legal authorities when appropriate.

- **Harassment** - Any student who makes threats or intimidates another member of the student body or staff will be subject to disciplinary action.

- **Insubordination** - Insubordination to any school personnel will not be tolerated. All students are expected to respond promptly to all reasonable requests by school personnel.

- **Loitering or trespassing** - Any student who visits another school without authorization will be suspended and may be charged with criminal trespass by the other school. Any student in our building before or after school hours must be under the direct supervision of a staff member. Students found loitering in unsupervised areas of the school building will be subject to appropriate disciplinary measures.

- **Possession of dangerous weapons** - Weapons, knives or instruments which are capable of doing bodily harm including laser pointers will be taken from students who carry them on the school grounds. Parents/guardians will be notified, and the student will be suspended. Criminal charges will be made to Suffolk County Police.

- **Box cutters** - Suffolk County Law #9-1998 prohibits students from bringing box cutters on school premises. Any student who willfully violates this law shall be subject to a fine and/or imprisonment.

Students who bring such items to school will be immediately suspended. Suffolk County Law defines a "box cutter" as any knife consisting of a razor blade, either retractable or non-retractable, or detachable in segments, attached to or contained within a plastic or metal housing including, but not limited to, utility knives, snap-off knives, sheet-rock knives, and box cutters.

- **Students are required to identify themselves and present their student ID cards** to all school district personnel, when requested to do so. Students who do not have a school ID card and/or fail to identify themselves or provide incorrect information will be subject to disciplinary action including suspension.

- **Smoking /Vaping, etc.** – Smoking/vaping is not allowed on school property. This includes bathrooms, activity fields and bus areas.

- **Sexual harassment by and of students is illegal.** If you feel you are being harassed based on your sex, report this incident to a building administrator. All complaints will be taken seriously and will be thoroughly investigated.

- **Use of drugs and alcohol** - A pupil will be suspended from school when the principal has established that the pupil has used, sold, dispersed or been in possession of drugs, alcohol or other look-alike substances in or on school property, or while engaged in school activities. Criminal charges will be made to Suffolk County Police.

- **Vandalism and destruction of property/graffiti** - any pupil who willfully damages school property in any way will be suspended. The parent/guardian of the pupil will be expected to make restitution to the school district for the damaged property. Criminal charges will be made to the Suffolk County Police.

### **SMOKING/VAPING**

School Board Policy and New York State Law, pro-kids assembly Bill # 7139-E, prohibit the use of tobacco, in any form, on school grounds as well as in any vehicles used to transport students. To insure compliance, Longwood High School follows specific administrative procedures when dealing with violations of the laws governing the use of tobacco products on school property. These administrative procedures are outlined as follows:

#### **First Offense:**

- Student will be assigned one-day detention.
- Athletic Director will be notified. Student athletes will be subject to appropriate department regulations.
- Suffolk County Health Department will be notified. The department will note the violation and issue a Level I warning letter.

#### **Second Offense:**

- Student will be assigned two days detention.
- Athletic Director will be notified.
-

- Suffolk County Health Department will be notified. The department will note violation and issue a Level II "Notice of Preliminary Hearing" letter.

### **Third Offense:**

- Athletic Director will be notified.
- Suffolk County Health Department will be notified. The department will schedule an administrative hearing and/or impose a fine that will not exceed five hundred dollars.

Please note that we will consider anyone in possession of a lit cigarette, cigar, pipe, electronic vaping device etc. to be in violation of this school policy and the New York State Law - whether holding it, passing it, or smoking it.

We strongly urge our students and their parents/guardians to consult with physicians or Health Department officials in order to gain assistance in their efforts to stop smoking/vaping.

## **COUNTERFEIT MONEY**

Even if the student is unaware that a bill is counterfeit, Longwood High School is required by law to contact the authorities and inform them of the circumstances of the transaction.

## **FORGERY**

The teachers and administration must be able to consider communications in a confident manner. Therefore, forgery of a parent/guardian note or teachers' and staffs' notes and passes is an extremely serious matter and will be handled in a severe and appropriate manner.

## **DRUG-FREE ZONE**

The possession and use of drugs and/or alcohol by students on school property and/or any school-related activity/event is not permitted. Students found to be in possession of and/or using drugs or alcohol on school grounds face severe disciplinary action including suspension from school and will be subject to criminal charges. The school grounds by law are a drug-free area and violators will be prosecuted.

In 1993, Longwood High School was declared a "Drug-Free School Zone" by the Town of Brookhaven. As a result, penalties for the sale of controlled substances on school grounds, defined to include within one-thousand feet there of have been increased. Mandatory penalties have been established as required by New York State Penal Law Chapter 280.

## **THE DIGNITY FOR ALL STUDENTS ACT**

The student's ability to learn and to meet high academic standards, and a school's ability to educate its students is compromised by incidents of discrimination or harassment including bullying, taunting, or intimidation. The Dignity Act makes it the official policy of New York State that all students in

public schools have the right to an education free of discrimination and harassment.

To promote civility in public schools, and to prevent and prohibit conduct which is inconsistent with a school's educational mission, the Dignity Act requires every school district in New York State to include an age appropriate version of the policy in its code of conduct. The Dignity Act addresses material incidents of harassment and discrimination of students by students, as well as of students by faculty or staff.

The Dignity Act includes, but is not limited to, acts of discrimination and harassment based on a student's race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, (defined to include gender identity or expression), or sex.

The Dignity Act Coordinators at the High School are Ms. DeStefano and Ms. Hernandez.

### **HONOR CODE**

All Longwood High School students are expected to conduct themselves with honesty and integrity at all times. If a LHS student is found to have cheated, he/she will be subject to the penalties established by the Honor Code Committee as outlined in the following chart.

