

RYE HIGH SCHOOL

STUDENT-PARENT HANDBOOK

2023-2024



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RYE HIGH SCHOOL

One Parsons Street, Rye, New York 10580 Tel 914-967-6100 Fax 914-967-4380

September 7, 2023

Dear Student, Parents, and Guardians,

Welcome to Rye High School! We offer a special welcome to incoming ninth graders moving up from the Middle School or students joining us from other cities and towns. To the rest of the student body, welcome back from what we hope was a relaxing and enjoyable summer. All of us are looking forward to a school year of challenges and fun.

Rye High School is an exciting learning environment. The school offers a challenging academic program, as well as opportunities to study some areas of special interest, such as art, music, STEM, and performing arts. Teachers, counselors, administrators, and support staff take pride in our school and are committed to providing you with a quality education that honors Rye High School's excellent reputation.

This handbook has been designed to organize essential information for students and parents/guardians. Included are sections on academic requirements for graduation, policies and regulations governing attendance and other student issues, as well as information on extracurricular activities. There is a particularly informative section at the back of this handbook called, "Where To Go For What." If this handbook does not provide answers to your questions, ask one of the professionals listed in this section.

Also keep in mind that being involved in school activities enriches the high school experience. Rye High School provides numerous opportunities for you to help others through community service programs, to participate in interscholastic sports, to work for your class organization, to become active in our extracurricular activity program, and to volunteer your time in helping other students through our tutoring program. We encourage you to take full advantage of all the High School has to offer and to get involved.

Have a successful, enriching, and rewarding school year!

Cordially,

Suzanne Kelly Short
Principal

William Meyer
Assistant Principal

Christina Cannon
Assistant Principal

RYE HIGH SCHOOL PHILOSOPHY

WE ARE A SCHOOL COMMUNITY dedicated to the challenge of providing each student an education required by and worthy of our democratic society. As such, we affirm our belief in the dignity of each individual, understanding that we are all valued and valuable members of the society. At the same time, we recognize the growing interdependence of the people of the earth and our consequent responsibility to promote understanding and appreciation of the rich diversity within our global community. We seek not only to help our students develop their minds and their ability to interact effectively with others, but also to identify and develop their interests in such a way that they realize their potential in college and career and continue to learn and grow throughout their lives.

In order to achieve these ends, we recognize two essential conditions. First, a spirit of openness and responsiveness among the members of the school and the community is indispensable. Hence, the school accepts its obligation to maintain cooperative links with the Rye community, especially with the parents of our students, and to uphold and advance the legitimate, constructive community values consistent with the nation's highest principles and aspirations.

Second, we consider it necessary to treat each student as an individual by attempting to identify and meet particular developmental and educational needs. In doing so, we recognize that students are more than minds to be molded, and we embrace our responsibility to be more than intellectual taskmasters. Therefore, the school staff and the community acknowledge and share the obligation of providing counsel and support, as well as co- and extracurricular opportunities so that our young people become healthy, responsible adults. In turn, we expect our students to act responsibly and purposefully, respectful of both the educational process and the people working cooperatively on their behalf.

We strive to create a stimulating, supportive environment in which students become excited about learning and come to understand that they are significant, purposeful individuals able to pursue their own happiness while accepting the obligation to work for the greater good of us all.

MISSION STATEMENT

The mission of the Rye City School District, in partnership with the community, is to ensure that every student is capable of becoming a life-long learner who can thrive in a global environment as a self-reliant and socially responsible citizen. To realize this mission, our schools will provide an engaging, challenging, personalized program that supports each individual's talents and potential.

THE RYE COMMITMENT



The Board of Education of the Rye City School District understands that a world class education requires hard work and dedication from everyone in the community. We take our responsibility of overseeing the education of our children in an equitable, inclusive environment very seriously. We are genuinely grateful to the faculty, staff, administration, families, and community for all of the hard work and support provided every day to educate our children.

Therefore, the Board of Education has developed *The Rye Commitment* – assurances to students, faculty, staff, administration, and the community that we will support the important work of our schools.



STUDENTS

TO STUDENTS:

We will provide the necessary support for you to receive an education that helps you become socially responsible, caring citizens who can think critically, communicate effectively, collaborate, and creatively solve problems in a diverse global environment.



FACULTY | STAFF
ADMINISTRATION

TO FACULTY, STAFF, AND ADMINISTRATION:

We will support you and our collective pursuit of excellence through ongoing professional learning that is high quality, relevant, meaningful, and allows us to evolve and expand our practices.



COMMUNITY

TO THE COMMUNITY:

We will reflect upon our work, always strive for improvement, and ask the community to engage in meaningful discussions about our programs and all that we do to create and support an equitable, inclusive school system.

COMMITTED TO RYE SCHOOLS

Adopted September 2020



THE RYE HIGH SCHOOL PROFILE

Rye is a small-city school district in Westchester County located on Long Island Sound twenty-six miles northeast of New York City. The Rye High School student body numbers 912 in grades 9-12. The school counselors seek to match a wide range of student abilities and interests with a program of study designed to prepare each student for his/her/their post-secondary educational or vocational plans. School accreditation: New York State Department of Education, Middle States Association.

FACULTY

Rye High School faculty and staff members include professional specialists in all academic and student support areas. The majority of the faculty have a Master's Degree or higher. Faculty members participate actively in planning and administration, with Department Coordinators overseeing the work and progress of all curricular areas. Staff includes nursing, clerical, and custodial personnel, teaching assistants and teacher aides as required.

CURRICULUM

The program of curriculum and instruction at Rye High School serves a student body that plans to engage in post-secondary education or enter the career world shortly after completion of high school. Over ninety-six percent of our students enter colleges, and universities. To meet the needs of all our students, Rye High School offers classes at the Honors and Regents levels. An extensive Advanced Placement program is also available to students as well as *The Academy at Rye High School*, a half-day program that encourages intellectual growth, creativity, and risk taking. Occupational education and training for the career oriented are offered in cooperation with the Southern Westchester Board of Cooperative Educational Services.

EXTRACURRICULAR

An extensive extracurricular program, which includes service-oriented activities, and clubs as well as those in the performing arts, television production, interscholastic athletics, and student publications, enables each student to select activities suited to his/her/their talents and interests.

STANDARDIZED TESTS

Student success is measured by many standards, including individual achievement, class participation, course grades, and standardized tests. The latter are given in compliance with New York State requirements. See the Standardized Testing page for the tests given or offered for Rye High School students and the dates they will be administered.

ACADEMIC REQUIREMENTS

GRADUATION REQUIREMENTS

SUBJECT	CREDITS
English	4
Social Studies	4
Math	3
Science	3
LOTE (Language other than English)	1
Art/Music/Theater Arts	1
Health	.5
Physical Education	2
Electives	3.5
Total	22

Notes:

- One credit is the equivalent of a full-year course, meeting for 6 sessions in an 8-day cycle.
- The Social Studies requirement includes 2 credits of Global History, 1 credit of U.S. History, .50 credit of Participation in Government, and .50 credit of Economics.
- The Science requirement includes 1 credit in a life science and 1 credit in a physical science.

The standards outlined above represent NYS minimum requirements. Students planning to attend competitive colleges are encouraged to take additional credits, including 4 years of math, 4 years of science, and at least 3 years of a sequence in a world language.

REGENTS EXAMINATIONS/ASSESSMENTS

In addition to successful completion of the above 22 units of credits, students must also complete assessment requirements to earn a diploma. In order to earn a Regents or local diploma, students must pass four (4) Regents exams, one in each discipline (English Language Arts, Mathematics, Science, Social Studies), and one additional [pathway](#) exam. Students also have the option to use [Department-Approved Alternatives](#), if needed.

English Language Arts	Math	Science	Social Studies	Pathway
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Our school offers English, Algebra I, Living Environment, Chemistry, Global History, and U.S. History to meet these benchmarks.

Assessment Requirements for a Regents or Local Diploma

All students at Rye High School have access to the Regents diploma and the local diploma. This will be determined by the number of assessments the student has passed and the required passing score(s) for these diploma types. Please refer to the [New York State Diploma Requirements Applicable to All Students Enrolled in Grades 9-12](#) or the [Diploma/Credential Requirements](#) for more information. Your School Counselor can answer any specific questions.

COLLEGE ENTRANCE REQUIREMENTS

Very Competitive

4-5 years of English

4-5 years of Social Studies

4-5 years of Mathematics

4-5 years of Science

4-5 years of a Foreign Language

(possibly begin a second foreign language)

Honors courses and Advanced Placement courses whenever appropriate;
plus strong recommendation and solid activities

Competitive

4 years of English

4 years of Social Studies

3 years of Mathematics

3 years of Science

3 years of Foreign Language

Plus electives

TYPICAL FOUR-YEAR PROGRAM PLAN

Grade 9	Grade 10	Grade 11	Grade 12
English	English	English	English
Social Studies	Social Studies	Social Studies	Social Studies
Math	Math	Math	Math
Living Environment	Chemistry or Earth Science	Physics or Elective	Science Elective
World Language	World Language	World Language	World Language
Art/Music/Theater*	Health	Physical Education	Physical Education
Physical Education	Physical Education	Managing Your Future	Elective
Composition	Elective	Elective	Senior Internship
Elective			

**May be taken during any grade.*

ELECTIVES

Electives may be taken at all grade levels.

Community Service requirements can be completed at any time during high school.

GRADING SYSTEM

COMPUTING GRADES

The following charts serve as *guidelines* for the weights of grading. With the approval of the Principal, teachers may make adjustments as appropriate for specific courses. Please refer to your course syllabus for specific grading policies.

FULL-YEAR COURSE

	Marking Period		Marking Period		Final Grade
	1	2	3	4	
Ratio	1/4	1/4	1/4	1/4	4/4
Example	85	90	75	85	83.75

**In cases where a mid-term exam and a final exam are given in a course, then quarter grades are adjusted at a percentage that makes space for the final, unless it is folded into the fourth quarter. As always, when in doubt refer to the syllabus.*

ONE-SEMESTER COURSE

	Marking Period		Final Grade
	1	2	
Ratio	1/2	1/2	2/2
Example	85	75	80

DETAILS OF THE GRADING SYSTEM

All high school level courses for which credit is assigned are used in determining grade point averages. A grade point average is recorded on each student's transcript. A distribution of the grade point averages from each Junior class is included on the school profile.

Minimum passing grade is 65%.

END OF YEAR ASSESSMENTS

All students are expected to complete their end of year assessments by the end of the school year. If there are extenuating circumstances, which have been properly documented, the Principal may give permission for an end of year assessment to be completed no later than the first day of the next school year.

ACADEMIC HONOR ROLL DISTRIBUTION:

High Honor Roll (90% average or better each marking period)

Honor Roll (85% to 89.99% average each marking period)

In order to receive academic honor roll distinction, a student may not receive any grade below 70%.

PASS/FAIL GRADES:

On rare occasions, a student may earn a Pass/Fail grade for a course. This grade is not calculated into the grade point average. The decision to enroll in a course to be taken as Pass/Fail must be made prior to the first day of classes and only with the approval of the administration.

ADDING/DROPPING CLASSES:

- **Adding/Dropping Classes** - Students may add/drop semester classes within the first ***eight (8)*** school days of the semester, and full-year courses within the ***sixteen (16)*** school days of the year. No classes will be added/dropped beyond these points. In extraordinary circumstances, a level-change may be processed beyond the deadline provided the change has been recommended by the teacher and approved by the administration; a poor grade alone does not constitute an extraordinary circumstance.
- **All changes are space-dependent.** Changes which would cause a class to exceed its cap or which would reduce its enrollment below the mandatory minimum will not be made.
- Students must continue to attend their regular class(es) until they receive their new schedules.

GRADES IN DROPPED CLASSES:

No entry will be made on a student's transcript for a semester course dropped within the first ***eight (8)*** school days of the semester and for a full-year course dropped within the first ***sixteen (16)*** school days of the year. Courses dropped after these dates will be noted on the permanent record and transcript as either withdrawal/pass (WP) or withdrawal/fail (WF). All transcript designations must go through the transcript review process.

CLASS STANDING FOR GRADUATING STUDENTS:

A cumulative grade point average (G.P.A.) for each student is compiled from all graded, credit bearing courses taken each year at Rye High School. Transcripts reflect this G.P.A. It is important to note that Rye High School does not rank students. A grade distribution for the current senior class will be shown on the school profile. Rye High School does not rank. For graduation purposes, the top 10% of the senior class will be acknowledged. All grades earned at Rye High School will be included in the grade point average.

DROPPING OUT AND REPEATING THE YEAR:

A student carrying two failures into the next school year will be ineligible for extra-curricular activities. If a student has dropped out of school during the second semester because of extensive

failure/cutting with the intention of repeating the entire school year, eligibility will be determined by a committee consisting of the Principal, Assistant Principal, and School Counselor. The committee will consider whether or not eligibility is appropriate on a case by case basis. If eligibility is granted, the student will be placed on probation and have his/her/their performance evaluated at mid-first quarter by an Assistant Principal. If the student is failing even one course at that time, he/she/they will become immediately ineligible.

GRADES FOR REPEATED CLASSES:

For students who have failed a class and have recovered credit in summer school, a grade of passing will replace the failing grade. The original grade will remain on the transcript but will not count in the average.

