MILLER PLACE UNION FREE SCHOOL DISTRICT

Miller Place, New York 11764

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Christine Mangiamele
Curriculum Specialist for Humanities

THIS STUDENT PLANNER BELONGS TO:

Name: _____

Address: _____

City/Town: _____ Zip Code _____

Grade: _____

This planner has been provided to the students through the fund-raising efforts of the Miller Place P.T.O. Students should make every effort to safeguard this book and its contents. Students who lend or alter the pages herein may jeopardize their participation in the pass system. Any student who loses this planner will need to purchase a replacement from the Assistant Principal.

The pass system located in the back of this agenda is to be utilized by all students in order to move about the building during the school day. Students will be expected to show the signed planners upon the request of staff members.

A student is not permitted to lend his/her planner to another student for pass purposes. If a student is in the possession of another student's planner, he/she may have his/her planner confiscated. Only one student is permitted to use his/her designated planner as a pass.

IMPORTANT TELEPHONE NUMBERS

High School Office Main Number 474-2723

INTERNAL MENU

Attendance Office.....	Press 1
Health Office.....	Press 2
Guidance Office.....	Press 3
Asst. Principal/Dean's Office....	Press 4
Principal's Office.....	Press 5
Athletic Office.....	Press 6
Food Service Office.....	Press 7
Custodial Office.....	Press 8
Main Office.....	Press 0

BUILDING ADMINISTRATION

Mr. Kevin Slavin
Principal

Mr. Sean White
Director of Guidance and Assistant Principal

Ms. Diana Tufaro
Assistant Principal

Ms. Debra White
Assistant Principal

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WELCOME TO MILLER PLACE HIGH SCHOOL

Welcome back all returning students, and welcome Class of 2028, to Miller Place High School. I am eagerly looking forward to continuing to serve as the Principal of the high school for the 2024-2025 school year. My hope is to be immersed with students and play an active role in your education as you progress through high school.

Each school year represents a new beginning and a possibility for personal growth. As you are presented with new opportunities and challenges, I encourage you to use the many available resources and seek assistance both in and outside of the classroom. Utilizing the support that the school has to offer will enable you to make decisions that will have the most positive outcome for you and others. I urge you to seek help, both socially and academically prior to an issue becoming a problem.

I also want to advise you to enhance your high school experience through our diverse academic offerings and numerous extra-curricular activities. We offer a wide variety of clubs, activities, and athletic programs to meet the interests of our students. Participating in the numerous activities offered will connect you to the high school, making your overall experience more valuable. Through such activities, students discover their passion and make positive connections. Surrounding yourself with positive influences will improve your overall high school experience. We urge you to undertake challenges, become involved in school activities, and learn valuable life lessons during your high school career.

The high school has an outstanding faculty and staff, dedicated to providing the best possible education to all students. It is our goal to educate every student to better prepare them for the world beyond the walls of this high school. I am excited to continue to assist you in tackling the challenge ahead and helping you achieve.

Sincerely,

Kevin M. Slavin

Kevin M. Slavin
Principal

DISTRICT MISSION

The Miller Place School District's mission is to educate all students to their fullest potential by providing opportunities for learning that are challenging and effective. The education will enable all students to master the knowledgeable skills, strategies, and attitudes necessary to become responsible citizens.

HAVE A QUESTION OR CONCERN?

Use the following list to seek help:

Academic Problems..... Teacher/Counselor
Attendance…… Assistant Principal/Director of Guidance or Counselor
Club Information..... Main Office
Detention/Suspension..... Main Office
Eligibility Issues..... Assistant Principal Office
Homework Requests..... Guidance Office
Physicals/Medical..... Nurse's Office
Theft..... Assistant Principal Office
Transcripts..... Guidance Office
Parking.....Assistant Principal's Office
Working Papers..... Guidance Office

IMPORTANT PHONE NUMBERS

High School Main Office..... 474-2723
High School Guidance Office..... 474-2723 extension 313
High School Nurses Office ..... 474-2723 extension 317
Safe Schools Helpline..... 1-800-418-6423 ext. 359

The Safe School Helpline is a toll-free, confidential, and anonymous telephone number that will allow students and parents to report suspicious or dangerous behavior. Students can also report by the internet at www.safeschoolhelpline.com or by texting 66746TIPS.

SCHOOL SCHEDULE

Warning Bell	7:02
Period 1	7:05 – 7:47
Homeroom	7:47 – 7:52
Period 2	7:55 – 8:37
Period 3	8:40 – 9:22
Period 4 (Lunch)	9:25 – 10:07
Period 5 (Lunch)	10:10 – 10:52
Period 6 (Lunch	10:55 – 11:37
Period 7 (Lunch)	11:40 – 12:22
Period 8 (Lunch)	12:25 – 1:07
Period 9	1:10 – 1:52

2- HOUR DELAYED OPENING SCHEDULE

Warning Bell..... .....9:02
Period 1 .....9:05–9:33
Homeroom..... 9:33–9:39
Period 2 …..... 9:42–10:10
Period 3 ..... 10:13–10:41
Period 4 ..... 10:44–11:13
Period 5 ..... 11:16–11:45
Period 6..... 11:48–12:17
Period 7 ..... 12:20–12:49
Period 8 ..... 12:52–1:21
Period 9..... 1:24–1:52

3- HOUR DELAYED OPENING SCHEDULE

Warning Bell.....10:02
Period 1.....10:05–10:27
Homeroom..... 10:27–10:32
Period 2 ..... 10:35–10:57
Period 3..... 11:00–11:22
Period 4..... 11:25–11:47
Period 5 ..... 11:50–12:12
Period 6..... 12:15–12:37
Period 7..... 12:40–1:02
Period 8..... 1:05–1:27
Period 9..... 1:30–1:52

