

**SHELTER ISLAND  
UNION FREE SCHOOL DISTRICT  
SHELTER ISLAND, NEW YORK**

[www.shelterisland.k12.ny.us](http://www.shelterisland.k12.ny.us)

**STUDENT HANDBOOK  
2025 - 2026**



**BOARD OF EDUCATION**

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**GRADUATION/DIPLOMA REQUIREMENTS** The Guidance Department is available to answer any question regarding Regents Examinations and the New York State Department of Education graduation requirements.

Updated June 2022

**New York State Diploma Requirements Applicable to All Students Enrolled in Grades 9-12**

**Credit Requirements**

(Apply to all diploma types: local, Regents, Regents with advanced designation)

	Minimum number of credits
English	4
Social Studies <i>Distributed as follows:</i> <i>U.S. History (1)</i> <i>Global History and Geography (2)</i> <i>Participation in Government (½)</i> <i>Economics (½)</i>	4
Science <i>Distributed as follows:</i> <i>Life Science (1)</i> <i>Physical Science (1)</i> <i>Life Science or Physical Science (1)</i>	3
Mathematics	3
World Languages	1 <sup>(**)</sup>
Visual Art, Music, Dance, and/or Theater	1
Physical Education <i>(participation each semester)</i>	2
Health	½
Electives	3 ½
<b>Total</b>	<b>22</b>

<sup>(\*\*)</sup>Students with a disability may be excused from the requirement for 1 unit of credit in World Languages if so indicated on their IEP, but they must still earn 22 units of credit to graduate.

**1.) Pathways**

A student must either:

- earn the [Seal of Civic Readiness](#); or
- pass an additional Regents Exam or Department Approved Alternative in a different course (English, mathematics, science, or social studies); or
- pass a Department Approved Pathway Assessment (Arts, CDOs, World Languages); or
- successfully complete a NYSED-approved CTE program, including the associated 3-part technical assessment; or
- successfully complete all the [requirements for earning the CDOs Commencement Credential](#).

Beginning in fall 2022, a select number of NYS schools will pilot the [Individual Arts Assessment Pathway \(IAAP\)](#). Reference [Multiple Pathways](#) and [Department Approved Alternative Examinations](#).

**2.) Traditional Appeals**

All appeals are subject to local district approval. Reference: [Appeals, Safety Nets, and Superintendent Determination](#)

**3.) Special Endorsements**

**Honors:** A student earns a computed average of at least 90 on the Regents Exams applicable to either a Regents diploma or a Regents diploma with advanced designation. No more than 2 Department approved alternatives can be substituted for Regents Exams. The locally developed Checkpoint B examination in World Languages is not included in the calculation.

**Mastery in Math and/or Science:** A student meets all the requirements for a Regents diploma with advanced designation AND earns a score of 85 or better on 3 math Regents Exams and/or 3 science Regents Exams.

**Technical Endorsement:** A student meets the requirements for either a local diploma, a Regents diploma or a Regents diploma with advanced designation AND successfully completes a Department approved CTE program including the 3-part technical assessment.

**Seal of Biliteracy:** A student meets the criteria for earning the [NYS Seal of Biliteracy](#).

**Seal of Civic Readiness:** A student meets the criteria for earning the [NYS Seal of Civic Readiness](#).

Reference the [Endorsements and Seals webpage](#) or [NYS Diploma/Credential Requirements](#) for additional information related to awarding special endorsements to students with exam exemptions due to COVID-19.

**4.) World Languages Exemption**

Students with a disability may be excused from the required units of credit in World Languages if so indicated on their IEP, but they must still earn 22 units of credit to graduate. Such student who seeks a Regents diploma with advanced designation does NOT have to complete the 5-unit sequence in the Arts or CTE in lieu of the sequence in World Languages in order to meet the assessment requirements for the advanced diploma.

**5.) Superintendent Determination of a Local Diploma**

Students with a disability who are unable to attain a local diploma through the various safety net provisions may be eligible for a Superintendent Determination of a local diploma under certain conditions. Reference: [Appeals, Safety Nets, and Superintendent Determination](#)

**6.) Flexibilities due to the COVID-19 Public Health Emergency**

**Exemptions:** Students granted an exemption from any exam due to COVID-19 are not required to pass such specific exam to meet the assessment requirements for any diploma type. Reference the following FAQs: [June/August 2020](#), [January 2021](#), [June/August 2021](#), and [January 2022](#)

**Special Appeals:** Eligible students may use lower scores (50-64) on Regents Exams taken during the 2021-22 or 2022-23 school year to meet the assessment requirements for any diploma type. Reference: [Special Appeals Memo](#) and [FAQ](#).