GRADES IN DROPPED CLASSES:

Students must be enrolled at all times in a minimum of five classes, plus physical education. To drop or add a course, a student must meet with his/her/their school counselor. All requests must have written approval from the student's parent or guardian. No entry will be made on a student's transcript for a semester course dropped within the first *eight (8)* school days of the semester and for a full-year course dropped within the first *sixteen (16)* school days of the year. Courses dropped after these dates will be noted on the permanent record and transcript as either withdrawal/pass (WP) or withdrawal/fail (WF). Unless there are extenuating circumstances, with proper documentation, a student may not drop a full-year course after mid-year without approval from the Principal. A poor grade does not constitute an extenuating circumstance. Students will not be allowed to drop a one-semester course after 3 weeks without the permission of the Principal.

Seniors who fail to be enrolled in five classes plus physical education will have their colleges notified that they are not meeting the minimum requirement as determined by school policy. Seniors who withdraw from a class they are failing, which results in having less than the minimum requirement, will receive a withdrawal failure (WF), and a revised transcript will be forwarded to their colleges. Students who have a schedule change in their senior year will have a revised transcript sent to their colleges as well.

INCOMPLETES:

Students who do not complete all assignments by the end of the marking period may be given an incomplete, provided they have submitted proper documentation. All work must be completed by a date specified by the teacher, generally within 2 weeks of the end of the marking period. In special cases, such as medical situations, students will have until the end of the subsequent marking period to complete the work. Any extensions beyond that point require additional documentation and administrative approval. Incompletes for the 4th quarter, or final grade must be approved by administration and all work must be completed before the first day of the next school year. If the student fails to submit the completed work on time, the grade will be calculated with the missing assignments earning a zero.

MEDICAL GRADES:

Students who are missing work due to documented medical reasons will be eligible to receive a grade of incomplete under the parameters outlined in the preceding section.

MODIFIED GRADES:

Rye High School is committed to providing the best possible educational experiences for all students.

To accommodate some of our students with disabilities and our international students not yet fluent in English but enrolled in mainstream courses, a modified grading system can be put into effect. Modified grades are a combination of a grade based on effort plus a grade based on tests, quizzes, and assignments, etc. Fifty percent of the grade is an average of all grades on tests and assignments, and fifty percent is determined by effort (composed of class participation, completion of homework, attention in class).

OUTSIDE COURSES:

Courses taken away from Rye High School (summer enrichment programs, university programs) are noted on the transcript and mentioned in references, but are not calculated in the grade point average calculations. Any outside courses that are to be included on the transcript, or used for advancement, must be approved by the Principal. Prior to enrolling in such courses, students must submit a transfer credit request form.

PARTICIPATION IN GRADUATION CEREMONIES:

All seniors are encouraged to participate in the graduation ceremony. If a senior fails more than two courses required for graduation, he/she/they will not be allowed to participate in the graduation ceremony. Students with the two failures must demonstrate that they will earn the required credits for graduation by August immediately following graduation.

PERMANENT RECORD:

A student's permanent record shall, in all instances, show all courses in which a student has been enrolled after the fifth week of school.

PHYSICAL EDUCATION OPT OUT:

Interscholastic athletics is an integral part of the District's secondary school education program. Student eligibility for participation in interscholastic teams shall include:

1. Eligibility under Policy 5275
2. Authorization by the school physician
3. Endorsement by the school principal based on rules and regulations of various league, conference, sectional, State Education Department Regulations and the New York State Athletic Association
4. Written parent/guardian consent.

Students in grades 11 or 12 who participate on a Rye City School District athletic team or athletic club and who have demonstrated acceptable levels of physical fitness, physical skills,

and knowledge of physical education activities may, with parental permission, request to opt out of physical education class for the semester in which they participate in such extra class programs, provided the time spent participating in the District athletic team or club is equivalent to the time the students would otherwise be required to spend in physical education class. Opt-out requests must be approved by the Director of Physical Education, Health and Athletics and the High School Principal based upon the Regulations of the Commissioner of Education (“Regulations”). The determination of whether a student seeking to opt-out of physical education class has demonstrated acceptable levels of physical fitness, physical skills, and knowledge of physical education activities, as required by the Regulations, shall be in the sole discretion of the District.

Credit for physical education will be awarded on a pass/fail basis. Once a student’s opt-out request is approved, the student is excused from physical education for the approved semester, provided the student remains on the team.

OUT OF DISTRICT ATHLETICS:

The Superintendent at his/her discretion may approve, for physical education credit on a pass/fail basis, out-of-school physical or athletic programs that have been approved in consultation with the Director of Physical Education, Health and Athletics.

STUDENT CONDUCT:

During the time that a student who is approved for opt-out would otherwise have physical education class, the student shall comply with applicable rules for students not assigned to a course during the same period.

Reference: Regulations of the Commissioner of Education 135.4

Adoption Date: February 8, 2011

Effective Date: July 1, 2011

Revised Policy Adoption Date: July 1, 2013

WEIGHTED GRADES:

Grades received in Honors-level and Advanced Placement courses shall be weighted +5 additional points in computing final averages as used in the grade point average on the transcript.

SCHEDULING POLICIES

SPECIAL PROGRAM REQUIREMENTS:

- All students are required to complete one credit of LOTE (Languages Other Than English) in order to meet the LOTE requirement for a Regents diploma.
- 9th graders are required to enroll in one-half (.50) credit of Composition. This may be taken during either the Fall or Spring semester.
- 10th graders are required to enroll in one-half (.50) credit of Health. This may be taken during either the Fall or Spring semester.
- All 11th graders are required to enroll in a semester of Managing Your Future.
- All 12th graders are required to participate in the Senior Internship Program.
- All students must be enrolled in a minimum of five classes, plus physical education.

Pass/Fail Grades:

On rare occasions, a student may earn a Pass/Fail grade for a course. This grade is not calculated into the grade point average. The decision to enroll in a course to be taken as Pass/Fail must be made prior to the first day of classes and only with the approval of the administration.

Adding and Dropping Classes:

- Adding/Dropping Classes - Students may add/drop semester classes within the first ***eight (8)*** school days of the semester, and full-year courses within the ***sixteen (16)*** school days of the year. No classes will be added/dropped beyond these points. In extraordinary circumstances, a level-change may be processed beyond the deadline provided the change has been recommended by the teacher and approved by the administration; a poor grade alone does not constitute an extraordinary circumstance.
- ***All changes are space-dependent.*** Changes which would cause a class to exceed its cap or which would reduce its enrollment below the mandatory minimum will not be made.
- Students must continue to attend their regular class(es) until they receive their new schedules.

ACADEMIC REPORTING

PARENT TEACHER CONFERENCES:

Parents are encouraged to have conferences with their student's teachers as often as they feel it is necessary. It usually takes a few days to arrange a conference. Parents should first try to contact the teacher through his/her department or by contacting the School Counselor.

ACADEMIC PROGRESS UPDATES:

Interim updates reports providing information about students' academic progress are recorded on the Parent Portal of the school information system. Parents are strongly encouraged to monitor their child's progress through the Parent Portal. The maximum benefit from these reports comes only when parents contact the teacher to arrange for a conference, and when students confer with the subject teacher for specific suggestions for work improvement.

REPORT CARDS:

Report cards are issued to the student four times a year: mid-November, early February, mid-April, and the end of June. All report cards will be posted on PowerSchool. Students should direct all questions concerning grades to the teacher responsible for issuing them.

STUDENT CARDS:

Parents of a student under age eighteen or students who have reached their eighteenth birthday, have a right to inspect and review any and all of the student's official records and files.

The following procedure is to be followed to inspect and review these records:

1. A request to review a student's Pupil Record Folder, oral or written, should be directed to the Principal or to one of the Assistant Principals, who will set the time and place for the review within a reasonable time following the request.
2. The Principal or a designated representative will be present to explain and interpret the material in the folder.
3. The parent or student over eighteen has the right to challenge, in writing, any part of the contents of the folder.
4. In the event of a written challenge, the Principal will respond in writing regarding his/her findings related to the challenge. If the parents or students are not satisfied with the Principal's response, they will be given an opportunity to present their position to the Superintendent of Schools.
5. A request for a hearing before the Superintendent must be made in writing. The request must include the details of the challenge.
6. The Superintendent will hold a hearing within ten school days of his receipt of the written challenge. His decision will be transmitted, in writing, to the parent or the student who is over eighteen, within five school days following the hearing.

Student records are confidential and may not be released or made available to persons other than parents or students without their written consent, with the exception of certain school officials, teachers, and certain state and federal agencies as allowed by New York State Education Law.

WEEKLY PROGRESS REPORTS

Weekly reports of academic progress are available to parents when evidence indicates the need for special supervision for a limited period. Arrangements for receiving weekly reports are made through the School Counselors' Office. It is the student's responsibility to present this weekly report to the teacher of each subject at the beginning of each class period on any day predetermined by the student and counselor. If the student is absent on that particular day, it is his/her/their responsibility to present this special report to each subject teacher at the beginning of each class period on his first day of attendance that week.

ALTERNATE MEANS OF EARNING CREDITS

A student may obtain a unit of credit in art and music by participating in a school's major performing organization (band, orchestra, chorus, or theater groups) and/or, in exceptional cases, by participating in an advanced art or music activity. Credit for such participation must be recommended by the student's art or music teacher and those Department Coordinators, in addition to the Principal. The area of participation or activity must be consistent with the objectives of the school's art and music programs.

**These alternative means of earning credit are based on the Commissioner's Regulation 100.5 D1 and 100.5 B and on Sections 3204 (2), 3204, and 3205 of New York State Education Laws*

ACADEMY AT RYE HIGH SCHOOL

The Academy at Rye High School is a half-day, two year program of study that provides students the opportunity to earn credits in English, Math, Science, and Social Studies by taking interdisciplinary, co-taught classes. The classes are designed around *action research*; students learn through completing community-based projects after researching issues. Students will also participate in Advisory, a student-led investigation of community building and social-emotional well-being.

The program is open to 11th and 12th grade students. The 11th grade Interdisciplinary Humanities course fulfills the NYSED requirement for American History and Government; the 12th grade Interdisciplinary Humanities course fulfills the NYSED requirement for both Participation in Government and Economics, and the Humanities courses also provide two English credits toward fulfilling the four-year English requirement over the two year sequence.

Students who have successfully completed the Rye City School District science and math courses in 8th, 9th, and 10th grade will have already fulfilled their NYSED requirements for graduation. In 11th grade, students will study Physics and Pre-Calculus. In the 12th grade, students will study applied research methods in the Action Research Methods and Statistics course.

RYE HIGH SCHOOL NATIONAL HONOR SOCIETY

CRITERIA FOR SELECTION

The National Honor Society is an organization that serves to promote the development of scholarship, character, service, and leadership in young people and to recognize students who have excelled in these four areas. In the spring of junior year, students who meet the minimum grade point average will be invited to apply. An application consists of a resume and an essay that details the student's experiences in leadership. The applications are evaluated by a committee under the direction of the National Honor Society Advisor. In addition, faculty members evaluate each candidate in the areas of character and leadership using a numerical scale; in order to be elected, the applicant must have the confidence of the faculty, as expressed through the voting. Students who are selected for the National Honor Society must complete a set number of hours as outlined by the National Honor Society advisory committee. The following criteria describe students who excel in the four areas which we are required by the National Honor Society to consider.

SCHOLARSHIP

The student who excels in scholarship has a cumulative average of 90%, which also must be maintained after selection.

CHARACTER

The student of outstanding character consistently exemplifies desirable qualities of behavior. He/she/they

- contributes to a positive atmosphere in class and in activities or sports

- complies with school regulations and policies
- demonstrates the highest standards of reliability and honesty
- shows courtesy, concern, and respect for others
- demonstrates concentration and perseverance in order to attain goals

Any serious violation of school rules (for example, vandalism of school property, theft, plagiarism in academic work, or any offense that results in suspension) may prevent a student from being elected to the National Honor Society. Such behavior also constitutes grounds for expelling a student who has been elected to the National Honor Society.

SERVICE

The student demonstrates outstanding service who:

- participates regularly in school or community activities
- is dependable
- works well with others; undertakes a variety of tasks
- has completed additional community service requirements by September 1st preceding the student's senior year. Please reach out to the NHS advisor with any questions. Please note these hours must be recorded with the Secretary to the School Principal in the Main Office.

LEADERSHIP

The student who excels in leadership:

- is resourceful in identifying problems and offering solutions
- inspires positive behavior in others
- contributes ideas that improve the life of the school or community
- demonstrates initiative in the classroom
- is able to delegate responsibility
- successfully holds offices or positions of responsibility

SPECIAL EDUCATION

Students with disabilities are entitled to special services under New York State Law. If a parent believes his/her child has a disability that is interfering with educational progress, the parent should make an appointment with the School Counselor immediately. Referrals can be initiated in a variety of ways. Often, a general education teacher refers a child to the Student Support Team when a problem arises. The SST consists of the building principals, school psychologists, school nurse, social workers, and school counselors. After a SST meeting, certain pre-referral intervention strategies and types of instruction will be initiated before going to a CSE (Committee on Special Education) evaluation. The SST may then be called again to assess the situation and possibly recommend a CSE evaluation. A teacher professional or parent can also recommend a child to the Committee on Special Education for an evaluation after intervention strategies have been implemented.