SCHOOL CALENDAR 2024-2025

September	**2**	*Labor Day*
	3	*First Day Students*
October	**3-4**	*Rosh Hashanah*
	12	*Yom Kippur*
	14	*Columbus Day*
	19	*Homecoming Parade and Game*
November	**5**	*Election Day*
	11	*Veterans Day (observed)*
	27-29	*Thanksgiving Recess*
December	**23-31**	*Christmas* *Winter Recess*
January	**1-3**	*New Year's Day - Winter Recess*
	20	*Martin Luther King Jr. Day*
February	**17** **17-21**	*President's Day* *Mid-Winter Recess*
April	**14-18**	*Spring Recess*
May	**26**	*Memorial Day*
June	**4, 10** **17-27**	*Regents Examinations*
	19	*Juneteeth*
	26	*Students Last Day*
	27	*Superintendent's Conference Day*

Throughout this handbook references are made to the Miller Place School District's Code of Conduct, Board of Education Policies, and County, State, and Federal regulations. This is not a comprehensive list. Please refer to the Districts Code of Conduct and Board of Education Policies found on the District's website. Any students with further questions please come to the main office to speak with an administrator.

RIGHTS AND RESPONSIBILITIES FOR STUDENTS

The Miller Place High School community is committed to maintaining an academic atmosphere in which students can learn and grow. This community includes the administration, teachers, staff, parents, and students.

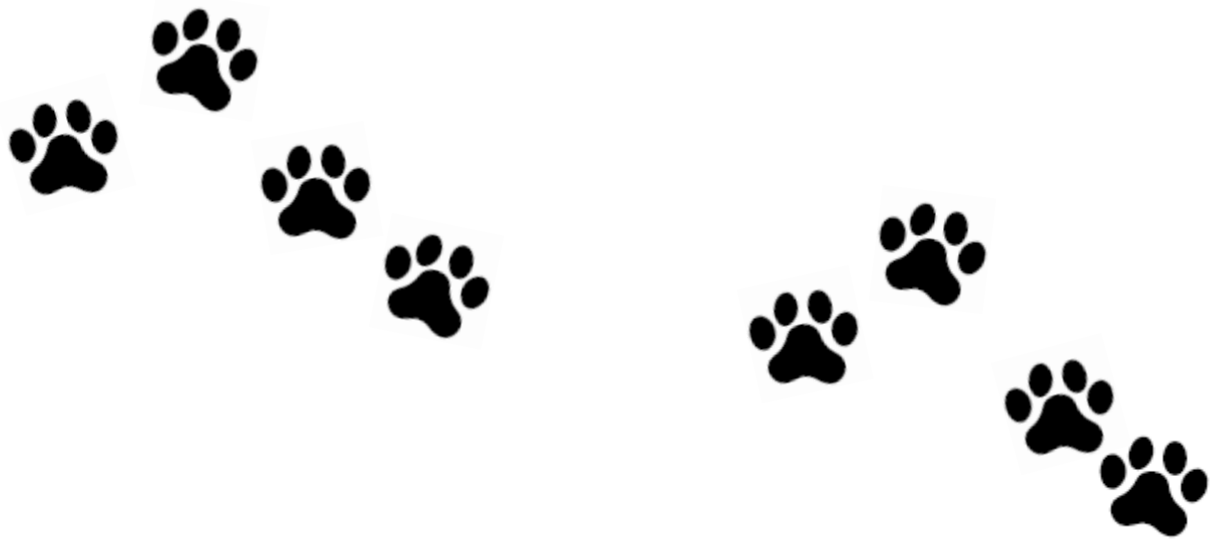
Students have the responsibility to:

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

11. Conduct themselves as representatives of the district when participating in or attending school sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
12. Return all school materials including but not limited to textbooks, calculators, library books, athletic uniforms and equipment.

Students have the right to:

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



ACADEMIC COMPUTING LAB

Room 240 is the high school's Academic Computing Lab. The lab is open 7:00 a.m. to 2:00 p.m. when a Computer Lab Assistant is on duty. Absolutely NO FOOD or BEVERAGES are permitted. The student's academic purpose for being in the lab must be stated upon signing into the lab. A full range of computing software is available to all students who have returned a signed Computer Network Acceptable Use and Internet Safety form (BOE Policy # 4526). Additionally, room 125 will be open for student use after school from 2:00 p.m. to 3:00 p.m.

Use of School Computers

Each year students will be granted a laptop, a computer account, and a personal email account, which allows use of the School District's computer network. Users of the District's computer equipment shall have no expectation of privacy. The District reserves the right to access all files and monitor all uses of the District's computer technology equipment at its own discretion in order to ensure the equipment is not being used inappropriately. Students should not distribute their usernames or passwords due to the student's responsibility for all proper and improper account usage.

The District prohibits the use of any computer hardware/software in any inappropriate, fraudulent or destructive manner, including, but not limited to:

- Sending out unauthorized messages
- Entering a code-protected file
- Plagiarism
- Altering a software program
- Vandalizing hardware or software components
- Copyright infringement
- Attempting to access non-approved sites (YouTube, Facebook, etc.)



Acceptable Use Agreements

An acceptable use agreement for student use of the District's computer network is sent home annually. It describes the student's access to the network and expectations for acceptable use. Parents are expected to review this agreement with their child. Students are required to sign the agreement and to abide by District policies and regulations in the use of the District's computers. These agreements are kept on file in the building principal's office.

Failure to abide by these regulations may result in disciplinary action up to and including suspension from school and/or revocation of system access and related privileges.

ACADEMIC MISCONDUCT

A student should not engage in any form of academic misconduct. Such acts are treated seriously. A student found to be engaging in such acts will incur an academic penalty and will be subject to disciplinary procedures. Examples of academic misconduct include: plagiarism (Plagiarism is defined as the act of passing off as one's own the ideas or writings of another), cheating, copying, altering records, or assisting another student in any of the above actions. Any unauthorized display or use of an electronic device during an exam will result in a zero for the exam and disciplinary action according to the electronic device procedures.