**Cheating/plagiarism** is defined as, but not limited to, the following:

1. Identical papers (assignments) submitted by students.
2. Submitting another student's work as your own (homework, papers, take-home tests, projects).
3. Downloading any portion of, or an entire work, from the Internet without proper attribution.
4. Copying from another student's paper, quiz or test in class.
5. Offering up individual work in part or wholly for copying by another student.

Infraction	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense (Goes to Honor Code Committee )	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
<b>Homework</b> <b>*all infractions other</b> <b>than homework are</b> <b>reported to the Honor</b> <b>Code Committee</b>	Zero for the assignment, parental notification.	Zero for the assignment, parental notification. Referral with verbal warning from administration.	Zero for the assignment, parental notification. Referral with verbal warning from administration. A detention.	Zero for the assignment, parental notification. Referral with verbal warning from administration. B detention. Counselor notification.
<b>Any graded</b> <b>assignment including,</b> <b>but not limited to:</b> <b>quizzes, tests, major</b> <b>exams, essays</b>	Removal from office, if applicable. Zero for the assignment. Written parental notification. B detention.	Removal from academic organization, if applicable. Counseling and ISS.	Parent conference about concerns and consequences. Removal from all extracurricular activities. Counseling and ISS.	Parent conference about concerns and consequences. Counseling and 2 + days of ISS.



<b>Midterm/Final Exams</b> <b>*All penalties in this category will be imposed upon the student when the 1<sup>st</sup> offense is committed*</b>	Removal from academic organization, forfeiture of leadership position in any school sponsored club/organization and disqualification for any special honors, awards and scholarships. Zero for the assignment. Written parental notification. Disciplinary action may consist of counseling and ISS. Additional disciplinary action may be rendered at the discretion of the Assistant Principal.			
<b>Projects/Research Papers</b>	Zero for the assignment. Written parental notification. Disciplinary action may consist of counseling and detention or ISS.	Removal from academic organization and disqualification for any special honors, awards and scholarships. Disciplinary action may consist of counseling and detention or ISS.		
<b>AP Summer Assignments</b>	Zero for the assignment. Written parental notification. Disciplinary action may consist of counseling and detention or ISS.	Zero for the assignment. Written parental notification. Disciplinary action may consist of counseling and detention or ISS. Removal from the AP class and for 12 <sup>th</sup> graders removal from academic organization and disqualification for any special honors, awards and scholarships.		

Information regarding Honor Code violations will be available on a need-to-know basis (primarily for club participation, awards and scholarship committees).

Students and parents who wish to appeal the decision of the teacher or administrator regarding the cheating incident may request a meeting with the Honor Code Committee. The teacher, parents/guardian and student will meet with the Honor Code Committee as scheduled by LHS administration. A decision on the appeal will not be rendered at the meeting. Parents/guardians will be notified *in writing* of the Honor Code Committee's decision after the meeting

\*ISS = In School Suspension

## **POSTERS**

No posters, signs and other such attention-getting devices are to be posted anywhere on school property without administration approval. To do so will be considered vandalism.

## **VISITORS**

Parents/guardians, student teachers and representatives from organizations are welcome to visit the school. To ensure the safety of our students and staff, **ALL visitors must have an appointment** and obtain a visitor's pass at the Visitors' Entrance and proceed directly to their authorized destination. A visitor must present photo identification and will be asked to wear a "visitor's pass" while in the building. Visitors will be escorted to their destination by school staff. Graduates are welcome to visit the high school, but should plan their visits after the school day ends. After-school visits do not require an appointment; however students are encouraged to contact, beforehand, the

teacher(s) they wish to visit in order to ensure that they are available. Because of teachers' schedules and building security concerns, alumni are prohibited from visiting during the school day, *unless they have previously made a specific appointment with a former teacher/counselor.* Graduates who have made such an appointment must be picked up at the Visitors' Center by the faculty member, remain with that teacher throughout the visit, and be walked back to the Visitors' Center by the teacher after the visit is over.

Longwood High School is equipped to provide only for its own students, not those from other schools or communities. Friends on vacation, cousins not in school, and other non-students will not be allowed to visit during school hours.

### **STUDENT DISPLAYS OF AFFECTION**

Public displays of affection (i.e. kissing, hugging, etc.) are inappropriate in the public school setting.

### **MUSIC PROGRAM**

The School District does not assume any responsibility for the instrument you provide for the program. Therefore, we recommend that you, as a parent/guardian, take appropriate insurance measures to secure your investment. Also, please be sure to stress to your child to take the utmost care of their instrument.

### **STUDENT USE OF MAIN OFFICE TELEPHONES**

Students are advised that main office telephones are to be used for the sole purpose of contacting a parent/guardian in the case of an **EXTREME EMERGENCY**. Students who use the main office telephone must have a pass. **Calls home due to sickness are to be made from the Nurse's Office.**

### **EVACUATION DRILLS AND LOCK-DOWN DRILLS**

Eight evacuation drills and four lockdown drills are required in each public school in New York State. It is imperative that these drills be conducted with speed, efficiency, and great care. When the fire alarm is sounded, **everyone** will leave the building in a quiet and orderly fashion by the designated stairs and exits. All evacuation drills should be taken seriously and all areas of the building are to be evacuated promptly. Upon leaving the building, students and staff are required to report to their pre-determined locations around the building. Line up in an orderly manner and wait for the teacher to take attendance. In the event we shift to an emergency campus evacuation, all students and staff are to report to their pre-determined locations in the athletic fields, by bus route. During these drills all school rules and BOE Code of Conduct regulations are in force. All students are expected to stay with their subject class teachers, and follow instructions given by teachers, fire officials, or administrators. Students who choose to disregard these guidelines will be subject to disciplinary

action.