STANDARDIZED TESTING

Registrations can be completed online, or students can contact their school counselors for applications.

The Rye High School Code and Test Center Numbers are required on some applications:

Rye High School Code #: 334970

Rye High School Test Center #: 33830

PSAT Preliminary Scholastic Aptitude Tests: 11th graders - October 21st (This is the qualifying exam for the National Merit Scholarship for juniors taking the test)

AP Advanced Placement Tests: 10th– 12th graders – May 6 - 17

An Advanced Placement course is valued by colleges as proof that a student is seeking the highest challenges. If a student achieves a score of three or higher on the AP examination, many colleges will award credit for the course. Sometimes a student can select a higher level course in college or be waived from a requirement based on his/her/their grade on the AP exam. Each college has a different set of regulations, so it is important to read the catalogs carefully.

All students taking the AP examinations will have to pay a **fee of approximately \$97.00** to take the examination. The students must sign a contract in the fall of the year stating that they will sit for the examination and pay the required fee. If there is true financial hardship, the Principal can offer a reduced fee if the family qualifies for the reduction.

ENGLISH AS A NEW LANGUAGE

All new English Language Learners will be given a language proficiency test as the ENL teacher is scheduling them for courses. The testing will assist in the decision as to whether students will be scheduled for an English class or an ENL class.

TECHNICAL EDUCATION

Programs are offered in conjunction with the Board of Cooperative Educational Services (BOCES) to prepare students for entry into an occupational area of their choice. The occupational program is open to all students at or above the tenth-grade level. Four high school credits are granted each year for this half-day program. Students should consult their school counselors for further information about the application process and requirements.

**REGULATIONS, RIGHTS,
AND
RESPONSIBILITIES**

ATTENDANCE RESPONSIBILITY

Students are required to be in attendance when school is in session and to be on time for all scheduled instructional periods. The Rye High School community values learning as a social enterprise. Students excel intellectually and are challenged in a classroom environment charged with the thinking of their peers. A classroom where students learn from one another, test their thinking, and learn to express themselves in a clear and articulate manner is our ideal. As a school community, we recognize the value of what our teachers have to offer to our students in the classroom setting. Evaluation of students is, therefore, predicated in part upon performance in the classroom.

Parents are expected to support our policy and, with their child, are responsible for their child's regular school attendance. Each staff member is responsible for maintaining attendance records of the pupils under his/her charge and to report attendance and tardiness to the Assistant Principals' Office.

Attendance in the class is the first responsibility of all students of Rye High School. As a school community, we cannot overstate the importance of classroom attendance. We do not tolerate illegal absences and, for that reason, there are severe consequences. There is a growing concern about the number of "legal" absences taken during the school day by students for doctors' or dentists' appointments, driving tests, and other "not excusable" reasons. **We urge all parents and students to make appointments for these matters outside of the hours of 8:00 a.m. and 2:50 p.m. We ask that all parents and students read the following paragraphs, especially the legal reasons for absence.**

I. PRE-NOTIFICATION OF LEGAL ABSENCE

Parents/guardians must notify the school of a student's absence by 9:00 am by completing the electronic Student Daily Absence Notification form indicating the reason for the absence. In the interest of keeping our students and faculty healthy and safe, it is imperative to report any symptoms if your child is feeling sick.

If a form is not received on a day a student misses school, he/she/they will not be allowed to return to school until the Student Daily Attendance Notification form has been completed and reviewed by the school administrator or his/her designee.

Schools must follow CDC guidelines for allowing a student to return to school after exhibiting symptoms of a communicable disease. See ***Legal Absences and Tardiness***.

Students have the responsibility of making arrangements **before the absence** for obtaining assignments, for making up work, and for rescheduling any tests that may be missed as a result of the absence. If notification is not completed, the student can expect to receive a failing grade or a zero for any work, including class work, that he/she/they misses.

II. LEGAL REASONS FOR ABSENCE OR TARDINESS

In accordance with **New York State Education Law** and the regulations of the **Commissioner of Education**, the following are generally considered “legal” reasons for absences or tardiness in the Rye schools:

- Illness
- Illness or death in the family
- Impassable roads or weather making travel unsafe (only the Superintendent of Schools is authorized to rule on this provision)
- Religious observance
- Quarantine
- Required appearance in court
- Approved music lessons
- Attendance at organized clinics
- Remedial health treatment
- College visitations*

**College Visitations - It is important for students to visit colleges that they might like to attend. While days missed from school to visit colleges are considered legal absences, students must realize that their school work can suffer if they are out of class too often.*

When a pupil is absent from school with the knowledge of his/her/their parents for other than a legal reason, it is considered a case of “unlawful absence.” Excuses which indicate “travel,” “vacation,” “work,” or “needed at home” are examples of such absence. The school acknowledges the occasional legitimacy of such absences. On such occasions, parents are obligated to inform the school in advance of any anticipated absence so the student may make arrangements to make up work, reschedule tests, etc., at the discretion of the classroom teacher. If pre-notification is not made, the student will be given a zero for all work missed. In the event that the “unlawful absence” provision is abused, the student will be subject to disciplinary action.

III. PROCEDURE FOR VERIFYING AN ABSENCE IS LEGAL

Attendance will be updated throughout the day as we receive electronic communication from parents/guardians of absent students. At the end of the day, an automated phone call will be placed to notify parents/guardians of students who have missed one or more classes for the day, along with directions to clear the absence. It is the student’s responsibility to check on the Parent Portal to identify the class from which he/she/they was marked absent and to clear the absence. All legal absences must be cleared within 48 hours. There will be consequences for uncleared absences.

IV. PROCEDURE FOR CLEARING ABSENCES

- If a student missed a part of the day or the full day with the parent/guardian’s permission, the parent must complete the Student Daily Absence Notification form indicating the reason for the absence.
- If a student missed a class(es) but was with another faculty or staff member on campus, the student must speak with the faculty/staff member to clear the absence.

- Any uncleared absences (cuts) will have the following consequences:
 - A grade of zero for work not completed on the day of the absence
 - Administrative and/or parent conference
 - Loss of privileges
 - Loss of eligibility for teams, clubs, and school activities
 - Detention
 - Development of action plan
 - In-school suspension
 - Loss of course credit

V. STRATEGIES FOR IMPROVING STUDENT ABSENCES AND DISCOURAGING UNEXCUSED ABSENCES

High school students must attend a minimum of five (5) class periods in order to participate in any school-based extracurricular activity on the same day.

- **Absence Procedures:**
 - Parents shall notify the school of a student's absence by completing the Student Daily Absence Notification form indicating the reason for the absence. The school shall provide makeup work and assistance for excused absences.
 - The District may require a doctor's note in the event of an extended illness. Professional staff shall keep daily, accurate records of student attendance and shall report absences consistent with the High School's procedures.
 - In the event of an unexplained absence, parents will be notified via an automated telephone call with directions to clear the absence if it qualifies as an excused absence. If the absence is unexcused, the student will be required to serve a detention.
 - Parents are advised to review the record of student absences on the online student record system on a regular basis.
 - 10 absences in a full year, the principal, or his/her designee, will request in writing a meeting (in person or phone conference) with the student and his/her/their parents. The Student Support Team will convene to review student absences. Selected members of the Student Support Team will work with the student and parents/guardians for the purposes of creating an action plan to improve student attendance
 - After a student has 20 absences in a full year, the principal, or his or her designee, will inform in writing the student and his/her/their parents/guardians of the loss of course credit. A copy of the letter will be sent to the School Counselor for purposes of supporting the student in improving attendance.
 - For a semester course, after a student has 5 absences, the principal, or his or her designee, will request in writing a meeting (in person or phone conference) with the student and his/her/their parents. The student and his/her/their parents/guardians will be informed of the risk of loss of course credit after 10 absences.

- **TARDINESS PROCEDURE:**
 - Parents shall notify the school, when possible, that the student will be tardy. The student shall sign in at the security desk upon arrival.
 - The teacher shall admit the student and record lateness in his/her/their records. A student who is chronically tardy shall be referred to the Counselor, Principal, or an Assistant Principal.

- For purposes of monitoring class attendance for credit, five (5) tardies will be counted as one (1) unexcused absence.
- **DISCIPLINE**
 - Unexcused absences may result in disciplinary action, determined on a case-by case basis by school officials. Disciplinary action may include but is not limited to the following:
 - A grade of zero for work not completed on the day of the absence
 - Administrative and/or parent conference
 - Loss of privileges
 - Loss of eligibility for teams, clubs, and school activities
 - Detention
 - Development of action plan
 - In-school suspension
 - Loss of course credit
 - Teachers, counselors, or school officials shall notify parents or guardians by phone and/or writing, as appropriate.
 - A student shall not receive course credit after twenty-five (25) absences from a class.
 - In the event a student is determined to be ineligible for credit because of 20 or more absences from class, an appeal of the determination may be made to the Principal. Review of the appeal will be considered by the Principal or his/her designee and will involve input from the student, parent, teacher, and other relevant High School staff members.
 - The attendance policy is available for viewing on the District website. Copies are retained at the Main Office in each school, and upon request shall be available for review by members of the community at that location.

IN THE HALLS

Students may, if they choose, remain in the halls during a free period. **If students elect to spend some free time in the hallways, they are expected to work quietly in front of their lockers or to talk quietly, making sure that their conversation is not disruptive or distracting to classes in session.** It is encouraged that if a student has a free period that he/she/they attends the library, cafeteria, and/or tutoring center.

Any inappropriate behavior, such as roughhousing, yelling, or running, etc., will result in an assigned detention and possible suspension.

Students may have sports equipment (sticks, balls, etc.) in the hallways only to carry that equipment to and from practice and/or games. Students are encouraged to store their equipment in his/her/their locker. Students using or playing with sports equipment in the halls will have it confiscated and brought to the Athletic Director's Office for the coach of the offending student to retrieve.

LEAVING THE SCHOOL CAMPUS

Ninth and tenth graders are to remain on the school campus in one of the above-noted places throughout the school day **unless** they have a valid and approved reason for leaving. See **Signing Out** below.

Eleventh, and twelfth graders are permitted to leave school grounds during community lunch. Students must have their parents' permission in order to leave school grounds during lunch. Permission forms are sent at the beginning of the year for parents to grant permission to leave campus during community lunch. If students are leaving school grounds, they must follow the procedures for signing out.

Juniors and Seniors may leave the campus **when they do not have a class. They are required to sign-out at the Main Entrance.** If a junior or senior needs to leave campus during class for an approved absence when class is scheduled, he/she/they must follow the sign-out procedure. Seniors are not permitted to take underclassmen off campus. If a student takes an underclassman off campus in violation of the sign-out rule, he/she/they will lose the off-campus privilege.

Failure to sign out appropriately will result in detention.

PARTICIPATING IN AFTER SCHOOL EVENTS

Any student planning on attending or participating in an after school event (for example, Junior/Senior Prom), **must attend a majority of classes** during the day of the event. If the student arrives late or leaves early from school on the day of the event, the periods missed must be considered a 'legal absence' for the student to participate or attend the event.

SIGNING IN

Students who arrive late must sign in at the front desk. If a student is late, an email must be sent to the Assistant Principals' Office indicating the reason for tardiness.

If the student presents no note explaining the tardiness, he/she/they will have **48 hours** to bring in such a note.

SIGNING OUT

If a student must leave school before his/her/their last class of the day, he/she/they must:

- I. Have a parent complete the online form, and/or send a handwritten or PDF of a handwritten note stating the reason and time of dismissal to the Assistant Principals' Office. After completing the form or dropping the note, all students must sign out at the Assistant Principals' Office.
- II. Emergency sign outs must be processed and approved through the Assistant Principals' office (ext.2005).
- III. Students going home sick from the Nurse's office will be dismissed directly from the Nurse's office.

FREE PERIODS

All students are expected to use the Media Center, Tutoring Center, or the cafeteria when they are not in a scheduled class. The juniors and seniors are permitted to sign out of the building during their free periods unless otherwise indicated by a parent. Please see *Leaving the School Campus* above.

TESTING CENTER

It is understood by the faculty and administration at Rye High School that absences can and will occur at times throughout the school year, including the days of in-class exams. In the event that a student is absent from class the day of the exam, the expectation is as follows:

1. If a student is absent on the day of an exam and returns to school the following day, it is the responsibility of the student to report to the Testing Center (room 203, across from the Math/Science office) to make up the exam on the day of his/her/their return.
2. In the event that a student misses instructional days leading up to the exam in addition to the exam itself, it is the student's responsibility to acquire the missed material from the classroom teacher. It is also the responsibility of the student to report to the Testing Center (room 203, across from the Cafeteria) to make up for the exam by a deadline established by the classroom teacher through a discussion initiated by the student, but no longer than five (5) days after the exam date.
3. If a student is absent during the periods in which the exam is given but arrives at school later in the day, it is expected that the student will take the exam that same day. In this case, it is the responsibility of the student to report to the Testing Center (room 203, across from the Cafeteria) to make up the exam. The student should speak with the teacher prior to reporting to the Testing Center to ensure that the exam has been delivered to the Testing Center by the appropriate time.
4. *In the event that a student was absent the day of the exam and the exam is not made up within five (5) school days, the student will earn a score of zero on the exam.*
5. Any exceptions to the expectations and responsibilities described above must be approved by the Principal or one of the Assistant Principals.