ATTENDANCE POLICY

Regular school attendance is a major component of academic success. The Board of Education expects to:

- Encourage full attendance by all students
- Identify patterns of student absences as an intervention tool
- Encourage and improve academic development at Miller Place High School.

All absences must be accounted for. It is the parent's responsibility to notify the school office by telephone on the morning of the absences or in writing within 24 hours of the absence or tardiness. Students who sign in late to school for any reason other than then the ones listed below will be charged with an unexcused absence and will receive discipline.

Excused absences are defined as absences due to:

- personal illness,
- death in the family during immediate grieving,
- practicing religious observance,
- government imposed quarantine,
- required court appearances,
- attendance at health clinics for health reasons,
- approved cooperative work programs,
- Military obligations or such other reasons as may be approved by the Superintendent.

These are excused absences, but they are also counted toward the total number of classes missed. A visit to the Guidance Counselor, Social Worker, Psychologist, or the Nurse of 20 minutes or longer will count as an excused absence and will also count as a missed class.

Students are expected to attend all scheduled classes. Classroom participation grades can be adversely affected by poor student attendance. Any student who misses a class is expected to consult with his/her teachers regarding missed work upon returning to class.

1. High school students must maintain 85% attendance to be eligible for credit.
   - **Twenty-seven (27)** absences in a full year course that meets every day will result in no credit given for the course.
   - **Fourteen (14)** absences in a semester course (half year) that meets daily will result in no credit given for the course.
   - **Seven (7)** absences in a semester (half year) course that meets every other day (physical education, SAT prep classes) will result in no credit given for the course.
2. Students will be considered absent from class if they are absent more than twenty minutes of the period.
3. The District reserves the right to withdraw students from the BOCES programs to which they are registered when they fail to maintain a minimum attendance rate of 85%.
4. Students who are in "no credit" status before the end of the school year are obligated to continue to attend the class. Failure to do so will result in the implementation of school disciplinary procedures and the denial of summer school privileges.
5. Students who are unable to attend a class on a given day/period due to their participation in a school sponsored activity (e.g., music lessons, field trips, etc.), must arrange with their teachers to make up any missed work. Participation in these events will not count towards the total number of absences.
6. Students who miss classes or portions of the class are expected upon returning to class to consult with their teacher for missed work. Successful completion of the work does not mitigate against the loss of course credit; the absence will remain an absence even when the work has been completed.

7. Any absence of five or more consecutive school days requires that a student be readmitted through the Health Office with a physician's note certifying that the student may return to school. It is strongly suggested that parents keep a record of their children's absences to be checked against school records should a question arise.
    - ♦ All Students must take scheduled midterm and final examinations. **Only students who are legally absent, with a doctor's note, will have make-up privileges.** Students who are illegally absent will receive a "0" for the midterm or final exam and will not be permitted to make-up the exam. Students who are legally absent will receive an incomplete for the test until the exam is made up. State exams have no make-up privileges and must be taken during the next testing session.

LATENESS TO CLASS

Students are expected to arrive at their class on time. After the student has been late to class three times, a cut will be processed and the student will receive discipline based on the cut step process.

LATENESS TO SCHOOL

A student who arrives at school, after his/her first period begins, is to report to the office and sign in for a late pass. A parental note must accompany the student when they arrive with an acceptable excuse for the lateness. Missing the bus or over sleeping is not an acceptable excuse for lateness. **The note will not be accepted after 24 hours.** Discipline will be assigned on the appropriate step if the reason for the late is unexcused. No student will be admitted late to first period class without a pass. ***It is the responsibility of a student who is late to school to sign in at the office immediately upon arrival.*** Failure to do so will result in disciplinary action. (*Present, Not Signed In*).

National Honor Society, Foreign Language Honor Society, Tri-M Honor Society

Miller Place High School participates in a variety of honor societies which provide information regarding participation, early in the school year. Each society has specific requirements that must be attained prior to membership. These societies recognize students, enhance knowledge, promote leadership, and encourage service. The National Honor Society, Foreign Language Honor Society and Tri-M Music Society serve as pathways to foster content appreciation and excellence to each societies' purpose. Any student, who may be eligible, should seek out application information through the honor society's advisor in September.

Foreign Language Honor Society Induction Ceremony -10/30
National Honor Society Induction Ceremony 11/13
Tri-M Music Induction Ceremony 11/21



CAFETERIA

All students are invited to use the cafeteria and are requested to be considerate. If a family is experiencing financial hardship they should contact the school and request information pertaining to free/reduced breakfast/lunch.

1. Students are only permitted to be in the cafeteria during their scheduled lunch or Study Hall (only periods 1,2, 3 and 9 only). Other periods of Study Hall are considered a class and students must be present for the full duration of the Study Hall in their assigned location.
2. Students are expected to arrive on time to the cafeteria and Study Hall.
3. Good table manners are expected and students are responsible to keep their tables clean. Students should dispose of their garbage in the proper trash receptacles when they are finished eating.
4. Any student throwing food will be subject to disciplinary procedures.
5. Students are responsible for cleaning up any mess left behind. Students at tables that are left in an unacceptable manner will be subject to discipline. Common respect and courtesy for those arriving for the next lunch period should guide your actions.
6. Students wishing to purchase food items should enter the serving areas in an orderly fashion. No cutting of the line will be permitted. Common rules of courtesy should be used when speaking to food service workers and other personnel. ***The school reserves the right to refuse to serve unruly or uncooperative students.***
7. Students may not have a scheduled lunch period in certain circumstances. These students are asked to bring a bag lunch to class whenever possible. Food and drink is not permitted in a computer lab, music room, art room, science classroom or physical education class. Please check with the individual teacher before bringing food into the classroom.

CELLULAR PHONES/ELECTRONIC DEVICES

Cellular phones are only permitted in common areas during the academic day. Common areas include the hallway, cafeteria, senior lounge and courtyard. Students are NOT permitted to use earphones during the academic day, as it limits the ability to hear and presents a safety concern.