In an effort to maintain the safety and accountability of all students, the administration asks that all parents/guardians refrain from picking up their children during a drill and/or emergency campus evacuation.

### **STUDENT DRESS**

Longwood High School supports equitable educational access for all students and believes the primary responsibility for a student's attire resides with the student and parents or guardians. The High School is responsible for seeing that student attire does not interfere with the health or safety of any student, and that student attire does not contribute to a hostile or intimidating atmosphere for any student. The student Dress Code can be found in its entirety in Board of Education Policy 5300.

#### **Headwear**

As a matter of promoting safety and security of all.

Students **may** wear headwear, including Hoodie sweatshirts as long as the student's face is visible at all times. Teachers may request that hoods be removed in order to ensure earbuds and/or headphones are not being used in areas designated Red or Yellow Zones within the electronic device guidelines, such as classrooms.

Students **cannot** wear headwear, headgear, or anything that obscures their face that is not for religious purposes. (brimmed hats, ski masks, visors, etc.)

### **VIDEO RECORDING**

Recording (audio or video) any activities that take place within the classroom, lunchroom or hallway is strictly prohibited! Serious disciplinary consequences will be imposed for this infraction.

### **CELL PHONE ISSUES**

Cell phones severely compromise the number one priority of the school, to create a safe, orderly learning environment. Listed below are cell-phone issues that administration and faculty confront on a daily basis:

- **Cyberbullying** - Creates an uncomfortable, unsafe climate. In the hands of many students, cell phones become instruments of torment, and bullying. This can, and has, led to many violent incidents.

- **Stolen/Lost Cell Phones** - This occurs daily and puts administration/students/parents in a difficult, time-consuming, and confrontational position. Additionally, stolen phones have led to violence when students confront possible suspects.

- **Negative Social Interactions** - Texting and access to social networking sites, via cell phones, act as a catalyst for minor conflicts and disagreements, often spiraling quickly into more serious conflicts. This often leads to social, emotional, or physical harm. Easy access to cell phones and social networking sites fosters impulsive decision making, often leading to serious negative consequences. Instantaneous cell phone communication does not allow for the necessary space and time young adults need to make rational, mature decisions about personal conflicts and social interactions.

- **Drug/Alcohol Procurement** - A text or call to one student starts a chain reaction that always seems to find the student in possession of contraband. These banned, illegal substances compromise the health and safety of our students.

- **Cheating** - Cell phones are essentially mini-computers with internet access. They have been used to obtain and distribute test questions/answers, as well as to surreptitiously “Google” answers. This can no longer be ignored.

- **Sending/Receiving Texts** - Although many texts are trivial, they distract students from focusing on instruction. The frequency of these transmissions is alarming. The average student sends/receives 8-15 texts every hour of every school day.

- **Loss of Instructional Time** – Teachers’ repeated requests to put cell phones away result in a dramatic loss of instructional time. We cannot afford this distraction.

### **Longwood High School Electronic Device Guidelines**

Longwood High School permits the use of electronic devices in the educational setting at the discretion of school administrators and classroom teachers. As students continue academic and social growth as part of a 21st century society, it is essential that they become fluent and responsible digital citizens of technology and web-based information. It is recognized that electronic devices provide students with access to technology resources to support their academic growth and to help them further prepare for a wide range of professional opportunities that require competency and collaboration in a technology driven environment.

No student shall use a cell phone to violate any student code of conduct, including technology agreement and/or bullying, harassment, and threat policies. Student electronic devices must be “silenced”. The misuse of permissible electronic devices in a manner distracting to other students or school personnel is not allowed.

All handheld electronic devices are to be turned off and put away at the request of school personnel.

Photographing, audio recording, or video recording others without their permission is strictly prohibited anywhere on the grounds of Longwood High School. Any student sending, portraying, sharing, possessing inappropriate pictures or videos of themselves or of other people will be considered in direct violation of Longwood High School's code of conduct which may result in disciplinary action up to and including suspension, as well as law enforcement notification.

Talking on cell phones at any time during the school day is strictly prohibited. Students who need to contact a parent or guardian are permitted to do so in an administrator's office and the main office.

If school personnel have reasonable suspicion to believe a student has violated a school rule or policy through using an electronic device, that device may be confiscated and subject to reasonable search. Confiscated items will be placed in an administrator's office and parents may be contacted and may be required to pick up the confiscated item from the administrator's office.

**When electronic devices are brought to school, students bring these items at their own risk. The school is not responsible for lost, stolen or damaged cell phones or other electronic devices.**

The use of personal electronic devices in school is permitted as follows within areas defined as Green, Yellow, and Red zones.

**Green Zone:** An area designated as a Green Zone indicates that personal devices may be in use for appropriate technology use. The cafeteria during lunch time and study halls will be designated as a Green Zone. Any misuse or inappropriate behavior may result in confiscation and disciplinary action.

**Yellow Zone:** An area designated as a Yellow Zone indicates that personal devices may be in use in a limited capacity for educational purposes as permitted and directed by school personnel. Passing periods are designated Yellow Zones. Classrooms may be designated as a Yellow Zone. Any misuse or inappropriate behavior may result in confiscation and disciplinary action.

**Red Zone:** An area designated as a Red Zone indicates that any personal device is strictly prohibited. All restrooms and locker rooms are designated as an automatic Red Zone. At the teacher's discretion classrooms may also be designated as a Red Zone. Students must have their cell phones and other electronic devices completely put away, any visibility of these devices may result in having the phone confiscated along with disciplinary action.