BEHAVIOR EXPECTATIONS FOR ALL RYE STUDENTS

All students are expected to behave in a manner appropriate to the educational environment of Rye High School. **This environment is properly maintained by each individual's respect for himself/herself/themself; each individual's respect for every other individual in the school; respect for every individual's right to learn; respect for school property; and respect for the**

property of others. Any violation of this respect is unacceptable. In addition to the usual consequences for unacceptable behavior, the opportunity to participate in after-school activities and sports will be denied to those who demonstrate a lack of respect toward themselves, others, or the property of others. Violations may also result in detentions and/or suspension from school. Please refer to the District's Code of Conduct.

ALL DISTRICT STUDENTS HAVE THE RIGHT TO:

1. Take part in all District activities on an equal basis regardless of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender and sex.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school policies, regulations and rules and, when necessary, receive an explanation of those rules from school personnel.
4. Equal access to the extent of their capabilities for participation in the various extra-curricular and co-curricular activities sponsored by the District, conditioned upon behavior established by the Code of Conduct and any rules specifically related to participation in such student activities.

RESPONSIBILITIES:

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

SCHOOL REGULATIONS REGARDING STUDENT BEHAVIOR

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

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on educating students so that they may grow in self-discipline.

The District recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the consequences for their conduct. Disciplinary action, when necessary, will be firm, fair, and consistent in order to be most effective in changing behavior,

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

- A. Engage in conduct that is disorderly. Examples of disorderly conduct include, but are not limited to:
 - 1. Running in hallways.
 - 2. Making unreasonable noise.
 - 3. Using language or gestures that are profane, lewd, vulgar or abusive.
 - 4. Obstructing vehicular or pedestrian traffic.
 - 5. Engaging in any willful act which disrupts the normal operation of the school community.
 - 6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
 - 7. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the District's acceptable use policy.
 - 8. Inappropriate dress (see Student Dress Code – Code of Conduct).
- B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include, but are not limited to:
 - 1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
 - 2. Lateness for, missing or leaving school without permission.
 - 3. Skipping detention.
 - 4. Lying to school personnel.
- C. Engage in conduct that is disruptive. Examples of disruptive conduct include, but are not limited to:
 - 1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.
 - 2. Inappropriate public sexual contact.
 - 3. Display or use of personal electronic devices, such as, but not limited to, cell phones, I-pods, digital cameras, in a manner that is in violation of District policy.
- D. Engage in conduct that is violent. Examples of violent conduct include, but are not limited to:
 - 1. Committing an act of violence (such as hitting, kicking, punching, and scratching)

- upon a teacher, administrator or other school employee or attempting to do so.
 - 2. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property or attempting to do so.
 - 3. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
 - 4. Displaying what appears to be a weapon.
 - 5. Threatening to use any weapon.
 - 6. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other District employee or any person lawfully on school property, including graffiti or arson.
 - 7. Intentionally damaging or destroying school District property.
- E. Engage in any conduct that endangers the safety, physical or mental health or welfare of others. Examples of such conduct include, but are not limited to:
- 1. Subjecting other students, school personnel or any other person lawfully on school property or attending a school function to danger by recklessly engaging in conduct which creates a substantial risk of physical injury.
 - 2. Stealing or attempting to steal the property of other students, school personnel or any other person lawfully on school property or attending a school function.
 - 3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
 - 4. Discrimination, which includes using race, color, creed, national origin, ethnic group, religion, religious practice, sex, gender (identity and expression), sexual orientation, weight or disability to deny rights, equitable treatment or access to facilities available to others.
 - 5. Harassment (or Bullying), is the creation of a hostile environment by conduct or threats, intimidation or abuse. (See Policy 5040, Student Harassment and Bullying Prevention Under the Dignity for All Students Act [DASA] for a more complete definition.)
 - 6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
 - 7. Hazing, which includes an induction, initiation or membership process involving harassment (see Policy: 5040, Student Harassment and Bullying Prevention Under the Dignity for All Students Act [DASA] for amore complete definition).
 - 8. Selling, using, distributing or possessing obscene material.
 - 9. Using vulgar or abusive language, cursing or swearing.
 - 10. Smoking a cigarette, cigar, pipe, electronic cigarette, vaporizer, or using chewing or smokeless tobacco.
 - 11. Possessing, consuming, selling, offering, manufacturing, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any synthetic version thereof, whether specifically illegal or not, commonly referred to as "designer drugs" which are substances designed and synthesized to mimic the intended effects and usages of, which are chemically substantially similar to, illegal drugs, which may or may not be labeled for human consumption.

12. Inappropriately possessing, using, sharing or selling prescription and over-the-counter drugs.
 13. Gambling.
 14. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
 15. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
- F. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on District-provided buses, to ensure their safety and that of other passengers as well as to ensure the least possible distraction for bus drivers. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated. It is also important that those waiting for buses conduct themselves properly with respect to the rights and property of others. Except as otherwise mandated in a student's IEP, riding District-provided buses is a privilege that may be withdrawn.
- G. Engage in any form of academic misconduct. Examples of academic misconduct include, but are not limited to:
1. Plagiarism.
 2. Cheating.
 3. Copying.
 4. Altering records.
 5. Assisting another student in any of the above actions.
- H. Engage in off-campus misconduct that interferes with, or can reasonably be expected to substantially disrupt the educational process in the school or a school function. Such misconduct includes, but isn't limited to, threatening or harassing students or school personnel through any means off-campus, including cyber bullying (for a complete definition of harassment, bullying and cyberbullying refer to Policy 5040, Student Harassment and Bullying Prevention Under the Dignity for All Students Act ["DASA"]).

DEFINITIONS

For purposes of this Code, the following definitions apply.

Cell Phones/Smart Watches - Students may bring cell phones/smart watches to school but can only use the cell phone/smart watch in the cafeteria or outside the building during a student's lunch or free period or upon approval by an individual teacher in the classroom for instructional purposes. Cell phones/smart watches must be kept off or silent at all times when not in use. Inappropriate use of cell phones/smart watches will result in confiscation and will need to be retrieved from the Assistant Principals' office after school. Repeat offenders will face a more severe consequence.

Harassment - means the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his/her/their physical safety; such conduct, verbal threats, intimidation or abuse includes but is not limited to

conduct, verbal threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex (Education Law §11[7]).

Hazing - Harassing, intimidating, or bullying of any of our students by other students, especially under the guise of this activity's being part of some Rye tradition of initiation, will absolutely not be tolerated in any form at Rye High School. Any student or group of students, including athletes, engaging in this kind of activity will suffer severe consequences, including suspension from school, along with a required parent conference with the Assistant Principal and Principal.

Illegal Drugs - In accordance with law, the term illegal drugs means controlled substances but not those legally possessed or used under the supervision of a licensed healthcare professional or other permitted authority under the Federal Controlled Substances Act or under any other provision of federal law. Controlled substances are drugs and other substances identified under schedules set forth in applicable federal law provisions.

"Dignity Act Coordinator" means at least one (1) employee designated in every school and one (1) employee designated District-wide (Susan Reid Dullea, 914-967-6100 ext. 2070) who is instructed in the provisions of DASA and thoroughly trained in methods to respond to human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation gender and sex.

"Disability" means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment, provided, however, that in dealing with employment situations, the term shall be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the employee from performing in a reasonable manner the activities involved in the job or occupation sought or held (Education Law §11[4] and Executive Law §292[21]).

"Discrimination" means discrimination against any student by a student or students and/or employee or employees on school property or at a school function including but not limited to, discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

"Disruptive student" means an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.

"Employee" means any person receiving compensation from the District or employee of a contracted service provider or worker placed in the District under a public assistance employment program, pursuant to title nine-B of article five of the Social Services Law, and consistent with the provisions of such title for the provision of services to the District, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact (Education Law §§11[4] and 1125[3]).

“Gender” means actual or perceived sex and shall include a person’s gender identity or expression (Education Law §11[6]).

“Gender expression” is the manner in which a person represents or expresses gender to others, often through behavior, clothing, hairstyle, activities, voice or mannerisms.

“Gender identity” is one’s self-conception as being male or female, as distinguished from actual biological sex or sex assigned at birth.

"Parent" means parent, guardian or person in parental relation to a student.

“School Bus” means every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities (Education Law §11[1] and Vehicle and Traffic Law §142).

"School property" means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus, as defined in Vehicle and Traffic Law §142.

"School function" means any school-sponsored extra-curricular event or activity held on or off District property.

“Sexual orientation” means actual or perceived heterosexuality, homosexuality or bisexuality.

"Violent student" means a student under the age of 21 who:

1. Commits an act of violence upon a school employee, or attempts to do so.
2. Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function, or attempts to do so.
3. Possess, while on school property or at a school function, a weapon.
4. Displays, while on school property or at a school function, what appears to be a weapon.
5. Threatens, while on school property or at a school function, to use a weapon.
6. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
7. Knowingly and intentionally damages or destroys school District property.

"Weapon" means a firearm as defined in 18 USC §921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutters, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death.

Suspension - The act of a Building Principal (or acting Building Principal), Superintendent of

Schools, District Superintendent or Board of Education in discontinuing the presence of a student from attendance at school.

GUIDELINES FOR BEHAVIOR ON TELEVISED PRODUCTIONS

Students participating in live television productions must adhere to high ethical standards. The public medium is not the vehicle for personal agendas or private messages; it is a way to inform the community about what is happening in the school, to increase participation, and to encourage thoughtful reflection. Students should remember that the cable casts are public; they should not include material that will be hurtful or personal or could lead to negative behaviors.

Participants should use common sense and decency and check with instructors if they are doubtful about a story or comment. Any use of obscene or offensive language or gestures is not allowed.

For a first offense of the cable code guidelines, students will receive a minimum of a one-day suspension from school and a ten-week suspension from participating in any aspect of a live production

For a second offense, a student will receive a minimum of a one-day suspension from school. If the student is enrolled in a course which requires participation in a live production, the student will be removed from the class. The student may take the course again after a full semester has passed.

POLICE CONTACT WITH STUDENTS

District officials are committed to cooperating with police and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in schools or at school functions, or to use school facilities in connection with police work. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have:

1. A search or an arrest warrant; or
2. Probable cause to believe a crime has been committed on school property or at a school function; or
3. Been invited by school officials. Before police officials are permitted to question or search any student in a non-emergency situation, the Building Principal or his/her designee shall first notify the student's parent/guardian to give the parent the opportunity to be present during the police questioning or search. If the student's parent/guardian cannot be contacted prior to the police questioning or search, the questioning or search shall not be conducted. The Principal or designee will also be present during any police questioning or search of a student on school property or at a school function.

In an emergency situation where there is danger to the student or others, police will take whatever action is necessary to protect the school and its occupants.

Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school. This means:

1. They must be informed of their legal rights;
2. They may remain silent if they so desire;
3. They may request the presence of an attorney.

STUDENT DRESS CODE

All students are expected to dress appropriately and give proper attention to personal cleanliness for school and school functions. The District requires students to attend school in appropriate dress that meets health and safety standards and maintains an environment focused on learning success. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and other District personnel are responsible for enforcing this dress code and will promote student understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance shall:

1. Include appropriate protective gear in certain classes (e.g. science, technology, physical education).
2. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
3. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
4. Recognize that see-through or otherwise revealing garments are not appropriate. Undergarments should be covered with outer clothing.
5. Not include the wearing of headgear in the classroom except for a medical or religious purpose.
6. Not include items that are vulgar, obscene, libelous, or denigrate others on account of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation or gender (including gender identity and expression) or any other characteristic protected by law.

The Building Principal or his/her designee shall have the authority to require a student to change his/her/their attire should it be deemed inappropriate according to the above guidelines. *(Also see Board of Education Policy Student Code of Conduct 5300.35)*

ELIGIBILITY TO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES AND INTERSCHOLASTIC SPORTS

The Board of Education recognizes the educational value of student participation in extracurricular activities and strives to provide a well-balanced program of activities (athletic and clubs/organizations/theater) which will respond to a variety of student interests and needs.

For the purposes of this regulation, the following definition applies:

A day (24 hours) refers to a participation day, not a school day. A participation day is any

day that an activity is meeting, practicing, performing or playing and may be a regular school day, a vacation day, a holiday or a weekend day. Most weekend activity is scheduled for Saturday; however, if a practice or competition/performance is rescheduled for Sunday, then that becomes a participation day in lieu of Saturday. If a game or performance is scheduled for Saturday and postponed to Sunday and the coach/advisor holds a practice or team meeting on Saturday, the student's ineligibility will still carry over to Sunday.

To implement Board Policy 5275, the following three standards for eligibility must be met by students in order for them to participate in extracurricular activities.

1. Maintain a Full Schedule

A student is expected to carry a program of 5 classes (or the equivalent) plus physical education and regularly attend classes to maintain their eligibility to fully participate in extra-curricular activities. If a student has a confirmed unexcused absence from school and/or class, the student shall be ineligible for extra-curricular activities for a period to be determined by the principal or designee. If the school or class attendance problem persists, the principal or designee may declare the student ineligible to participate in extra-curricular activities for the remainder of the quarter..