The display of cellular phones, earphones and other electronic devices are prohibited in the classroom setting. Students are prohibited from taking photos or videos on school grounds unless it is for an appropriate academic purpose or school related event with prior approval. If a student is observed displaying their phone or electronic device in the classroom setting, the device will be confiscated, and the student will be subject to discipline according to the following steps:

Step 1: ------- You will receive a warning ***AND***
- The item will be returned at the end of the day

Step 2: ------- Your parent will be contacted ***AND***
- The item will be returned at the end of the day.

Step 3: ------- Your parent will be contacted to retrieve the item.

Step 4: ------- Your parent will be contacted to retrieve the item ***AND***
- Two days detention

Step 5: ------- Your parent will be contacted to retrieve the item ***AND***
- One day of In School Suspension

Step 6: ------- Your parent will be contacted to retrieve the item ***AND***
- Two days of In School Suspension

Excessive: --- Your parent will be contacted to retrieve the item ***AND***
- Out of School suspension

Failure to comply with a faculty member's request to confiscate the electronic device will result in additional discipline for insubordination. An exception to the cellular telephone use policy may be granted by the supervising adult.

Electronic devices and cellular phones **should not be left unattended or unsecured** as the school cannot be responsible for lost or stolen items.

CODE OF CONDUCT FOR SPECTATORS AT ATHLETIC CONTESTS

Miller Place High School encourages the attendance of students, parents and interested members of the community at all athletic events. Section XI (the governing body of athletics in Suffolk County) further encourages active support of activities that lend themselves to stimulating student achievement, good sportsmanship, and school spirit. Our collective goal is to create an atmosphere that is conducive to healthy athletic competition, is safe for those involved, and which provides the ideals of sportsmanship and sound educational practices. **Section XI guidelines for spectators are listed on the website.**

Students attending an off-site contest may be subject to discipline as a result of inappropriate conduct.

DISCIPLINARY POLICY

A school disciplinary policy has many purposes including:

1. Creating a positive and secure environment in the school so that learning can proceed without any interruptions.
2. Establishing respect for the school and institutions in general.
3. Supporting the concepts of order and the need to establish and protect the rights of all individuals.

Disciplinary Penalties

- Oral warning
- Written warning
- Written notification to parent
- Detention

  Detention is held after school from 2:00 to 3:00 p.m. Students who fail to show up for detention will be assigned a more severe disciplinary action including a possible suspension. ***Students MUST serve the full hour****.*
- Suspension from transportation
- Suspension from athletic participation
- Suspension from social or extracurricular activities
- Suspension of other privileges
- In School Suspension
- Removal from classroom by teacher
- Short term (five days or less) suspension from school
- Long term (more than five days) suspension from school
- Permanent suspension from school

Students who are suspended out of school are prohibited to enter school grounds to participate or attend school-sponsored activities during the term of their suspension. These students are not permitted on any district property and may be subject to criminal charges of trespassing.

Specific Discipline Procedures

Alcohol Possession/Use

1st Offense

- 5 day suspension
- Loss of privileges/extracurricular activities for 5 weeks or the remainder of the quarter, whichever is greater.
- Parent Conference
- Possible Superintendent's Hearing

Repeated Offenses

- 5 day suspension
- Loss of privileges/extracurricular activities for 5 weeks or the remainder of the year.
- Parent Conference
- Superintendent's Hearing
- Seniors will be denied participation in the graduation ceremony
- Students will not be permitted to attend any school prom

Assault on a Staff Member

- Superintendent's Hearing
- Possible Police Contact

Assault on a Student

- Suspension up to 5 days
- Possible Superintendent's Hearing

Cutting Class

1st Offense	– 1 day detention	– written notification
2nd Offense	– 2 days detention	– written notification
3rd Offense	– 3 days detention	– written notification
4th & 5th Offense	– 1 day of In School Suspension (ISS)	
	– Parent Contact	
6th Offense or more	– Out of School Suspension (OSS)	

Cuts will also be issued from Study Hall classes during periods 4-8.

Drug Possession/Use/Under the Influence

1st Offense

- 5 day suspension
- Loss of privileges/extracurricular activities for 5 weeks or the remainder of the quarter, whichever is greater.
- Parent Conference
- Possible Superintendent's Hearing
- Possible Police Contact

2nd Offense

- 5 day suspension
- Loss of privileges/extracurricular activities for 5 weeks or the remainder of the year.
- Superintendent's Hearing
- Possible Police Contact
- Seniors will be denied participation in the graduation ceremony
- Students will not be permitted to attend any school prom

Drug Sale/Intent to Sell/Distribution

- Superintendent's Hearing & loss of privileges/extracurricular activities for the remainder of the year
- Police contacted

Engaging in a Physical Altercation

- Up to 5 days suspension
- Parent Conference
- Possible Superintendent's Hearing

Insubordination

Failing to comply with reasonable directions of teachers, administrators, or other staff members in charge of students, or otherwise demonstrating disrespect.

Minor Offense - *2 days detention*

Repeated/Major Offense - *Up to 5 days suspension/parent conference*

**Major/minor offenses will be determined after consultations between administrators, faculty or staff members, and students.*

Leaving Building without Permission

1st Offense	–	2 days Detention
2nd Offense	–	1 day of In School Suspension

Leaving School Grounds without Permission

1st Offense	–	1 day of In School Suspension
2nd Offense	–	2 days of In School Suspension
3rd Offense	–	Out of school suspension

Present, Not Signed In (PNSI)

It is the responsibility of a student who is late to their first class to sign in at the office immediately upon arrival. Failure to do so will result in disciplinary action.