## LHS Electronic Device Zone Indicators

	Before/After School	During Classes	Passing Periods	Lunch/Cafeteria/Study Hall	Testing Scenarios	Restrooms/Locker Rooms
PowerSchool	✓	Teacher Discretion	✓	✓	✗	✗
Talking on Phone	✓	✗	✗	✗	✗	✗
Audio/Video Recording	✗	Teacher Discretion	✗	✗	✗	✗
Texting	✓	Teacher Discretion	✓	✓	✗	✗
Social Media	✓	Teacher Discretion	✓	✓	✗	✗
Headphones	✓	Teacher Discretion	✓	✓	✗	✗
Games/Apps	✓	Teacher Discretion	✓	✓	✗	✗

### **STUDENTS RECEIVING GIFTS, LUNCH AND PERSONAL BELONGINGS AT SCHOOL**

**Please be aware that Longwood High School will not accept items delivered to the school for students.** Personal gifts, balloons, flowers and other items should **not** be directed for delivery to the school. Such activities create disruptions to the learning process. Noted items should be directed for home delivery.

In addition, please note that school bus regulations prohibit the transportation of helium-filled balloons. Students will not be permitted to bring such items on school busses. Parents/guardians will have to arrange pick up of such items.

**Lunch/Food drop-off** for students and personal belongings of students, including sports equipment, may not be brought to school for pick-up during the school day. As stated above, such activities create disruptions to the learning process.

## **PARKING PRIVILEGES**

Longwood High School provides parking privileges to a limited number of responsible **seniors** who meet the following qualifications:

1. They **MUST** possess a New York State Senior Class D Drivers License (it is illegal for students possessing a junior license class DJ to drive to school).
2. They must have regular access to a properly registered, inspected and insured vehicle.
3. They must maintain acceptable attendance and disciplinary standards.
4. They must complete and return a signed student driver agreement including consent to the search of their vehicle.

Parking on school property is for authorized vehicles only. Students who drive to school without authorization create a hardship for everyone. Therefore, please be advised that students who drive to school without authorization will be subject to disciplinary action and/or having the vehicle towed at the owner's expense.

The assignment of parking spaces will take place during the summer. A letter will be sent to each member of the senior class announcing the dates to sign up. Since campus parking space is at a premium, no student is guaranteed a parking permit simply by virtue of applying for one. Those students who have been absent from school forty (40) days or more in the preceding school year will be denied permission to park on school grounds. Students who have been absent from school 20-39 days in the proceeding school year will be issued a provisional parking permit which will be reviewed on a quarterly basis.

Seniors may have parking privileges suspended for the following reasons:

1. Inappropriate use of the vehicle during the school day
2. Excessive cutting
3. Repeated lateness-4 or more times within a two-week period
4. Repeated out-of-school suspensions
5. Reckless driving (speeding, cutting off other vehicles, not following correct traffic patterns of High School i.e., leaving premises through the in-entrance, etc.)
6. Illegal carpooling
7. Leaving school grounds before dismissal
8. Carpooling unauthorized students
9. Parking on school grounds without parking permit
10. Parking in teachers' parking lot
11. Driving on school grounds while parking privilege is suspended
12. Failure to notify office if driving a different vehicle
13. Failure to update paperwork
14. Suspension due to alcohol/drug possession, alcohol/drug paraphernalia, weapons or any other illegal content
15. Any Suspension with a Central Office Hearing

## **RESTRICTIONS ON JUNIOR LICENSE (CLASS 6) SUFFOLK COUNTY**

### **You May Drive Between 5:00 a.m. and 9:00 p.m.:**

1. When accompanied by a licensed parent/guardian, driver education teacher or driving school instructor.
2. To and from work. Not to school, then work. Work means employment on a regularly scheduled basis, at least once a week for at least four (4) consecutive weeks. You must have Form MV-58 or a letter from your employer listing the employer's name, address and phone number, your name, job description, hours and location of employment and the motorist identification number from your license. You may not drive during work (deliveries, etc.).
3. To and from a college or university course that is not part of your regular school day. You must carry Form MV-286.1.
4. To and from a state approved work-study program. This means BOCES work-study programs only. You must carry Form MV-286 as proof of enrollment in a work study program.
5. To and from a state approved evening high school. You must carry Form MV-286.1.
6. To and from a driver education course that is not part of your regular school day. You must carry form MV-286.1
7. While engaged in farm employment. You must carry Form MV-286.1

**REMEMBER - YOU MAY DRIVE TO WORK - BUT YOU MAY NOT DRIVE TO SCHOOL AND THEN TO WORK**

## **STUDENTS ILLEGALLY IN THE SCHOOL PARKING LOT**

The parking lot is off limits during the school day except for students entering or leaving for an excused reason. Non-driving students are not to be in the parking lot between 7:05 a.m. and 3:10 p.m. Any student in the school parking lot without a legal excuse will be subject to disciplinary action and may lose their parking privileges.

Only those students who have senior parking privileges are permitted to be in the parking lot. Students with parking privileges are permitted in the parking lot only during scheduled arrival and departure times. **For security reasons as well as to protect the property of students**, students are not permitted to go to their cars during the school day without written permission from their grade level administrator.

Any student found parking on school grounds who has not been approved for senior parking privileges, regardless of the type of license held by the student, will be subject to discipline as follows:

- 1<sup>st</sup> Offense – \*Two days ISS.
- 2<sup>nd</sup> Offense – \*Two days OSS; possible loss of parking privilege.
- 3<sup>rd</sup> Offense – \*Three days OSS; loss of parking privilege.



\*Students may be subject to additional discipline, at the discretion of administration, should they commit other infractions in conjunction with the parking offense: e.g. lateness to class, cutting class, insubordination, etc.