2. Maintain Standards for Academic Performance

All middle and high school students must achieve a 65 average with no failures or a maximum of one failure with a plan to remediate that failure to be eligible to fully participate* in extra-curricular activities. Academic eligibility is based on quarter grades, not semester or final grades.

If a student has a minimum quarterly GPA of 65 and is failing one course only, and the student's initial failure in that course is at the end of quarters 1, 2, or 3, the student will be ineligible for active participation in extra-curricular activities for a minimum of five school days from the date of report card distribution. If a student is declared ineligible for a 5-day period, the student will be allowed to attend practices as an observer rather than a participant. The student will not be allowed to participate in practices, athletic contests, performances, productions and/or major club/activity events. During this period of ineligibility, the student is responsible for developing an Achievement Plan (found in the Assistant Principal's office at RHS) or Contract (RMS) with the assistance and the approval of the teacher whose course was failed and the approval of the student's advisor/coach. At the High School, students may be required to attend the Tutoring Center as a required part of maintaining eligibility once the plan is approved. At the Middle School, attendance is required during X-period with the teacher whose course was failed. If a student is declared ineligible for a full quarter or after a five week probation, all involvement/participation is to cease for the period of ineligibility.

The goal for the Achievement Plan/Contract is to provide direction for the student in identifying what needs to be accomplished to meet minimum course requirements. The Achievement Plan/Contract will contain the following information:

1. Reasons for failure
2. A plan for addressing or overcoming those reasons.
3. Steps explaining how improvement will be achieved.

4. The period and days of the cycle that the High School student will be assigned to the Tutoring Center. At the Middle School, the days of the week the student will attend X-period or other supervised after-school study program.

The approved Achievement Plan/Contract must be submitted to and be endorsed by the Assistant Principal in order for a students' eligibility to be restored after the five day period. Failure to submit an Achievement Plan/Contract within the five day ineligibility period, or lack of adherence to the elements of the Achievement Plan/Contract, will cause the students to be declared ineligible for the remainder of the quarter.

All students who submit Achievement Plans or develop Contracts will have their performance reviewed at mid-quarter. At that time, if the teacher whose course was failed indicates that the student is currently passing the course, the students will remain eligible until the next report card (but the students must continue to attend the Tutoring Center (RHS) or X-period/supervised study program (RMS) until the end of the quarter or beyond or earn a minimum grade of 65% in the course that was failed). However, if at the mid-quarter review, the student continues to be failing, he/she will become ineligible for the balance of the quarter, and, of course, may attend the Tutoring Center/X-period or study program for academic support.

A student who fails two or more courses in one quarter is automatically ineligible for participation in extra-curricular activities for the following quarter and the student will be required to attend the Tutoring Center (RHS) or X-period/study program (RMS).

Fourth Quarter/Final Grades

Students who fail a course in the fourth quarter but pass the course for the year shall maintain their eligibility for the following September. Students who fail one course for the year are encouraged to attend summer school to make up for the failure. A student with one failure for the year who does not attend summer school, or who attends summer school and does not pass, is eligible for extra-curricular activities in September provided an Achievement Plan is completed according to the procedures outlined above. A student who fails two courses for the year is encouraged to attend summer school.

If the two failures are remediated in summer school, eligibility is restored. If one failure is remediated, eligibility is restored provided an Achievement Plan/Contract is submitted within the first five days of the school year. A student who fails more than two courses without a successful summer school program that meets the eligibility standard shall remain ineligible. A student carrying two or more failures into the next school year shall be ineligible.

A student carrying one failure into the next school year but not continuing on in that course sequence shall meet with his or her Guidance Counselor to formulate a plan for success.

A student carrying two failures into the next school year will be ineligible.

At Rye Middle School, the Principal or designee may, at his or her discretion, choose to permit partial or full participation in extra-curricular activities based on extenuating circumstances.

3. Maintain Standards for School Citizenship

Every student is expected to be a responsible school community member and help create an orderly and supportive learning environment. Students who regularly follow District and school rules and regulations shall be eligible to fully participate in extra-curricular activities.

Students who do not obey District and school rules and regulations as defined by the District Code of Conduct (Policy #5300), all other District policies and regulations, and school expectations of student behavior found in student handbooks, may be ineligible for participation in extra-curricular activities.

Students suspended for possession and/or use of tobacco products, e-cigarettes, alcohol and/or other substances (as defined in Policy 5312.1, Alcohol and Substance Use/Abuse) or any drug paraphernalia will be suspended from extra-curricular activities for two weeks. Additional violation of school rules and regulations causing further suspensions may cause students to be declared ineligible by the Principal for the duration of the quarter, semester, or the year, depending on the seriousness of the infraction. The Superintendent will determine the length of extra-curricular activities suspension when longer school suspension is imposed at a Superintendent's hearing.

Students who regularly follow school rules and regulations shall be eligible to fully participate in activities, clubs, and athletics. Students who do not obey school rules and regulations, as defined in the Board Policies and Student Handbook Regulations, shall be ineligible for participation in activities and/or athletics.

If a student is assigned to in-school suspension or is suspended from school, he/she/they shall be ineligible for the length of the in-school or out-of-school suspension. Additional violations of school rules and regulations causing suspension shall result in students being declared ineligible for the duration of the marking period, semester or for the year, depending on the seriousness of the infraction.

Students who do not obey school rules and regulations as defined by this Handbook and in the following Board Policies, may also be ineligible for participation in activities and /or athletics.

Academic Performance Eligibility for Students with a Disability

When an IDEA or Section 504 student is in jeopardy of failing to meet minimum grade requirements, the Assistant Principal at the High School or at the Middle School shall convene a meeting of the Eligibility Committee. This meeting will be held to determine if the failure is related to the student's disability. If the failure is related to the student's disability, a referral shall be made to the Committee on Special Education [CSE] or Section 504 for a program modification. In addition, the Eligibility Committee will determine whether or not the student is eligible for participation in extra-curricular activities.

If a failure occurs that is not related to the student's disability, the standards for academic performance noted above shall be equitably applied.

The Eligibility Committee shall be made up of the administrator, the case manager, the student's guidance counselor, and the teacher, with the student and the student's parent(s)/guardian(s) in attendance.

Board Policy 5100: School Attendance
Board Policy 5260: Student Absences and Excuses
Board Policy 5300: Student Conduct
Board Policy 5301: Students and the Law
Board Policy 5312: Prohibited Conduct in Students
Board Policy 5312.1: Drug and alcohol Abuse
Board Policy 5312.2: Dangerous Weapons in School
Board Policy 5312.3: Student Use of Tobacco

ATHLETIC DEPARTMENT GOALS AND OBJECTIVES

ABOUT THE PROGRAM

The athletic program in the Rye City School District is an integral part of the educational program. Interscholastic athletic competition provides students with physical, mental, and emotional expression which benefit not only the individual, but also the school and the entire community. Participants have the opportunity to acquire qualities of total fitness, self-discipline, loyalty, and a devotion to a cause greater than themselves.

All students are encouraged to “try out” for our teams. Participation in the athletic program is a privilege granted in return for compliance with certain rules and regulations.

STANDARDS FOR INTERSCHOLASTIC ATHLETICS

Interscholastic sports are an important part of the total educational program of the Rye City School District. It is the overwhelming opinion of physical educators and coaches that athletes perform best when they follow intelligent training rules which include restrictions on the use of tobacco, alcohol, and illegal drugs. To this end, the following expectations have been established for students participating in interscholastic athletics:

- Student athletes are expected to follow all school regulations pertaining to the use of tobacco, alcohol, and other drugs as outlined in the Handbook.
- Student athletes, under the direction of the coach and captains, will discuss the negative impact of the use of tobacco, alcohol, and illegal drugs on performance. Students will agree not to use these substances.
- Student athletes must maintain good academic standing. Any student who earns two or more failing grades or has less than a 70% will be ineligible to participate in any extracurricular activity for the next complete marking period.
- Student athletes must maintain the highest level of positive behavior in and out of the classroom. A student who cuts academic classes or is disruptive will not be permitted to participate until the situation is rectified with the Assistant Principal. The Assistant Principal will notify the Athletic Director and the coach when the student is reinstated.

- Athletes are expected to be at **all** practices and competitions unless excused by the coach.
 - Any student (athlete or not) who is absent from school may not participate in any school sponsored event on the day of absence. The student may not participate as an athlete or spectator.
- A student athlete who does not attend a majority of classes on the day of the game will not be allowed to participate that day unless approved by the Assistant Principal.
 - A student athlete is responsible for the care of and return of any Garnet uniform or equipment immediately after the last contest. Payment for lost articles is expected.
- Athletes and parents/guardians must sign the Interscholastic Sports Medical Clearance Card acknowledging these Standards for Interscholastic Athletes and the Consequences for Violations of Athlete's Standards prior to participation.

CONSEQUENCES FOR VIOLATIONS FOR INTERSCHOLASTIC ATHLETES

For possession or use of any tobacco products (cigarettes, snuff, chewing tobacco), alcohol, or illegal drugs, the student athlete will suffer a two-week suspension from competition in his/her/their sport. He/she/they will be required to practice with the team while on suspension. A second violation will result in removal from the team for the duration of the season. A third violation (if the athlete plays another sport in the next season or in a subsequent season) will result in removal from all interscholastic sports for the year.

SPECTATOR CONDUCT

Whether a spectator or fan, good sportsmanship must prevail. Cheer for the Rye High School; never root against or mock opponents. Be considerate of opposing players, coaches, fans, and officials. Treat them the way you would want to be treated...with respect. Become familiar with the spirit and rules of the game. **Remember, all school rules of conduct apply to athletic contests on or off campus. Unacceptable sportsmanship will result in removal from the event.** It's not if we win or lose the game that counts. It's how we play that is long remembered.

SPORTSMANSHIP

The New York State Public High School Athletic Association recognizes and appreciates that the influence and responsibility of the school administration with regard to good sportsmanship extends to all levels of competition and all students. However, it must also be seen that the Association has been vested with the responsibility to ensure that all contests under its jurisdiction are conducted satisfactorily. This standard applies to all regular-season and post-schedule play.

- Any member of a squad ruled out of a contest for unsportsman-like conduct or for a flagrant foul shall not participate in that sport in the next previously scheduled contest with a member school or in the New York State Public High School Athletic Association tournament play. Disqualification from one season carries over to the next season of participation.
- Any member of the squad who strikes, shoves, kicks, or makes other physical contact with the intent to do so to an official shall be expelled from the game immediately and banned from further participation in all sports for one year from the date of the offense.

Note: Members of the squad includes coach, player, manager, scorekeepers, timers, statisticians.

TRAVEL

Student athletes must travel to and from away contests on the team van or bus under the supervision of the coach. If parents wish to take their own athlete home, notification to the coach is required in advance.

BICYCLES AND SKATES

Students riding bikes are expected to obey basic safety rules. Students who ride bicycles to school must refrain from riding on school grounds. When students arrive on campus on a bike, they may park and lock them in the bicycle racks. Every effort will be made to protect bicycles from theft and damage, but it must be understood that the school cannot assume any responsibility for losses incurred. The bicycle racks will be supervised each day between 8:00 a.m. and 3:00 p.m. Roller skates, in-line skates, skateboards, and motorized scooters are not permitted on campus.

CAFETERIA

Hours are 7:30 a.m. - 1:30 p.m, and a snack window opens after school from 1:30-3pm.

Students are expected to behave in an appropriate manner for individuals eating a meal. There should be no shouting or roughhousing. **Students are expected to clear their table of refuse before they leave the cafeteria.** The cafeteria supervisor can appoint one particular student to clean a table if that table has been left in a messy condition by those students who sat at the table.

Food and drink may be taken out of the cafeteria into the halls or classrooms during community lunch so long as cleanliness is maintained. There are designated spaces throughout the high school where students may eat lunch. These locations are subjected to change; however, they are reviewed with the students at the beginning of the year.

CHEATING

When a student cheats at Rye High School, the person most harmed is that student. The integrity of the school is also compromised. The following statements reflect the seriousness with which we, at Rye High School, view cheating.

WHAT CONSTITUTES CHEATING?

- Representing someone else's work as one's own, including, but not limited to, test answers, research papers, creative work, homework, labs, as well as AI assistance. Exception to this is limited to collaborative work which may be permitted on homework and labs.*
- Using unauthorized oral or written assistance for a quiz, test, or other assignment,

including the unauthorized assistance of any artificial intelligence tool. Knowingly providing another student with the opportunity to cheat in one of the ways described above.

**The use of Internet translation sites to complete foreign language assignments is considered cheating.*

Department Coordinators: All incidents of cheating are reported to the Department Chair and the Assistant Principal. While the incident may be referred to the Principal, the consequences for the first incident will be determined by the teacher and the second incident must be referred to the Principal, who will meet with the student and his or her parents and determine the consequences.

All teachers have the obligation to make clear to students that cheating is not tolerated, to proctor in-class evaluations, and to monitor all assignments with vigilance and seriousness; however, the primary responsibility for honorable behavior resides with the student.

Academic Integrity and Academic Dishonesty

Rye High School is a community that promotes respect, trust, and honesty, both in personal interactions and in academics. We believe that *academic integrity*, the practice of approaching scholarly and academic work in a responsible, honest fashion, is essential for independent learning and growth.