1st Offense	–	2 days detention
2nd Offense	–	In School Suspension Repeated Offense
	–	Additional suspension

Smoking /Use of chewing or smokeless tobacco

1st Offense	–	5 days Out of School Suspension
2nd Offense	–	5 days suspension
	–	Superintendent's Hearing
	–	Loss of student privileges

Vapor pens, e-cigarettes, or any similar devices

1st Offense	–	3 days Out of School Suspension
2nd Offense	–	5 days suspension
	–	Possible Superintendent's Hearing
	–	Loss of privileges/extra-curricular activities for 5 weeks or the remainder of the marking period, whichever is greater
	–	Possible Police Contact
3rd Offense	–	5 day suspension
	–	Superintendent's Hearing
	–	Possible Police Contact
	–	Loss of privileges & extra-curricular activities for the rest of the year
	–	Seniors will be denied participation in the graduation ceremony
	–	Students will not be permitted to attend any school prom

Vapor pens, e-cigarettes, or any similar devices- usage

1st Offense	–	5 days Out of School Suspension
2nd Offense	–	5 days suspension
	–	Superintendent's Hearing
	–	Loss of privileges & extra-curricular activities for the rest of the year
	–	Seniors will be denied participation in the graduation ceremony
	–	Students will not be permitted to attend any school prom
	–	Possible Police Contact

Theft

- Up to 5 days suspension/Parental conference
- Possible police contact/Possible Superintendent's Hearing

Truancy

Truancy is an illegal absence from school without the knowledge and permission of a student's parents or guardian and without permission of the school's authorities.

1st Offense	–	2 days detention
2nd Offense	–	In School Suspension
Repeated Offense	–	Loss of privileges, extracurricular activities
	–	Parent Conference

Vandalism

Minor Offense	–	Up to 5 days suspension
	–	Possible Superintendent's Hearing
Major Offense	–	Superintendent's Hearing
	–	Police Contact

Weapons Possession/Use

- 5 days suspension
- Probable police contact
- Superintendent's Hearing
- Federal, state, and local laws will be applied in **addition** to any action by the School District

DRESS CODE

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school during the academic day. Students and their parents have the primary responsibility for acceptable student dress and appearance.

Teachers and all other District staff should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. A student's dress, grooming, and appearance, including hair style/color, jewelry, make-up, and nails, shall:

1. Be safe, appropriate, and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments, and/or garments designed to expose bare midriffs such as tube tops, halter tops, plunging necklines (front and/or back), and see-through garments are not appropriate. Additionally, short/skort skirts (must be mid-thigh), and other garments like these, that are excessively revealing, are not appropriate.
3. Ensure that underwear is completely covered with outer clothing.
4. Must always have footwear on. Footwear that is a safety hazard will not be allowed.
5. Not include items that are vulgar, obscene, libelous, or that denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, or disability.
6. Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.
7. Not be permitted to wear a hood at any time.

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

Students who violate the student dress code will be required to modify their appearance by covering or removing the offending item and/or by replacing it with an acceptable item. In addition to modifying their appearance, students who violate the student dress code will be subject to the following disciplinary procedures:

1st Offense	–	Warning, parents notified
2nd Offense	–	2 days detention
Repeated Offense	–	1 day suspension

Any student who refuses to do so will remain in the In School Suspension Room for the remainder of the day and will be subject to the above disciplinary procedures.

DRUG AND ALCOHOL POLICY

The Miller Place Union Free School District recognizes that smoking or the use of illegal drugs or alcohol by students in school buildings or on school grounds is a hazard to a student's mental and physical development. The following regulations have been established to help ensure the welfare of the individual student as well as the general welfare of the school population.

1. Students who possess, sell, or exchange drugs and/or alcohol within the boundaries of school property will be subject to criminal charges.
2. Students are under the authority of the school while attending any school sponsored activity whether on or off school property or beyond the instructional day.
3. Any teacher who is reasonably convinced that a student is under the influence of alcohol or drugs will report the student to the school nurse and Administration. If the school nurse believes the physical condition of the student warrants further medical attention, she will notify the school administration and/or medical personnel. The administration will notify the student's parents and the student will be subjected to the rules and regulations regarding substance abuse and the eligibility policy of the high school.
4. If sufficient suspicion warrants such action, the school administration reserves the right to test for alcohol consumption.

EXTRA-CURRICULAR ELIGIBILITY POLICY

All students attending Miller Place High School must make learning their priority. Students having difficulty in their course work, as noted in their five (5) week academic progress report, are encouraged to seek additional assistance to avoid ineligibility. To continue participating in extracurricular activities they must maintain an acceptable academic level of performance.

1. First quarter eligibility is determined by final grades earned the previous school year. Academic eligibility for the remaining quarters is determined by the grades in the marking period directly preceding. Students participating in summer school will have those transcripts used to calculate final averages.
2. Students with a combination of two (2) or more failing/ non-credited quarterly grades in a marking period are ineligible for participation in any school-sponsored extra-curricular activity the following quarter.
3. Suspension from school (including In School Suspension) makes the student ineligible to participate in any extra-curricular activity that day.
4. A student who is ineligible may appeal to the Extra-curricular Eligibility Committee at a committee meeting to **provide evidence of extenuating circumstances** that might have had an adverse impact on his/her academic performance.
5. The student's teachers, coaches, and/or advisors will be notified of the time and location of the Extracurricular Eligibility Committee appeal.
6. A student granted probationary status by the Extra-curricular Eligibility Committee must attend academic probation. They will be monitored by a bi-weekly progress report that is submitted to an administrator in charge of eligibility by the student.
7. A student who participates in any extracurricular activities over two quarters **MUST** attend the first academic eligibility appeals committee meeting.
8. If the appeal is denied, reinstatement may be granted at the beginning of the next marking period if the student is no longer failing two (2) or more classes.
9. Suspensions (including In School Suspension) from school, absences from academic probation, or poor biweekly reports may result in a student losing probationary status for that marking period.

EXTRA-CURRICULAR PARTICIPATION WHEN LATE OR ABSENT

Our high school Eligibility Policy states that students must be in attendance by the end of second period (8:37 a.m.) in order to be eligible to participate in ANY after school activity for that day.