### **USE OF ATHLETIC FIELDS**

Students are not permitted to be on athletic fields during school hours unless scheduled during a physical education class supervised by their physical education teacher.

## **CO-CURRICULAR & EXTRA-CURRICULAR ACTIVITIES PROGRAM**

### **a. Statement of Philosophy**

The co-curricular activities program is comprised of all the organized extra-curricular activities available to high school students. The co-curricular activities program expands on what students learn in the classroom, develops students' personal interests and enhances formal instruction. The co-curricular activity program provides extensive opportunities for personal growth and is designed to appeal to all students in the school.

### **b. Benefits of Co-Curricular Activities**

- 1) Addresses the current needs and interests of the entire student population whether intellectual, recreational, or social.
- 2) Reaches the entire school body.
- 3) Promotes school spirit and pride and a sense of community among faculty members and students.
- 4) Provides students an opportunity to be recognized by parents/guardians, teachers, administrators, community members and peers for efforts in school activities.
- 5) Provides students with both individual and group growth experiences.
- 6) Extends to students a share of the responsibility for making the school a success.
- 7) Provides students an opportunity to develop and practice the skills they need to function in a democratic society.
- 8) Provides students an opportunity to make decisions.

- 9) Provides open channels of communication among the various members of the school community, including students, teachers, advisors and administrators.

**c. Clubs and Activities (2018-2019)**

**Category A-Activity/Club**

Grade 12 Class Advisor (Class of 2019)  
Grade 11 Class Advisor (Class of 2020)  
Grade 10 Class Advisor (Class of 2021)  
Grade 9 Class Advisor (Class of 2022)  
Band- 9<sup>th</sup> and 10<sup>th</sup> Grade  
Band- 11<sup>th</sup> and 12<sup>th</sup> Grade  
Central Treasurer  
Chorus- 9<sup>th</sup> and 10<sup>th</sup> Grade  
Chorus- 11<sup>th</sup> and 12<sup>th</sup> Grade  
Flag Line  
Marching Band  
National Honor Society  
Newspaper  
Orchestra- 9<sup>th</sup> and 10<sup>th</sup> Grade  
Orchestra- 11<sup>th</sup> and 12<sup>th</sup> Grade  
Student Council  
Yearbook

**Category B- Activity/Club**

African American Culture Club  
Art Club  
BUTY (Bringing Unity to Youth)  
Cartooning Club  
Chamber Orchestra  
Chess Club  
Choral Lions-9<sup>th</sup>-12<sup>th</sup> Grade  
Coding Club  
Environmental Club  
Fall Drama  
FBLA/National Business Honor Society  
Gaming Club  
Grade Level Activities  
GSA (Gay- Straight Alliance)  
Heritage Student Alliance Club  
Jazz Band  
JV Step Squad  
Karate Program-PAL  
Leo Club

Literary Club  
Math Club  
Media & Design  
Military Discovery Club  
Moot Court Club  
National Art Honor Society  
Outdoor Education Club  
Pawsitive Pride PBIS Club  
Princeton Model Congress  
Quiz Bowl  
Rotary Interact  
School Store  
Science Bowl  
Science Club  
Sewing and Crafts Club  
TRI-M (Musical Honor Society)  
Weight Lifting Club  
World Culture & Language Club/Foreign

**d. Meeting Times- Co-Curricular Clubs**

Please listen to the **Morning**

**Announcements** for meeting dates and locations.

**e. Eligibility for Co-Curricular & Extra Curricular Activities**

Students who are members of teams or extracurricular activities are expected to maintain the highest academic standings of which they are capable. In addition, they are expected to be models for the rest of the student population in their behavior as citizens and as members of the community.

A student will be ineligible to participate in an extracurricular and/or interscholastic activity when one of the following occurs:

1. The student is deficient in meeting academic requirements, (see athletic eligibility requirements on page 58)
2. The student is found truant
3. The student is given the equivalent of a full day of in-school suspension
4. The student is suspended from school
5. The student's behavior does not meet the standards set by the school

Students **can not** participate in any co-curricular activity or interscholastic activity on a day when he or she is absent from school or arrives to school after Period 4.

#### **f. Bus Passes for All Non-Athletic and Athletic After-School Activities**

At the end of the regular academic day, the halls will be cleared by security. All students will have to leave the building. Students attending after-school clubs or activities should report to their club/activity location at 2:00 p.m. At the conclusion of the club/activity meeting, club advisors will issue a green bus pass to all students taking the after-school activities bus. **The activities bus departs promptly at 3:10 p.m.**

All athletes must report immediately after school to the assigned area of their particular sport or to Cafeteria 2 until their sport begins. Coaches should issue green bus passes so students may use it to board the sport buses.

Students who are found in the hallway after 2:00 p.m. without a pass will face the following disciplinary action:

First Offense	A detention
Second Offense	B detention
Third Offense	ISS and loss of after school activities for one month
Fourth Offense	OSS and loss of after school activities for the remainder of the school year

**Loss of after school activities includes all sporting events, Olympic Night, dances, field trips, senior trip, and any other nightly or weekend events.**

#### **g. Behavior at School Events**

Students attending Longwood High School activities will act in a mature and responsible manner. Behavior will be consistent with all school policies and regulations.

#### **h. Student Discipline and Co-Curricular Activities**

1. Student misbehavior while attending, or participating in a school event is subject to the regular school discipline policy.
2. If a student misbehaves in school, or shows a record of poor attendance or academic performance, the administration may declare that student ineligible to attend or participate in any or all extra-curricular activities.
3. Seniors attending the Senior Trip and Senior Prom must be in good standing and all required Regents Exams must be completed.

i.