Academic Integrity includes, but is not limited to, the development of one's own ideas; the citing and crediting all sources consulted, including artificial intelligence tools; avoidance of false documentation or sources; and trustworthiness during assessments.

Violations of Academic Integrity, also known as *Academic Dishonesty*, are unacceptable and include, but are not limited to, plagiarism; cheating on assessments; unauthorized use of artificial intelligence tools; resubmission of one's own work; unapproved collaboration; and complicity with any academic dishonesty.

As a student at Rye High School, students are expected to comply with all aspects included in the Rye High School Code of Conduct, including the practice of Academic Integrity and avoidance of Academic Dishonesty.

CONSEQUENCES FOR ACADEMIC DISHONESTY

1. All incidents of Academic Dishonesty will be reported by the teacher to the Department Coordinator in which the offense occurred, the student's School Counselor, the student's parent/guardian, and the designated Assistant Principal.
2. Students who violate the Academic Integrity discussed above will receive a zero for that assignment/assessment with no opportunity to rewrite or resubmit. The Principal/Assistant Principal may assess further disciplinary penalties as warranted.
3. Subsequent violations will result in further disciplinary action that may include, but are not limited to, one or more of the following: detention, in-school suspension, out-of-school suspension, potential for being found ineligible for National Honor Society, and/or a letter in the student's file in addition to the consequences stated above. A parent/guardian will be asked to meet with the administration.

APPEALS

If a student is found to have violated the expectations for Academic Integrity and believes he/she is not guilty, he/she may submit a written request for appeal to the Assistant Principals' Office within one week of the ruling. The letter must include a reason for appeal as well as the signatures of both the student and a parent/guardian.

A hearing will be convened with the student, a parent/guardian and a Committee that includes: one administrator, the Department Coordinator of the department in which the offense occurred, the School Counselor of the student, and one teacher who is not involved in the offense. A majority decision will be made by the Committee, and the administrator on the Committee will issue the decision following the hearing.

All students at Rye High School will be asked to acknowledge annually the receipt of the above expectations.

EXAMPLES OF ACADEMIC DISHONESTY

(All quoted definitions provided by *Merriam-Webster Dictionary*. **The examples below are to provide a deeper understanding. This is not an exhaustive list.**)

Plagiarism: “to steal and pass off (the ideas or words of another) as one's own : use (another's production) without crediting the source”. Plagiarism includes, but is not limited to, online sources, print source, and/or the work of others.

- Copying information or ideas from the Internet or other sources.
- Allowing someone else to write a paper (or other assignment) for you or submitting someone else's work as your own.

Cheating: “ to use unfair or dishonest methods to gain an advantage”.

Examples: - Copying from another student during an examination.

- Using notes or other resources for a “closed book” assessment.
- Making up information or facts.
- Unauthorized use of technology of any type during an assessment.

Resubmission of Work: Submitting a paper of one's own for multiple assignments. •

Submitting portions (or entire pieces) of work completed for a different assignment without the teacher's awareness.

Unapproved Collaboration: Working with others on assignments that were intended to be completed independently. Unapproved collaboration can include the exchange of homework responses or other assignments or work.

Complicity with Academic Dishonesty: “association or participation in or as if in a wrongful act”. Complicity includes providing others with assignments.

Examples: - Allowing another student to copy your homework or other assignments. • Allowing another student to copy from you during an exam.

FIELD TRIPS

Field trips are an integral part of the educational program of the Rye City Schools and are to be considered an extension of the regular school environment. Students who are qualified to go on a field trip are students who are in good standing in the school. This means no violations of the Code of Conduct, passing grades in subjects, and no owed detentions as a result of cuts. Students should also be aware that they are required to see their subject teachers and make up all work and assignments that were missed.

LOCKERS

Students in 9th and 10th grade will be assigned a locker in their specific class hall. All 11th and 12th grade students will choose a locker on the first day of school. Students need to fill out a form to report the **number and location** of the locker chosen. The school will provide a lock for all 9th grade and new students. All other students must use the lock they were assigned upon entering the High School. All **students must use the lock provided by the school**. All other locks will be removed.

Remember that all lockers are the property of Rye High School and, if the school administration has "reasonable suspicion", any locker may be searched. At the end of the school year, students will be required to clean out their lockers and keep their locks for the next school year. Once students graduate, they are to return their locks back to the Security Office. Loss of lock will result in the purchase of a new school lock for \$5.00. Any clothing that is found will be stored in "Lost and Found" for a short time before it is donated to charity. Rye High School is not responsible for any items lost or stolen from lockers.

PARKING ON CAMPUS

Parking on campus for students is not available during school hours. Students can park anywhere on campus except for the lot by the field **starting 3 p.m.** on school days and anytime on weekends. Any student who illegally parks on campus before 3 p.m. will be cited and given two morning detentions and parents will be notified. Second violation will result in four morning detentions and parents will be notified. Third violation will result in the car being towed. Parking in the church lot on Parsons Street across from our school is also not allowed. Street parking is available; however, please observe the parking regulations on Parsons Street which does not allow parking prior to 8:30 a.m. on school days.

REGISTRATION FOR NEW STUDENTS

Students registering for the first time must present verification of residence in the City of Rye to the Central Administration Building located at 555 Theodore Fremd Suite B-101. Non-residential students will be required to pay tuition and must submit an application to the Central Administration Office.

Once residence has been established or tuition arrangements made and placement date has been

obtained, an appointment will be made with the school counselor to determine the student's schedule. A health form must be completed and returned to the high school Health Office before the student begins class.

4526.1

MIDDLE SCHOOL/HIGH SCHOOL ACCEPTABLE USE OF TECHNOLOGY REGULATION, GRADES 6-12

The Rye City School District strives to provide its community with an abundance of opportunities to learn, use, and apply the 21st century technology skills necessary to be successful collaborators in an ever more digital society. To that end, the RCSD strives to provide all educators with ongoing, sustainable and structured staff development that meaningfully integrates technology across all learning environments. The District considers access to a computer Network, including the Internet, to be the most essential and transformational tool it can provide to enhance education, research, communication and collaboration. Through the use of the District Network, students may access a variety of web-based resources, applications and platforms, participate in global communication, and utilize powerful tools for successful and meaningful learning and collaboration across curricula. To ensure the proper use of technology, the Rye City District's Acceptable Use Policy (AUP) contains guidelines for access to, and use of, technology. All students in the Rye City School District must review, agree to abide by, and sign the AUP annually.

Educational Purpose

The pursuit of educating responsible digital citizens, in an ever increasingly technologically demanding society, is a primary goal for students of the Rye City School District. Expectations for online/Network behavior should translate to all school situations and settings similar to appropriate behaviors outlined as part of the District Code of Conduct. To that end, the following rules have been written to promote positive, effective digital citizenship among students and staff.

The District Network (the "Network")

The Rye City School District provides students access to the District's computer Network to maximize educational opportunities and resources. The Network is comprised of Internet access, computer services, computer equipment, and related equipment for educational purposes on the District's intranet, as well as third party web based services that run through District controlled accounts.

Overview

- Student access to technology in school is a privilege, not a right, and it may be suspended.
- It is the expectation of the District that all access to the Internet while on school property shall be through the authorized District Network login.
- The District will notify parents about policies governing the use of the District Network. Students shall only be permitted to utilize the District's Network while on school

property, after submitting a completed and signed Acceptable Use of Technology Agreement Form. The Acceptable Use of Technology Agreement Form must be signed by parent(s)/guardian(s) and students at the start of each school year, manually or electronically.

- The District has the right to place reasonable restrictions on the material that students search, access and/or post through the Network.
- Students shall follow the rules set forth in the District Code of Conduct as well as state and federal laws such as the Family Educational Rights and Privacy Act (FERPA), the Electronic Communications Privacy Act (ECPA), the Computer Fraud and Abuse Act (CFAA), and others as appropriate.

Internet Filtering

Internet filtering technology on the Network is used to prevent access to material that is obscene, illegal (i.e., child pornography) and/or harmful to minors, as defined by the Children’s Internet Protection Act (CIPA). This filtering applies to Internet access through the use of District computers as well as the use of personal wireless devices when logged into school platforms.

Student Internet Access

- Students may obtain access to the Internet, including wireless Internet access, with the approval of their parent(s)/guardian(s) and the school when permitted by a staff member. Each student and his/her parent(s)/guardian(s) must sign an Acceptable Use of Technology Agreement Form to be granted individual access to the District’s Network and wireless service.
- In order to access the Internet, students must use the District’s network.
- Students in grades 9-12 are required to participate in the RHS Bring Your Own Device (“BYOD”) program. When students bring their own “personal wireless devices” (i.e., tablets, Chromebook and/or laptops, etc.) to school, they shall take all reasonable measures to protect against theft or damage of such wireless devices. The District accepts no responsibility for personal property brought to school by students. Students who bring a personal device to school assume full responsibility for the wireless device.
- Students utilizing the District’s wireless Internet service shall be permitted to log in with one (1) wireless device at a time.
- All users will be prohibited from accessing social networking sites through the District Network.
- Students in grades 5-12 will have individual email addresses provided by RCSD. All email communication between staff and students must occur within the RCSD domain.
- Students in grades 5-8 may not access anything outside of the RCSD domain.

Acceptable Use and Conduct

- Access to the District’s computer Network is provided for educational purposes and research consistent with the District’s mission and goals.
- Each individual in whose name an access account is issued is responsible at all times for its proper use.
- All Network users will be issued a login name and password. Passwords must be changed periodically and not shared with other users.
- Network users identifying a security problem on the District’s Network must notify the appropriate teacher, administrator, or the Director of Technology. Under no circumstances should the user demonstrate the problem to anyone other than to the District official or employee being notified.
- Any Network user identified as a security risk or having a history of violations of District

- computer use guidelines may be denied access to the District's Network.
- Students may use technology equipment provided by the District or personal wireless devices.

Prohibited Activity and Use

The following is a list of prohibited activity concerning use of the District's computer Network. Violation of any of these prohibitions may result in discipline or other appropriate penalty, including suspension or revocation of a user's access to the District's Network or Internet.

Violations constituting crimes may be referred to law enforcement. Violations include but are not limited to:

- Infringing on any copyright or other intellectual property, including copying, installing, receiving, transmitting or making available any copyrighted software on the District computer Network.
- Violating the rights of copyright owners. The source of online research information should always be cited. If students are unsure whether or not they can use research found online, they should ask their teacher.
- Viewing or transmitting material that is obscene, illegal (i.e., child pornography), and/or harmful to minors.
- Using the Network to receive, transmit or make available to others messages that are racist, sexist, abusive or harassing to others, or otherwise engaging in "cyber-bullying" as defined below.
- Using another user's account or password.
- Attempting to read, delete, copy or modify the electronic mail (email) of other system users, or deliberately interfering with the ability of other system users to send and/or receive email.
- Engaging in vandalism. Vandalism is defined as a malicious attempt to harm or destroy District equipment or materials, data of any user of the District's Network or of any of the entities or other Networks that are connected to the Internet. This includes, but is not limited to, creating and/or placing computer viruses on the Network.
- Stealing data, equipment, or intellectual property.
- While on school property, accessing the Internet via the District Network without the supervision of a teacher or staff member.
- Remotely accessing the District's Network.
- Using technology to engage in attacks on the District's Network and/or Internet, intentionally disrupt Network traffic, or "crash" the Network and/or connected systems.
- Using the Network in a fashion inconsistent with directions from teachers and other staff and generally accepted Network etiquette.
- Students are prohibited from recording any remote or live streamed lessons or activities, except as provided for in a student's Individualized Education Program (IEP).

Personal Safety

The RCSD takes great measures to protect the personal safety of all its Internet users. The District performs thorough reviews of all Privacy Policies prior to granting students and/or staff access to anything outside of the RCSD domain. The District supports The Student Privacy Pledge initiative site committed to following existing federal law and regulatory guidance regarding the collection and handling of student data. The Student Privacy Pledge is taken by service providers that are committed to protecting the information of their users. Specific policies

referenced in The Student Privacy Pledge include, but are not limited to, The Future of Privacy Forum (FPF) and The Software &

Information Industry Association (SIIA)

- Students will not post, on any forum/platform, personal contact information about themselves and/or other people. Personal contact information may include, but is not limited to, a name, e-mail address, telephone number, image, home phone and/or address, school name and/or address, or anything that personally identifies a student.
- Students/parent(s)/guardian(s) will promptly disclose to a teacher or other school employee any messages and/or images viewed and/or received that they feel is inappropriate or makes them feel uncomfortable. If a student mistakenly accesses inappropriate information, he/she should immediately tell a teacher or another District employee.
- Students should never agree to meet with anyone encountered online.

System Security

- Students are responsible for their individual access account.
- Students should not distribute and/or share computer passwords with anyone.
- Students should immediately notify a teacher and/or staff member if they see or hear about a possible security threat and/or problem.
- Students will not attempt to access websites blocked by the District, including the use of chat rooms, social media sites, and/or personal email to purchase items online.

Inappropriate Access of the Network

Students will not attempt to gain unauthorized access to the Network, or to any other computer system through the Network, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal under all circumstances, including "browsing."