Students, who sign out of school, prior to the end of the academic day, may not participate in extracurricular activities for that day unless prior approval has been obtained from the administration.





FIRE DRILLS AND EMERGENCY EVACUATION

The building principal is responsible for conducting fire drills in order to instruct students and staff in exiting the school building in an emergency in the shortest time possible and without confusion and panic. Fire drills shall include instruction on fire drill exits and fire alarm boxes, as well as fire drill procedures.

All students are expected to cooperate with staff members during fire drills, and to leave the buildings in a quiet and orderly manner. The exit route is posted in each room. Students must stay with their teacher. Distracting behavior will be subject to either teacher or administrative discipline and may merit a penalty.

In case of an emergency (such as a fire drill or a bomb threat), it is imperative that all students immediately comply with the directions of staff and emergency personnel. If an evacuation of the building is necessary, all students must follow the directives of school personnel. This must be done as quickly and as quietly as possible. ***Any students who deliberately disrupt the orderly evacuation procedure or who leave school property without permission will be subjected to suspension from school.***

Guidance

Miller Place High School Graduation Requirements
Class of 2020-2024

Content Area	Local* and Regents Diploma Requirements	Regents Diploma with Advanced Designation Requirements
	Credits	**Credits**
English	4	4
Social Studies	4	4
Math	3	3
Science	3	3
LOTE	1	3**
Art/Music	1	1
Health	0.5	0.5
Computer Applications	1	1
Electives	2.5	0.5
Total	22.0	22.0

Note: ** Local Diploma option is only available to classified students with disabilities.*

*** Students acquiring 5 units in Art, Music, Business, Technology or Vocational Education may be exempt. One unit of LOTE is still required.*

EXAMINATION REQUIREMENTS

In addition to passing the required courses listed, New York State has established examination requirements. To receive a high school diploma, a student must achieve an acceptable score in **English, Mathematics, Global History, U.S. History & Government, and Science.**

1. For the Regents Diploma, student must achieve a score of 65 on the English Language Arts Regents Examination, Algebra I CC or Integrated Algebra Regents Examination, the Global History and Geography Regents Examination, the U.S. History and Government Regents Examination, and a Science Regents Examination.

2. **For the Advanced Regents Diploma**, in addition to the above, student must achieve a minimum score of 65 on the Geometry CC or Geometry and Algebra 2 CC or Algebra 2/Trigonometry Regents Examination, the Living Environment Regents Examination, two additional Languages Other than English (LOTE) units and achieve a score of 65 on a Languages Other than English (LOTE) Check Point "B" exam.

3. ****For the Advanced Regents Diploma**, students completing a five-unit sequence in career and technical education or the arts are not required to complete the additional two units of the LOTE but must still meet the requirements for the total number of units of credit.

4. **For a Local High school Diploma (via Safety Net for Students With Disabilities):**
   A. 55-64 pass option
   B. Compensatory Options – effective 10/31/12
   - Student may score 45-54 on one or more of the require exams (excluding ELA and Math) if they compensate with scores higher than 65 on other exams and meet district attendance and course requirements (get course credit)
   - English and Math exam scores must be 55 or better

5. **Career Development and Occupational Studies Commencement Credential (CDOSCC)**
   Only for Students with Disabilities to:
   A. Supplement diploma or
   B. Serve as exiting credential for students unable to earn a high school diploma
   - Must provide opportunities to earn regular high school diploma and access to general education
   - Develop and annually review career plan
   - Career-related coursework and WBL experiences
   - At least two (2) units of credits (216 hours; must include minimum 54 hours of WBL)
   - Employability profile documenting attainment of commencement level knowledge and skills of the CDOS standard
   Effective 4/23/13

6. **Credentials (Not High School Diplomas)**, Skills and Achievement Commencement Credential
   - NYSAA eligible and Assessed
   - Attended 12 years excluding K or end of year attains 21
   - CDOS learning standards
   Please speak to your School Counselor

Pathway Options (4 + 1 Exam Option)

1. All students must pass the following four (4) required Regents Exams: 1 Math, 1 Science, 1 Social Studies, ELA; and
2. Students must choose one (1) of the following additional examinations:
    A. Additional Social Studies Regents Exam; or
    B. Additional Science Regents Exam; or
    C. Additional Math Regents Exam

Mastery in Math and/or Science Endorsement

1. Students may receive a Math and/or Science Mastery endorsement based on the following criterion:
    A. Achieved a score of 90 or better score on three (3) Math Regents Exams
    B. Achieved a score of 90 or better on three (3) Science Regents Exams
    C. A student who achieves a score of 90 or better on three (3) of both Math and Science Regents exams will receive an endorsement in both disciplines
    D. The score of 90 or better is not an average of the three (3) Regents Exam scores. Each exam must be a score of 90 or better to receive the endorsement

PROGRAM CHANGES

Each student receives guidance on academic requirements and career counseling prior to the registration process. Therefore, students will only be permitted to drop a course under exceptional circumstances, as determined by the principal or designee. Each year's schedule of courses is based on student selection of and enrollment in course offerings.

Exceptional circumstances will include, but not limited to: inappropriate placement or decision to accelerate. Program changes will be made as advised by departmental chairpersons or counselors only to correct errors such as course omissions, course duplication, or improper course sequence.

WITHDRAWAL FROM A COURSE

It is expected that any student enrolling in a course will remain for its duration. However, there are circumstances that may result in a student dropping a course. Students will not be permitted to drop a course after the progress reports of the first marking period.

GRADE POINT AVERAGE

Grade Point Average is computed each quarter and at the end of each year; rank in class is determined according to grade point average.

HONOR ROLL

Names of students who have earned a GPA of 90 or higher are listed on the Honor Roll. Students who have earned a GPA of 95 or higher are listed on the High Honor Roll.