## **Rules Governing After School Events**

1. Admission: Only students purchasing tickets will be allowed to participate.
2. Students are expected to be dressed appropriately for the event.
3. Students are not to sit in cars or remain outside the building.
4. Once a student leaves the event, he or she may not be permitted to return.
5. Students are required to have their student ID card with them at all events.

## **j. Student Government Association**

The Longwood High School Student Government Association represents all students in the improvement of the school. It is the principal student organization in Longwood High School. The council consists of a president, vice-president, secretary, treasurer and representatives from each grade.

## **k. Student Fund Raising**

It is recognized that fund raising is the major source of money for student organizations. Each group must receive the permission of the Building Principal and the Superintendent to engage in any fund-raising activity at least two weeks before any items are ordered or any commitments are made to either outside companies or to students.

If a fund raising activity is approved, neither staff nor students may be personally solicited during school hours, including lunch hours.

No sale of food or candy will be allowed in the building on school days before 1:40 p.m.

\*Note: Cash should not be brought into the building. Longwood CSD cannot accept any responsibility for lost money. It's recommended you discuss with your activity leader how and when monies will be collected.

## **ATHLETIC ELIGIBILITY POLICY**

### **School Board Policy #5129**

Intramural/Interscholastic athletics for boys and girls are a valued and desirable part of the educational program. The Board of Education has statutory authority to establish reasonable academic standards as a prerequisite for eligibility for participation in intramural/interscholastic sports. The Board further recognizes that the classroom teacher has the primary responsibility to evaluate students and determine student grades. Exclusion of a student for noncompliance with standards does not require a full due process hearing. However, basic fairness dictates that the student and his or her parents be given an opportunity to discuss the factual situation informally.

1.0 The Board of Education recognizes that student athletes have the obligation to act in a responsible manner because of the leadership role they play in the school environment.

2.0 Student eligibility for participation in intramural/interscholastic athletics will include the following:

2.1 Compliance with established administrative regulations that address, but are not limited to, 2.1.1 - 2.1.5.

2.1.1 Chronic lateness

2.1.2 Cutting class

2.1.3 School attendance

2.1.4 Overt discipline

2.1.5 The use, possession or sale of alcohol, drugs, and/or tobacco products, on or off campus

2.2 Written consent by parent or guardian.

2.3 Maintaining a passing average (65 or better) **and** not having two failing grades.

2.4 Compliance with league and State Education Department regulations.

2.5 Authorization by the school physician.

3.0 Procedures shall be developed which take into consideration the early identification and notification of students who are in danger of becoming ineligible, and necessary corrective measures will be taken to restore participants to good standing.

## **ADMINISTRATIVE PROCEDURES FOR IMPLEMENTING ATHLETIC ELIGIBILITY POLICY**

### **General Criteria for Eligibility**

1. A student must be in attendance a minimum of 80% of the time; *evaluated periodically*.

3. While attending school, a student must attend all classes and be punctual in arriving to school and to all classes. *Students who arrive to school after period 4 has ended will be declared ineligible for that day's practice or game.*

3. Students suspended from school are ineligible for the duration of suspension.

4. Athletes do not receive season-long eligibility based upon the report card or progress report in effect when the season begins. This means athletes must maintain their eligibility **each time** a progress report or report card is issued.

### **Ineligibility Durations**

2 or more failing grades and a GPA of 65 or better = Ineligible for 2 weeks; may practice if satisfactory Weekly Status Reports are submitted to Dr. Ammirato.

2 or more failing grades and a GPA **below** 65 = Ineligible for 5 weeks; may practice if satisfactory Weekly Status Reports are submitted to Dr. Ammirato.

3 or more failing grades and a GPA below 65 = Ineligible for game participation for **a minimum of 5 weeks**; may practice if satisfactory weekly status reports are submitted to Dr. Ammirato, **and** student meets weekly with Athletic Eligibility Administrator, Ms. Conlon, and demonstrates consistent improvement throughout five week period of ineligibility. Status will be re-evaluated at the 5-week mark by Ms. Conlon and building Principal, Mr. Schuster. The athlete **may** regain his/her eligibility for game participation if he/she has demonstrated continual improvement.

Students ineligible to participate in games/ scrimmages may attend practice as long as student submits a satisfactory Weekly Status Report from all teachers to Dr. Ammirato, in the Counseling Center, no later than 2:00 p.m. every Friday of their period of ineligibility.

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If an athlete, who is eligible at the start of the season, is failing two (2) subjects when Progress Reports are issued; he/she will be required to submit Weekly Status Reports for the remainder of the season in order to retain eligibility for game/practice participation. If a student is failing three (3) or more subjects when Progress Reports are issued, he/she will forfeit game eligibility for the remainder of the season and may only practice if satisfactory Weekly Status Reports are submitted to Dr. Ammirato.

### **Periods of Academic Eligibility**

Fall Season Eligibility shall be determined by the **final grades** received by a student at the end of the previous school year and the subsequent Progress Report period. Passing summer school grades will offset final failing grades.

Winter Season Eligibility shall be determined by the grades received by a student at the end of the 1st marking period and on Progress Reports and Report Cards issued during the Winter Season.

Spring Season Eligibility shall be determined by the grades received by a student at the end of the 2nd marking period and on Progress Reports and Report Cards issued during the Spring Season.

### **SEXUAL HARASSMENT**

The district is committed to safeguarding the right of all students within the school district to learn in an environment that is free from all forms of sexual harassment. Conduct is

deemed to be sexual harassment when the student perceives such behavior as unwelcome, such as inappropriate touching, verbal comments, sexual name calling, spreading sexual rumors, gestures, jokes, pictures, blocking a student's movement, rape or attempted rape.