Inappropriate Language or Material

- All Network users are expected to abide by the generally accepted rules of Network etiquette. This includes being polite and using only appropriate language. Abusive or inappropriate language or images will not be tolerated.
- Students will not use technology to engage in and/or share obscene, profane, inflammatory, embarrassing, threatening, and/or disrespectful language and/or media of any kind.
- Students will not use technology to engage in personal attacks.
- Bullying or harassment through the use of technology, or "cyber-bullying," that affects the school environment, whether undertaken at school or elsewhere, is prohibited (see the District Code of Conduct). Bullying includes systematic and intentional infliction of physical, verbal and/or psychological distress towards a person and/or group of people. Harassment is the creation of a hostile environment by conduct, threats, intimidation and/or abuse (see RCSD Policy 5040).

Student Privacy and Respect for Privacy of Others

- Students will not distribute and/or forward a message received or viewed with technological equipment without permission of the person who sent the message.

- Students will not post personal information about another individual.

Monitoring Technology Use

- Students' personal files on the District system and records of their online activity are not private and may be monitored by the District.
- Personal wireless devices may be seized and inspected on school grounds, in accordance with Section 5300.65 in the District Code of Conduct.
- If it is believed that a student has violated this Acceptable Use Policy, parent(s)/guardian(s) will be contacted and provided with the opportunity to be heard in the manner set forth in the District Code of Conduct.
- Additional restrictions may be placed on the student's use of the Network. A student's privilege of using the Network may be revoked by the District at any time.

Remote/Distance Learning

- In the event the District is subject to a mandatory closure and implements remote/distance learning, this Policy shall extend to cover the remote/distance learning which occurs virtually utilizing the District's Network. As such, the definition of District Network shall include use of video conferencing software and/or live streaming.

Disclaimer

The Rye City School District makes no warranties of any kind, either expressed or implied, that the functions or the services provided by, or through, the system will be error-free and/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 the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the Network. The District will not be held liable for the content already existing on student personal wireless devices; this includes music, movies, pictures, games, etc.

References:

5040, Student Harassment and Bullying Prevention under the Dignity for All Students Act (DASA)

5300, Code of Conduct

Family Educational Rights and Privacy Act (FERPA)

The Electronic Communications Privacy Act (ECPA)

The Computer Fraud and Abuse Act (CFAA)

The Student Privacy Pledge (<https://studentprivacypledge.org/signatories/>)

The Future of Privacy Forum (FPF)

The Software & Information Industry Association (SIIA)

Adoption Date: January 24, 2012

Revised Regulation Adoption Date: July 22, 2014

Revised Regulation Adoption Date: July 1, 2016

Revised Policy Adoption Date: April 10, 2018

Revised Policy Adoption Date: June 25, 2019

Revised Policy Adoption Date: June 23, 2020

Revised Policy Adoption Date: August 11, 2020

Rye City School District Acceptable Use Policy Agreement

I understand and will abide by the provisions and conditions of the District’s Acceptable Use Policy. I understand that any violations of the above provisions may result in disciplinary action, the revoking of my user account, and appropriate legal action. As a condition of Network use, I am obligated to report any use of the District technology systems in a manner inconsistent with or in violation of the terms and conditions listed above. If consenting to this Agreement electronically, I agree that my electronic signature is the legal equivalent of my manual (hand-written) signature.

Student Name

Parent/Guardian Name

Student Signature

Parent/Guardian Signature

School

Date

REPORTING CODE OF CONDUCT VIOLATIONS

All students are expected to promptly report violations of the Code of Conduct to a teacher, school counselor, the Building Principal or his/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, the Principal's designee or the Superintendent.

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.

In addition to the above, all District staff must report any bullying, harassment and/or discrimination to the Dignity Act Coordinator of the building.

Students who have been bullied, harassed and/or discriminated against, parents whose children have been bullied, harassed and/or discriminated against, or other students or staff who observe bullying, harassing and/or discriminating behavior are encouraged and expected to make a verbal and/or written complaint to any school personnel in accordance with the training and guidelines provided, as well as any applicable District policies.

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

The Building Principal or his/her designee must notify the appropriate local law enforcement agency of those Code violations that constitute a crime and substantially affect the order of security of a school as soon as practical, but in no event later than the close of business the day the Principal or his/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.

SEXUAL HARASSMENT TITLE IX PROCEDURES

If you are aware of a situation where sexual harassment or hostile work environment exists, contact Mr. Joseph DiGiovanni, Principal of Rye Middle School, and Ms. Susan Reid Dullea, Athletic Director, who are the Title IX Compliance Officer for the school system. Please remember that the school is required by law to ensure that prompt action to review the situation occurs. Ms. Dullea and/or Mr. DiGiovanni will interview and determine which course of action is appropriate. The Administration is aware and supportive of the procedures we must follow. Confidentiality will be respected. In the event you need to contact either Mr. DiGiovanni or Ms. Dullea, their information is provided below.

Mr. Joe DiGiovanni

Phone: 914-967-6100 ext. 3000

Email: digiovanni.joseph@ryeschools.org

Ms. Susan Reid Dullea

Phone: 914-967-6100 ext. 2070

Email: reiddullea.susan@ryeschools.org

STUDENTS AND THE LAW

Students in the Rye Public Schools are representatives of their school, school district and community and, as such, are reflective of their school and its reputation. Good citizenship applies not only to behavior within the schools and at school-sponsored activities, but also to field trips and athletic events held both on and off campus.

Student behavior committed off of school premises or at a non-school sponsored activity, or behavior which may constitute a crime, and comes to the attention of the administration will result in the Superintendent's dialoguing with appropriate members of the administration. The dialogue will determine whether a nexus exists between the alleged criminal act and the mission of the school district, such that it contributes to a disruption of the school operation and endangers the health, safety, welfare, or morals of the students or others in the District's schools.

STUDENT CLASS ELECTIONS

- The Assistant Principals' office is responsible for supervising student elections for class officers in grades 9, 10 and 11. Our goal is to have student elections be a forum for meaningful discussion of important school issues, not just a popularity contest.
- Candidate Qualifications: all candidates must be students in "good standing" in the high school. "Good Standing" means that the student is not failing any courses, has no current cuts and owes no detentions. Once you have determined that you meet these criteria, follow the procedure below:
 - A student qualified for office should pick up a nominating form in the Assistant Principals' office.
 - The nominating form which requires twenty valid signatures from classmates in your grade and two faculty signatures should be re-submitted to the Assistant Principals' office. 3. There will be a brief campaign period during which posters approved by the Assistant Principal may be hung on the walls of your class hallway. All posters must be approved in advance by the Assistant Principal. Speeches must be submitted to the class advisor for approval prior to the assembly.
 - Candidates will deliver a pre-recorded video speech that would perhaps answer questions about positions on issues. Videotaped speeches will be played during a designated time/period during the school day. Voting will take place immediately after the videos have been viewed.
 - Voting will take place during community lunch using an electronic form. The

candidate with the majority of the votes will win the election. Any candidate may be disqualified if she/he/they submits invalid signatures, hangs posters that have not been approved, or makes an inappropriate speech.

UNATTENDED ITEMS

Book bags and backpacks are not to be left unattended in the halls for safety reasons. Any item found should be brought to the Assistant Principals' Office. Lost and Found will be handled through the Assistant Principals' Office. All items may be opened and examined for the purpose of identification of the owner.

VISITORS

The District recognizes that the success of the school program depends, in part, on support by the larger community. The District wishes to foster a positive climate where members of the community have the opportunity to observe the hard work and accomplishments of the students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The Principal or his or her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must enter through the designated single point of entry and report to the security desk or main office upon arrival at the school. There they will be required to sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the security desk or Principal's office before leaving the building.
3. Visitors attending school functions that are open to the public after regular school hours, such as parent-teacher organization meetings or public gatherings, are not required to register.
4. Parents or citizens who wish to observe a classroom or school activity while school is in session are required to arrange such visits in advance with the classroom teacher(s) and Building Principal, so that class disruption is kept to a minimum.
5. Teachers are not expected to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the Principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
7. All visitors are expected to abide by the rules for public conduct on school property contained in this Code of Conduct.
 - All visitors are expected to abide by the rules for public conduct on school property contained in the Conduct and Board of Education Policy 1520.

WITHDRAWING OR TRANSFERRING

A student withdrawing or transferring from Rye High School should make an appointment with his/her/their school counselor to complete all necessary forms. This should be done at least two days prior to departure to ensure that all necessary signatures are obtained and that all school owned books and materials are returned. No transcripts will be released or forwarded to the student's new school until all books and materials are either returned or paid for.

**EXTRA-CURRICULAR
ACTIVITIES
AND
STUDENT SERVICES**

EXTRACURRICULAR ACTIVITIES

Extracurricular activities are an important part of the total educational program at Rye High School. Please review the information regarding eligibility for participation in extracurricular activities and interscholastic sports.

The wide variety of clubs, organizations, and sports teams of Rye High School are open to any interested and eligible student. For further information about activities and meeting times and dates, see the Assistant Principals or their Secretary for the name of the person to contact. Beginning of every September, a day is dedicated to extracurricular activities, where tables are set up in front of school for students to receive information and sign up for various clubs.

CLUBS

For a complete and most updated list and description of our clubs and organizations, please visit our school's website.

SPORTS

To be eligible to play a sport, you must meet the eligibility criteria and have a physical examination on file in the Health Office and Family ID. NYS Education Department Guidelines for Interscholastic Sports require that before each season (fall, winter, and spring); the student athlete must be medically cleared through their building Health Office.

Requirements:

- Physical Exam performed within the last 12 months by the student's private physician.
- Sports Clearance Packet obtained on-line or from the Health Office, consisting of:
- Athletes Standards and Consequences Form signed by both parent/guardian and athlete.
- Health History completed by parent/guardian.
- Clearance Card completed by parent/guardian.

WITHOUT A CLEARANCE CARD AND A COMPLETELY SIGNED ATHLETES STANDARDS AND CONSEQUENCES FORM THE ATHLETE MAY NOT PARTICIPATE IN THE SPORT.

No student may practice with a team without medical clearance from the school nurse. Most athletic teams have Varsity and Junior

Varsity Teams:

Fall Sports

Fall Sports include cross-country, cheerleading, field hockey, football, boys' soccer, girls' soccer swimming, diving, girls' tennis, squash, and volleyball.

Winter Sports

Winter sports include boys' basketball, girls' basketball, cheerleading, ice hockey, indoor track, skiing, and wrestling.

Spring Sports

Spring sports include baseball, golf, boys' lacrosse, girls' lacrosse, softball, boys' tennis, and track.

Injuries/Medical Insurance

All injuries should be reported to the coach and athletic trainer. The coach in turn will notify the School Nurse, Athletic Director, and Principal through a "Student Incident Form." The Pupil Benefits Plan is a policy designed to assist families in meeting any charges arising from a sports injury. Benefits are payable only after all other family medical insurance has been used.

HEALTH SERVICES

Health services are part of a total health education program designed to help students of Rye High School maintain the best health possible. The High School Nurse can be reached at 967-6100, ext. 2011.

If a student becomes ill during the school day, he/she/they should request a pass to the Health Office from his/her/their classroom teacher. If the student is too ill to remain in school, his/her/their parents, guardian, or designated emergency contact will be informed and asked to come to the school for the student. **Students are not allowed to leave campus without authorization from the Health Office or the Assistant Principals' Office.**

The school does not maintain facilities for treating or diagnosing illnesses. The nurse may dispense medications if she has a doctor's written prescription, parent/guardian written permission, and the medication in the original prescribed container. Medication authorization forms may be obtained from the Health Office.

Requests to be excused from physical education, or from any other school activity for a prolonged period for health reasons, will be granted only upon receipt by the school nurse and the teacher of a written statement from the student's attending physician. When the request is for one or two days, the parent's note to the teacher will be honored.

Health services coordinated by the Health Office include:

School Health Activities Typically Overseen by the School Health Services

Staff • Sports Physicals

- Required annually for participation in school sports
- Modifications identified as needed for student participation i.e.,

Protective equipment needs

- Sports Certification
 - Completed for Fall, Winter and Spring sports seasons
 - Oversight of selective classification
- Work Permits
 - Provide proof of physical fitness for work
 - Health Appraisal required within 12 months of application
- Committee on Special Education – CSE/CPSE
- Provide health related information to CSE on a need to know basis

- Attend CSE meetings as requested
- Student Weight Status Category Reporting
 - Documentation of obesity related diseases if reported to school
 - Organization of data
- Communicate the “opt out” option to students/parents.
- Vision, hearing and scoliosis screenings.
- Health counseling and follow-through on health findings with parents, teachers, and students.
- Maintaining a personal cumulative health record for each student.
- Maintaining contacts with community health and educational resource agencies for student needs.
- Maintaining current source materials on health education and health careers available to students for various class assignments.
- Concussion Management

ACCIDENTS AND ACCIDENT REPORTS

It is the student’s responsibility to report an accident immediately to the teacher in charge of the activity so that first aid may be given and the required accident report prepared.

If a health emergency occurs during the regular school day, the teacher in charge will decide whether the student should go to the Health Office or whether assistance should be brought to the student.