BULLYING and HARASSMENT

The Dignity for All Students Act is a New York State Anti-Bullying law that was signed into legislation and is in effect as of July 1, 2012. The Dignity Act promotes civility and creates a safe, nurturing environment for students who are harassed and/or bullied by their peers or school personnel while students are on school property or at a school sponsored function, based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender identity, or sex.

The Miller Place School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. The school district prohibits harassment, bullying, hazing or any other victimization based on race, creed, color, sex, national origin, religion, age, economic status, marital status, sexual orientation, physical appearance, and/or personality characteristics.

Harassment may take the form of comments, name-calling, jokes, stalking, perpetuating rumors or gossip, offensive gestures or language, assault or any other behavior that is designed to annoy, intimidate or cause fear. If, after an investigation, a student is found to be in violation of this policy, the student will be disciplined by measures up to and including suspension and/or expulsion.

NON-DISCRIMINATION

No student shall be denied membership or participation based on race, sex, religion, national origin, sexual orientation, disability, or handicapping condition in a school program or curricular or extracurricular activities. Vocational Education opportunities will be offered without regard to race, sex, religion, national origin, sexual orientation, disability or handicapping condition.

Every student shall have access to the full range of programs and services set forth in state and local regulations to the extent that such programs and services are appropriate to the student's special educational needs.

RACIAL HARASSMENT OF STUDENTS

Students, who believe they have been victims of racial harassment from other students, or from District employees, should report the incident(s) to the building principal. Any incident of racial harassment should be reported orally or in writing. If the incident is reported orally, the building principal shall make a written record of the same. Reports of alleged racial harassment will be held in confidence and subject to all applicable laws. Racial harassment of students consists of different treatment on the basis of race and is recognized in two different forms:

1. when the District's employees or agents, acting within the scope of their official duties, or other students, treat a student differently than other students solely on the basis of race; or
2. when the education environment is not kept free from discrimination because the harassing conduct is so severe, pervasive, or persistent that it interferes with or limits the ability of a student to participate in or benefit from the services, activities, or privileges provided.

SEXUAL HARASSMENT OF STUDENTS

Students, who believe they have been victims of sexual harassment from other students, or from District employees, should report the incident(s) to the building principal. Any incident of sexual harassment should be reported orally or in writing. If the incident is reported orally, the building principal shall make a written record of the same. Reports of alleged sexual harassment will be held in confidence and subject to all applicable laws.

MILLER PLACE SCHOOL DISTRICT HAZING POLICY

The Miller Place School District strictly prohibits any person from engaging individually or collectively in any form of hazing or related activity on school property, in conjunction with any school activity, or involving any person associated with the school, regardless of where it occurs. Any person who participates in hazing or related initiation activity, or conspires to engage in hazing will face immediate disciplinary action, up to and including suspension, expulsion, exclusion and loss of participation privileges in extracurricular activities.

In addition, persons participating in hazing will be referred to law enforcement authorities and may face prosecution.

LIBRARY

The library hours are from 7:00 a.m. to 3:00 p.m. Monday through Friday. The library is to be used for research, borrowing books, using the computers, or reading quietly. Students may come to the library during their study hall and lunch by obtaining a pass. All students must sign in prior to entering the library. NO FOOD or BEVERAGES are permitted in the library. Materials in the library circulate for a specific period, generally two weeks. All students wishing to borrow materials must check them out at the library desk.

Students are expected to be responsible and courteous of the needs of others and return library materials on time. The library is a privilege and this privilege can be revoked if appropriate behavior is not demonstrated. The duration of time before re-admittance will be determined by the administration. Lost or damaged materials must be replaced at the expense of the borrower.

LOCKERS

Each student is assigned a locker for books and personal items. It is the student's responsibility to see that the locker is kept locked and in order at all times.

- These lockers are school property provided to students for the lawful possession of personal property such as books, coats, book bags, etc.
- Each locker has its own lock and combination, which should not be shared with anyone else.
- Valuable items should not be left unattended or unsecured as the school cannot be responsible for lost or stolen items.

Students are encouraged to use their lockers before school, at lunchtime, and after school. Students should get school materials for morning classes before first period class. Material needed for the afternoon classes should be secured after lunch.
Lockers remain the exclusive property of the School District and their use must comply with all of the rules and regulations of the School District; therefore, students have no expectation of privacy with respect to lockers. Should reasonable suspicion warrant, the administration may open and search lockers with or without the permission of the student.



At the end of each school year, lockers will be checked for maintenance and repair. Anything left in the locker will be discarded. Students must completely clean out their lockers at the conclusion of the school term. ONLY SCHOOL ISSUED LOCKS will be permitted for use on any locker. All others will be removed. Locks can be purchased through the main office.

SCHOOL CLOSINGS & DELAYED OPENINGS

In case of an emergency or inclement weather, school may be closed for the day, the opening of school may be delayed, or students/staff may be dismissed early.

School closings and delayed starting times will be announced by local radio stations. Also, the school will contact you utilizing our automated calling system. Please make sure that the school has your correct phone number. The following television/radio stations will carry information regarding emergency closings:

- **TV News 12**
- **Miller Place UFSD Website www.millerplace.K12.NY.US**.

If no report is heard, it can be assumed the schools are opening on time.

Delayed Opening

In the event of a delayed opening, the high school will begin at 9:00 a.m. Students should report directly to their first period (homeroom) class. Additional schedule information will be provided during first period class.