Sexual harassment is a form of sex discrimination. Any student who believes that he or she has been subjected to sexual harassment, whether by a teacher, other student, or any individual on school grounds or at school activities, should report the alleged misconduct immediately to the Title IX Compliance Officer at 345-2791 or the high school designee. The student can pursue his or her complaint informally or file a formal complaint.

In the absence of a victim's complaint, the school will, upon learning of or having reason to suspect the occurrence of any sexual harassment, promptly begin an investigation.

The Longwood Board of Education has adopted specific policies regarding sexual harassment.

## **SEXUAL HARASSMENT OF STUDENTS**

### **1.0 Board of Education Philosophy**

1.1 The Longwood Board of Education is committed to safeguarding the right of all students within the school district to attend school in an environment that is free from all forms of sexual harassment. The board recognizes that sexual harassment of students can originate from a person of either sex against a person of the opposite or same sex, and from peers as well as employees (who would be prohibited from any contact of a sexual nature with a student regardless) or any individual who foreseeably might come in contact with students on school grounds or at school-sponsored activities. When an alleged incident of sexual harassment occurs and the district knows, or should have known about it, immediate and appropriate corrective action shall be taken.

1.2 The Board, consistent with State and Federal law, therefore condemns all unwelcome behavior of a sexual nature which may impose a requirement of sexual cooperation as a condition of academic advancement, or which may have the purpose or effect of creating an intimidating, hostile, or offensive school environment. The Board also prohibits any retaliatory behavior against complainants or any witnesses.

### **2.0 Definitions**

2.1 The Equal Employment Opportunity Commission (EEOC) has provided a very broad definition of "sexual harassment." The EEOC definition reads as follows:

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

2.1.1 submission to such conduct is made either explicitly or implicitly a term or condition of a student's right to a fair and equal educational opportunity.

2.1.2 submission to or rejection of such conduct by a student is used as the basis for educational decisions affecting such student, or



2.1.3 such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, hostile, or offensive learning environment.

2.2 Sexual harassment may take different forms. Forms of harassment include, but are not limited to:

2.2.1 **verbal** - lewd or sexually suggestive comments, jokes of a sexual nature, sexual propositions or threats; requests for sexual favors.

2.2.2 **non-verbal** - displaying pornographic photographs or other objects, and/or obscene gestures.

2.2.3 **physical** - unwanted physical contact such as touching, pinching, coerced intercourse, and/or assault.

### **3.0 Incident Reporting**

3.1 Any student who believes that he or she or a third party has been subjected to sexual harassment is encouraged to report the alleged misconduct, pursuant to administrative regulations, so that the appropriate investigation may begin at once. The complainant shall not be discouraged from reporting an incident of alleged sexual harassment. In the absence of a victim's complaint, the board, upon learning of, or having reason to suspect, the occurrence of any sexual harassment, will ensure that an investigation is promptly commenced by appropriate individuals.

### **4.0 Development of Regulations**

4.1 The Superintendent of Schools is directed to develop and implement specific procedures on reporting, investigating and remedying allegations of sexual harassment. Such procedures are to be consistent with any applicable provisions contained in the district's policy manual, collective bargaining agreements, and the tenure laws as well as the Federal and State laws on sexual harassment. Training programs shall be established for students and employees to raise awareness of the issues surrounding sexual harassment and to implement preventive measures to help reduce incidents of sexual harassment.

4.2 A copy of this policy and its accompanying regulation are to be distributed to all personnel and students and posted in appropriate places.

## **SEXUAL HARASSMENT OF STAFF MEMBERS**

### **1.0 Board of Education Philosophy**

1.1 The Longwood Board of Education is committed to safeguarding the right of all staff members within the school district to work in an environment that is free from all forms of sexual harassment. The Board recognizes that sexual harassment of staff members can originate from a person of either sex against a person of the opposite or the same sex,

and from peers as well as staff members on school grounds or at school-sponsored activities. When an alleged incident of sexual harassment occurs and the district knows, or should have known about it, immediate and appropriate corrective action shall be taken.

1.2 The Board, consistent with State and Federal law, therefore condemns all unwelcome behavior of a sexual nature which may impose a requirement of sexual cooperation as condition of employment or which may have the purpose or effect of creating an intimidating, hostile, or offensive work environment. The board also prohibits any retaliatory behavior against complainants or any witnesses.

## **2.0 Definitions**

2.1 The Equal Employment Opportunity Commission (EEOC) has provided a very broad definition of "sexual harassment." The EEOC definition reads as follows: Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

2.1.1 submission to such conduct is made either explicitly or implicitly a term or condition of a staff member's right to a fair and equal employment opportunity.

2.1.2 submission to or rejection of such conduct by a staff member is used as the basis for employment decisions affecting such staff member, or

2.1.3 such conduct has the purpose or effect of unreasonably interfering with a staff member's work performance or creating an intimidating, hostile, or offensive working environment.

2.2 Sexual harassment may take different forms. Forms of harassment include, but are not limited to:

2.2.1 **verbal** - lewd or sexually suggestive comments, jokes of a sexual nature, sexual propositions or threats; requests for sexual favors.

2.2.2 **non-verbal** - displaying pornographic photographs or other objects, and/or obscene gestures.

2.2.3 **physical** - unwanted physical contact such as touching, pinching, coerced intercourse, and/or assault.

## **3.0 Incident Reporting**

3.1 Any staff member who believes that he or she or a third party has been subjected to sexual harassment is encouraged to report the alleged misconduct pursuant to administrative regulations, so that the appropriate investigation may begin at once. The complainant shall not be discouraged from reporting an incident of alleged sexual harassment. In the absence of a victim's complaint, the board, upon learning of, or having reason to suspect, the occurrence of any sexual harassment, will insure that an

investigation is promptly commenced by appropriate individuals.