A student involved in an accident on his way to or from school should report the accident to the nurse as soon as possible. Accidents occurring on non-school time are not the first-aid responsibility of the school health service; however, such accidents should be reported to the nurse to provide her with information regarding the student’s health status.

EXAMINATIONS AND IMMUNIZATIONS

New York State Education Law requires each student to have a physical examination on his or her entrance to school and, thereafter, at the beginning of tenth grade. Forms, which must be completed by the examining physician, are available at the Health Office.

Any student entering the school for the first time must submit a statement signed by a physician indicating that the pupil has been immunized against diphtheria, polio, measles, rubella and varicella.

After October 15th, the school physician will examine those students for whom medical forms have not been received by the school nurse. If corrective measures are found to be needed, parents or guardians will be informed by the school nurse.

HEALTH SERVICE RESOURCES

In addition to resources for students within the school, there are a variety of resources within the community. If you have a problem that you need help in handling, try talking with your parents, a member of the clergy, your counselor, or a good friend. If you don't feel that you can discuss your problem with one of these people, there are others available who are prepared to help you.

- **For Alcohol and Drug Problems:**

Rye High School has the services of a Social Worker/student substance-abuse counselor, Mrs. Degenhardt. In addition to providing other assistance services, Mrs. Degenhardt works with students who have concerns about alcohol, drug, or family worries. Alcoholics Anonymous has several chapters locally which meet to help people with drinking problems, and chapters of Alateen help teenagers cope with the problem of alcoholic parents. For help, call the Westchester Division of the National Council on Alcoholism at 421-1418. All calls are confidential.

- **Center for Preventive Psychiatry**

Counseling for family and personal problems. Call 949-7680.

- **County Health Department**

Tests for, and treatment of, sexually transmitted diseases are done on a confidential basis. Call the White Plains Clinic at 285-5800.

- **Planned Parenthood**

Information is provided on contraceptives and abortion, in addition to counseling and pregnancy tests. There are centers in Port Chester and White Plains. An appointment is necessary. Call 761-6566.

- **Family Services of Westchester**

Counseling for individuals and families. Call 948-8004.

- **Youth Counseling League**

Help in setting constructive goals through counseling. Call 946-5410.

MEDICAL CLEARANCE FOR INTERSCHOLASTIC SPORTS (GRADES 7 – 12)

The procedure for participating in interscholastic sports follows the policies of the **New York State Education Department**. The same procedure is used for **every sport season**. Health appraisals and medical clearances of student athletes before they participate are performed for two reasons:

1. To provide for the health and well-being of the student athlete. Knowledge of the athlete's physical status, functional ability, growth, and development is necessary to make a medical decision as to the level of participation.
2. To identify significant health problems which may prevent safe and effective athletic performance and participation

The main goal of this process is to protect the health and safety of the student athlete. Before students can try-out or participate in an interscholastic sport, each sport season (fall, winter, spring), he/she/they must be medically cleared through the Health Office.

For medical clearance, a student needs the following:

1. A current **Physical Exam** on file in the Health Office.
2. A **Health History** completed by parent/guardian.
3. The **Emergency** information on the **Clearance Card** completed by parent/guardian.
4. If required, a **Clearance Letter** from the attending physician (in cases of injury, surgery, or acute/chronic medical conditions).
5. Grades 7-12 baseline Impact Testing when applicable.

Procedure:

1. Pick up **Health History** form and **Clearance Card** from the Health Office or download the forms from the Athletic webpage.
2. If a **Physical Exam** is needed: (Physical exams are valid for one year). Bring in a physical exam form completed by your private physician (licensed to practice in NYS). Physical exam forms can be picked up in the Health Office.
3. Return completed **Health History** and **Clearance Card** to the Health Office.
4. The school physician will review all physicals performed by private physicians. **The school physician is the only person who can medically clear a student.** If the school physician has a concern, the school nurse will contact you. Problems should be directed to the school nurse, never to the school physician's private office.
5. When the school physician medically clears a student, the school nurse completes and signs the **Clearance Card**.
6. The **Clearance Card** is sent to the Athletic Department where it is distributed to the coach. 7. **If a coach does not have a signed clearance card, the student may not participate.**

Injury or Out-of-School Five Days or More Due to Illness:

- Medical clearance is immediately withdrawn.
- Students must bring to the Health Office a **Clearance Letter** from the attending physician which states that the student is physically and medically ready to return to his/her sport. This letter must also include the diagnosis, treatment, limitations, and restrictions.
- The **Clearance Letter** is reviewed by the school physician. If there are questions or concerns, the school nurse will contact the parent/guardian and the school physician may consult with the attending physician.
- **By New York State Education Law, the school physician makes the final decision whether a student resumes participation in interscholastic sports.**

Student with a Chronic Medical Condition:

- Follow above **Procedures**.
 - Students must bring to the Health Office a **Clearance Letter** from the attending physician which states that the student is physically and medically able to participate in the sport and includes the diagnosis, treatment, limitations, and restrictions.
 - The **Clearance Letter** is reviewed by the school physician. If there are questions or concerns, the school nurse will contact the parent/guardian and the school physician may consult with the attending physician.

- **By New York State Education Law, the school physician makes the final decision whether a student resumes participation in interscholastic sports.**

SCHOOL ACCIDENT INSURANCE

The school district carries a Student Accident Insurance Program that provides coverage for pupils during the school day and during school sponsored activities, including senior high school interscholastic sports. The insurance coverage is for full excess medical expenses that are in excess of expenses payable by another plan providing medical expenses. Should an accident occur, a student incident report must be filed with the school nurse and reviewed by the principal. Upon receipt of this completed incident report the Business Office will provide a claim form, a description of policy terms and instructions for filing a claim. Written notice of the claim must be made within 30 days after any loss covered by this policy occurs. The policy provides the following coverage:

- Maximum benefit amount is \$1,000,000.
- There is no deductible amount
- The accidental death benefit is \$10,000.
- Dental expense is equal to the maximum benefit amount.

Coverage does not apply to expenses incurred 1.095 days after the date of the accident.

VISITS TO THE HEALTH OFFICE

Except in an emergency or to receive medication ordered by a physician, no visits are to be made to the Health Office during the passing period between classes. Students must obtain a pass from their classroom teacher prior to visiting the Health Office. In case the Health Office is closed, students should report to the Main Office for further information. The Health Office is open from 7:30 a.m. to 3:00 p.m. each school day.

STUDENT SERVICES

Rye High School has many facilities, resources, and programs for students. In addition to those listed on the preceding pages, students should avail themselves of the following:

COLLEGE AND CAREER CENTER

This room, adjacent to the School Counselors' Office, is available to all students. Volunteer personnel coordinate the visits of college-admissions and career-information personnel. It is open daily from 8:00 a.m. to 3:00 p.m. for students to research, speak with counselors, and meet with college admissions representatives.

CURRICULUM INFORMATION

The Rye High School **Program of Studies** book is published online every spring for the following year by the Administration, School Counseling Department and Department Chairpersons. It lists course offerings, course descriptions, and prerequisites of the subjects taught. Please visit the School Counselors' Department webpage.

FINANCIAL AID

Students who are suffering financial hardship and cannot afford required materials or fees should make an appointment with the Principal. Confidential financial aid may be made available through the Parent Organization to assist students in need.

SCHOOL COUNSELING DEPARTMENT

Appointments with your school counselor may be made through the Department secretaries in person or by telephone. Student appointments with school counselors should be made during free time, community lunch, or only with prior approval of the classroom teacher during class time.

Conferences are held, for the most part, on an individual basis and, at times, in small groups, class discussions, student-parent evenings, junior class college and career evenings, eighth grade parent orientation meetings, etc. It is important for parents to attend all meetings to which they are invited.

The Counseling Department at Rye HS seeks to provide services that recognize and value the academic, social and emotional well-being of each student. Students are assigned specific counselors for a variety of reasons. It is our policy not to make counselor changes, except in rare instances when there are compelling extenuating circumstances, which have been properly documented. During those circumstances, a request must be put into writing to the Director and a meeting will be arranged to discuss the request.

All counselors strive to be supportive and encouraging to all students. Students are always welcome to stop by and speak to any counselor who they feel comfortable talking to, but the "counselor of record" will remain the assigned counselor.

LIBRARY/MEDIA CENTER

The Library/Media Center is a learning center where students develop reading, listening, research, and study habits, guided and assisted by the coordinator, media staff, and teachers. Both print and audio-visual materials are provided for student and staff use.

The main reading room may be used for reference work and recreational reading. Studying out loud is not permitted. The conference and reference rooms may be reserved for class use during the day and for meetings after school.

Reference books are to be used in the Library/Media Center. They may be borrowed overnight with permission of the media staff. Periodicals and newspapers do not circulate. The independent computer data banks, one for periodicals and the other for newspapers, provide a plethora of articles on microfiche which can be read and printed out. Computer terminals have replaced the card catalog for instant access to materials. All other books may be borrowed for two weeks and may be renewed. Lost and damaged books are the financial responsibility of the student who signed them out.

Hours: Monday-Thursday: 7:50 a.m. - 3:50 p.m.

Friday: 7:50 a.m. - 3:30 p.m.

LOST AND FOUND

All missing articles should be recovered from (and turned in to) the Lost and Found located outside of the Media Center. Valuables should be turned in to the office on arrival at school and picked up prior to leaving.

RYE HIGH SCHOOL PARENTS' ORGANIZATION

It is the intent of the Parents' Organization to improve parent-school communications, offer cultural enrichment opportunities through professional performances and special art exhibits, and to make funds available for specific student-involved activities. Special events, academic, and scholarship awards, graduation festivities, special drug, alcohol and parent/teen-communication programs are also presented by the Parents' Organization. Every parent/guardian of a Rye High School student is automatically a member of the Parents' Organization. Fund-raising events, including the popular House Tour, are conducted to support programs at the High School. The newsletter is an on-line communication. It is the hope of the Organization that every member will become actively involved; meetings are open to everyone. Ideas, opinions, and questions regarding our activities, as well as those of the administration, are welcomed. The co-presidents of the Parents' Organization this year are Mrs. Maureen Brophy and Mrs. Kerri Condon Dehmer.

RYE YOUTH EMPLOYMENT SERVICE

Students interested in working in a variety of capacities, from office to yard work, and including but not limited to babysitting, hostess help, reading to or running errands for the infirm or elderly, etc., should register with the Rye Youth Employment Office. Available jobs often include those for after school, weekends, school holidays, and summer.

TUTORING

- **X-Period**

X Period is the time between 2:50 and 3:15 PM, Monday through Friday each week. This time is reserved exclusively for teachers to provide extra help to students. Students can make an appointment with a teacher or stop by a teacher's classroom during X Period. Each department office will post a list of teachers and rooms as well as the days on which each teacher is available for X Period. Students are encouraged to speak with teachers to determine optimal times for meeting.

- **Tutoring Center**

The tutoring center is a place where any student grades 9-12 can drop in for additional support. Mrs. Stabile and Ms. DiMeglio can help clarify an assignment, review class materials, organize and develop study skills. The tutoring center is open every period, during lunch and after school. The tutoring center is across from the art classrooms. Just come in!

- **Tutoring Center Program**

This program is a coordinated attempt to provide help to every student who fails any

subject. The reasons for each student's failure will be reviewed and the student will either receive tutoring or be placed in a kind of resource program in a small group and receive help in completing assignments, getting organized, and working on study skills. At the end of each quarter, the student's progress will be reviewed and, if the student is passing the failed subject with a grade of "C," he/she/they will no longer be required to attend the program.

- **Homebound Instruction**

This service is provided for homebound or hospitalized students who are medically, physically, or psychologically unable to attend a normal classroom setting. Contact the student's School Counselor for further information. The homebound student is required to produce a doctor's note every three weeks. The homebound teacher will communicate with the teacher-of-record to establish a curriculum timeline. The homebound teacher will evaluate all student work completed during his/her supervision.

VOTER REGISTRATION

Students who are eighteen, or who will turn eighteen by Election Day, may register to vote at the Central Administration Building, 555 Theodore Fremd Suite B-101 (date to be announced). Students will then be registered to vote in the Board of Education election and will be given a registration form which may be mailed to the Board of Elections in White Plains making them eligible to vote in local and national elections.

WORKING PAPERS

Applications for working papers are available from the Main Office. A physical examination and doctor's signature are required on the application, along with your birth certificate as proof of age. Completed applications should be returned to the Main Office where working papers will be issued.

WHERE TO GO FOR WHAT

If you are in search of information about the school that is not listed in this section, please ask the Secretaries in the Main Office for the name of the person with whom you should speak.

Activity Information.....	Main Office
Online College Visits.....	College & Career Room
Community Service Forms	School Counselor Office
Gym Locks	See any Physical Education
Teacher Identification Cards	Security Office
Internship Programs	School Counselor Office
Lockers & Locks	Security Office
Poster Approval	Assistant Principals' Office
Rye School Calendars	District Website
Rye Youth Employment	Volunteers
Scholarship Information.....	College and Career Center
Title IX Compliance Officer.....	Mr. Joseph DiGiovanni, Principal, RMS Ms. Susan Reid-Dullea, Athletic Director
Tutoring Center.....	Ms. Jaime Stabile, Coordinator
Visitor Pass	Security Desk
Voter Registration	Central Administration Building
Working Papers	Main Office