Early Dismissal

In case of an emergency dismissal, all students are to leave the building. Parents are requested not to come to school to pick students up. **Senior drivers will not be permitted to drive any passengers (including siblings) off school grounds.**

SCHOOL NURSE

1. Any student who feels ill should report to the nurse.
2. All injuries and accidents should be reported to the nurse.
3. Any student having a medical excuse for not participating in Physical Education classes should bring a doctor's note to the nurse.
4. The school nurse will administer only medicines and/or drugs prescribed by a physician. Parental permission is required before any such medication is administered. All such medications will be kept in the Nurse's office. No medicines and/or drugs are to be in the student's possession.
5. **It is the responsibility of the student to sign in with the nurse.**

SCHOOL-SPONSORED TRANSPORTATION

The Miller Place School District provides bus service for all students attending the high school. Schedules are sent home before the first day of school and students are to be at the bus stop at least 10 minutes before the scheduled time. Students will follow the directions of the driver and will maintain the proper level of decorum and safety. All school rules and regulations are to be adhered to by students using school transportation. Student misconduct on buses could result in a loss or suspension of bus privileges as the school district retains the right to deny transportation due to misconduct.

The following regulations are in effect at all times:

1. Be courteous, use no profane language
2. Keep the bus clean. Do not throw papers or any other objects.
3. No smoking is permitted
4. Stay in your seat
5. Keep head, hands and feet inside the bus
6. Cooperate with the driver

Students that do not conduct themselves in an appropriate manner will be subject to disciplinary action that may include suspension from transportation.

STUDENT DISMISSAL PROCEDURES

In order to ensure students' safety, the Health Office maintains a list of individuals who are authorized to obtain the release of students in attendance at the school. No student may be released to the custody of any individual who is not the parent or guardian of the student, unless the individual's name appears upon the Emergency Contact Card.

A parent or guardian may amend the Emergency Contact Card at any time, in writing. Certified copies of any court orders or divorce decrees provided by the custodial parent, which restrict a parent's ability to seek the release of his or her child, shall be maintained in district offices.
In order for a student to be signed out of school, a parent, guardian or individual on the emergency contact card must personally sign the student out at the time the student will be leaving the building prior to the end of the instructional day. Signing a student out must be done from either the main office or the nurse's office, signing the visitor's book at the main entrance does not constitute signing the student out of school.

- **Students cannot be signed out in advance of them leaving the building.**
- **Unauthorized adults may not sign students out of school.**
- **Students are not allowed to sign themselves out.**
- **Notes stating that students can sign themselves out will not be allowed.**
- **Students must exit the building using designated doors.**

STUDENT PARKING REGISTRATION & DRIVING REGULATIONS

Driving on school roadways and parking on school property is a privilege. The student parking lot of Miller Place High School may not have the capacity for every member of the senior class holding a senior license to have a parking spot. Therefore, if needed a ***lottery*** *will be held at the beginning of each marking period.*

Requirements for Entering the Lottery:

1. Must be academically a senior
2. Must be academically eligible
3. Have a Class D Senior License and an original car registration
4. Hand in an application with a parent and student signature
5. Show confirmation of attendance at a Driver Safety Awareness Program

Driving and Parking Rules: *Any student who violates any of the following rules and regulations will be subject to permanent removal from the lot and the lottery process.*

1. Parking permits must be prominently displayed and students must park in their assigned parking spot.
2. School or law enforcement officials may inspect any vehicle issued a parking permit at any time when it is parked on the school premises.
3. The school administration may rescind permission for students to drive or park on school property and/or subsequent lotteries.
4. Driving/Parking regulations shall include the following:
   - ♦ Students may apply for early dismissal status. The proper form must be filed with the Assistant Principal's Office.
   - ♦ No underclassmen may leave or be transported off of school property while school is in session unless parental consent and administrative approval is granted.
5. Student drivers must exercise extreme caution when entering and leaving the senior parking area and school grounds. Excessive speeding or reckless driving is prohibited.
6. Under no circumstances may students go to their cars during the school day without prior approval from an administrator.
7. Students must always yield the "Right of Way" to all school buses. Never cut in front of a school bus at any time.
8. Students who park on school grounds without a school issued parking permit, or without the permission of the school's administration, may have their car towed away at their expense and face disciplinary action.
9. At no time are student drivers allowed to have another student drive them to school and utilize their parking space. In addition, no student is able to give permission to have another student utilize their parking spot in their absence.

STUDENT SEARCHES AND INTERROGATIONS

School lockers, desks, and other such equipment are not the private property of students but the property of the school district, and as such may be opened and subject to inspection from time to time by school officials.

School officials may search students, and any belongings, particularly if there is reasonable suspicion that a student possesses illegal matter or anything that jeopardizes the health, safety, and well-being of others.

USE OF BICYCLES, SKATEBOARDS, ROLLERBLADES, AND SNEAKER SKATES ON SCHOOL PROPERTY

Students may ride their bicycles to school; however, they must walk their bicycles on school sidewalks. As soon as students arrive at school, they should park and lock their bicycles in the designated area. The school is not responsible for stolen or damaged bicycles. Skateboards, roller skates, sneaker skates, and rollerblades cannot be used on school property. If a student brings these items to school, they must be placed in a locker and not utilized anywhere on school grounds.

TRESPASSING

It is the right of the Board of Education and the high school personnel to limit access to the school buildings and grounds whenever necessary. Any student who intentionally remains on school property after being asked to leave by supervisory personnel is trespassing. (Such individuals are liable to criminal proceedings.) Students who are suspended from school have no legal right to enter school grounds or to participate in school-sponsored activities during the term of their suspension.

VISITORS TO SCHOOL

Students are not permitted to have visitors in the school building, without the permission of an administrator, and may not open any door to allow any individual in. Upon graduation, if you wish to visit members of the staff, you should visit after 1:52 p.m. Any person in the building or on the school grounds without legal authorization is trespassing and may be subject to arrest. Any individual, with business to conduct at the high school, must sign in with Security staff and report directly to the Main Office by way of the main entrance. Visitors will exit in the same fashion.

School rules published in this handbook are subject to such changes as may be needed to ensure continued compliance with federal, state or local regulations and are subject to such review and alteration by the Board of Education, as becomes necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in a guidebook; however, we expect students to follow reasonable rules and not violate the rights of others. Please refer to the Districts Code of Conduct for additional information regarding student behavior.