#### **4.0 Development of Regulations**

4.1 The Superintendent of Schools is directed to develop and implement specific procedures on reporting, investigating and remedying allegations of sexual harassment. Such procedures are to be consistent with any applicable provisions contained in the district's policy manual, collective bargaining agreements, and the tenure laws as well as the Federal and State laws on sexual harassment. Training programs shall be established for students and employees to raise awareness of the issues surrounding sexual harassment and to implement preventive measures to help reduce incidents of sexual harassment.

4.2 A copy of this policy and its accompanying regulation are to be distributed to all personnel and students and posted in appropriate places.

#### **EQUAL OPPORTUNITY**

Each student is encouraged to develop and achieve individual educational goals. The district will provide every student with equal educational opportunities regardless of race, color, creed, sex, sexual orientation, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such basis from participating in or

having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities or other school resources.

Dr. Vaughn Denton is the designated District Compliance Officer, who will coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

### **ASSISTANT PRINCIPAL ASSIGNMENTS**

MS. DESRONVIL	MR. REESE	MS. MERKLE	MR. WALCOTT	MR. KAPFER	MS. CONLON
<b>9<sup>th</sup> Grade Teams</b>  E,F,G* *ALP	<b>9<sup>TH</sup> Grade Teams</b>  A,B,C,D	<b>10<sup>TH</sup>-12<sup>TH</sup> Grade</b>  A-GA	<b>10<sup>th</sup>-12<sup>th</sup> Grade</b>  GE-PA	<b>10<sup>th</sup>-12<sup>th</sup> Grade</b>  PE-Z BOCES	*GRADE REPORTING OOD RETURNING LAP STUDENTS

\*Includes grades 9 – 12.

### **FACULTY E-MAIL DIRECTORY**

Email addresses can be found by going to the Longwood Central School District Web Site ([www.longwood.k12.ny.us](http://www.longwood.k12.ny.us)). On the left side of the home page, click on “*District Information*” then click on “*Email Directory*”. Type in the last name for the person you would like to email and click the search button. Select the person you are searching for.

# LONGWOOD HIGH SCHOOL

## DAILY TIME SCHEDULE

### 2019-2020

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TEACHERS' DAY ..... 7:00 a.m. - 2:00 p.m.

BUS ARRIVAL ..... 6:50 a.m. - 6:55 a.m.

PERIOD 1 ..... 40 minutes +3 minutes ..... 7:05 - 7:48

PERIOD 2 ..... 40 minutes ..... 7:52 - 8:32

PERIOD 3 ..... 40 minutes ..... 8:36 - 9:16

PERIOD 4 ..... 40 minutes ..... 9:20 - 10:00

PERIOD 5 ..... 40 minutes ..... 10:04 - 10:44

PERIOD 6 ..... 40 minutes ..... 10:48 - 11:28

BOCES BUS DEPARTURE ..... 11:33

PERIOD 7 ..... 40 minutes ..... 11:32 - 12:12

EARLY BUS DEPARTURE ..... 12:16

PERIOD 8 ..... 40 minutes .... 12:16 - 12:56

PERIOD 9 ..... 40 minutes ..... 1:00 - 1:40

DISMISSAL/BUS DEPARTURE ..... 1:45

ACTIVITY PERIOD ..... 2:00 - 3:00

ACTIVITY/BOCES BUS DEPARTURE ..... 3:10

# LONGWOOD HIGH SCHOOL

## TWO HOUR DELAY BELL SCHEDULE

### 2019-2020

Period	Start Time	End Time	Minutes
1	9:05	9:31	26
2	9:35	10:01	26
3	10:05	10:31	26
4	10:35	11:01	26
5	11:05 <i>BOCES Students Dismiss at 11:28 Bus Departure 11:33</i>	11:35	30
6	11:39	12:09	30
	<i>Early Bus Students Dismiss at 12:09 Early Bus Departure 12:16</i>		
7	12:13	12:39	26
8	12:43	1:09	26
9	1:13	1:40	27

LONGWOOD HIGH SCHOOL  
Laptop/iPad/E-Reader  
**Parent/Guardian Permission Form**

By signing below, I give my permission for my son/daughter to bring their personal laptop/iPad/E-Reader to school.

Understand that Longwood High School does **not** recommend bringing a personal laptop/iPad/E-Reader to school and assumes no responsibility or financial liability for damage or theft.

All students are required to follow the following rules:

- Student's using a laptop/iPad/E-Reader will be allowed to use word processing at the teacher's discretion.

- **Students may not use personal laptops/iPad/E-Readers for emails, games, chat, Facebook, DVD viewing, or other forms of entertainment. Laptops/iPad/E-Readers may not be used, under any circumstance, for audio or video recording.**

- The student is responsible for coming to school with a fully charged laptop/iPad/E-Reader and may not connect his/her laptop/iPad/E-Reader to any classroom outlet.

- The use of the laptop/iPad/E-Reader may in no way disrupt or distract from the learning environment.

- Students must surrender their laptops/iPad/E-Reader to any teacher or administrator upon request and must allow authorized personnel to examine the system to determine whether established policies have been violated.

- Disciplinary consequences may result if the above rules are not followed.

Please understand that using a laptop/iPad/E-Reader at school is a privilege and can be revoked at any time. By signing below I/we agree to comply with the rules and regulations outlined in this document.

Parent/Guardian \_\_\_\_\_

Name \_\_\_\_\_

(Please Print)

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Name \_\_\_\_\_

Grade \_\_\_\_\_

\_\_\_\_\_  
(Please Print)  
Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Return this form to Assistant Principal of Record for approval**

sdv -2011  
\_\_\_\_\_

Date Received