**Special Determination:** Students who are scheduled to graduate in June 2022 and either do not qualify for a Special Appeal or who are unable to participate in one or more required Regents Exam(s) because of illness, including isolation restrictions due to COVID, may request a [Special Determination to Graduate with a Local Diploma in June 2022](#).

**7.) Exemptions from the Regents Exam in US History and Government (Framework)**

Eligible students shall be granted an exemption from the June 2022, August 2022, or January 2023 Regents Exam in US History and Government (Framework). Reference: [FAQ on Cancellation of Regents Exam in US History and Government \(Framework\)](#)

## Assessment Requirements

	Regents Diploma for All Students		Regents Diploma via Appeal for All Students		Local Diploma via Appeal for All Students		Local Diploma for Students with a Disability		Local Diploma via Appeal for English Language Learners	
REGENTS EXAM or passing score on a Department approved alternative	# of Exams	Passing Score	# of Exams	Passing Score	# of Exams	Passing Score	# of Exams	Passing Score	# of Exams	Passing Score
English Language Arts (ELA)	1	65 <sup>1</sup>	1	1 Regents exam with a score of 60-64 for which an appeal has been granted by the district and all remaining Regents exams with a score of 65 <sup>1</sup> or above	1	2 Regents exams with a score of 60-64 for which appeals have been granted by the district and all remaining Regents exams with a score of 65 <sup>1</sup> or above	1	55 <sup>2A</sup>	1	Either the ELA Regents exam with a score of 55-59 for which an appeal has been granted by the district, and all remaining Regents exams with a score of 65 <sup>1</sup> or above, <u>OR</u> 1 Regents exam with a score of 60-64 and the ELA Regents with a score of 55-59 for which appeals have been granted for both by the district, and the remaining Regents exams with a score of 65 <sup>1</sup> or above <sup>†</sup>
Math	1	65 <sup>1</sup>	1		1		1	55 <sup>2A</sup>	1	
Science	1	65 <sup>1</sup>	1		1		1	55 <sup>2A</sup>	1	
Social Studies	1	65 <sup>1</sup>	1		1		1	55 <sup>2A</sup>	1	
Pathway (See note 1 on reverse side)	1 or CDOS	65 <sup>1</sup> if Regents Exam	1 or CDOS		1 or CDOS		1 or CDOS	55 <sup>2A</sup> if Regents Exam	1 or CDOS	
Compensatory Safety Net	Non-Applicable		Non-Applicable		Non-Applicable		Scores of 45-54 on any required Regents exam (except ELA and Mathematics) can be compensated by a score of 65 <sup>1</sup> or above on another required Regents exam including ELA and Mathematics.		Non-Applicable	

## Regents Diploma with Advanced Designation

Students seeking the Regents diploma with advanced designation must:
<ul style="list-style-type: none"> <li>Meet the credit and assessment requirements for a Regents diploma; and</li> <li>Pass <b>two additional</b> Regents <b>exams</b> or Department approved alternatives in <b>mathematics</b>; and</li> <li>Pass <b>one additional</b> Regents <b>exam</b> or Department approved alternative in <b>science</b> <ul style="list-style-type: none"> <li>students seeking advanced designation must pass at least one Regents exam or Department approved alternative in both sciences (<b>one life</b> and <b>one physical</b>); and</li> </ul> </li> <li>Complete a <b>sequence</b>:           <ul style="list-style-type: none"> <li>earn an additional 2 units of credit in World Languages and pass a locally developed Checkpoint B World Languages examination, or</li> <li>complete a 5 unit sequence in the Arts, or</li> <li>complete a 5 unit sequence in CTE.</li> </ul> </li> </ul>

## Assessment Combinations for Advanced Designation

Traditional Combination	ELA, Global History and Geography, US History and Government, 3 mathematics, 2 science (1 life science, 1 physical science) = 8 assessments
Pathway Combination (other than STEM)	ELA, 1 social studies, 3 math, 2 science (1 life science, 1 physical science), 1 Pathway (other than science or math) = 7 (+Pathway) or 8 assessments.
STEM (Mathematics) Pathway Combination	ELA, 1 social studies, 4 math <sup>3</sup> , 2 science (1 life science, 1 physical science) = 8 assessments.
STEM (Science) Pathway Combination	ELA, 1 social studies, 3 math, 3 science (at least 1 life science, at least 1 physical science) = 8 assessments.

\* A student with a disability may appeal scores between 52 and 54 on up to two Regents examinations in any discipline and graduate with the local diploma. Reference [New York State Diploma/Credential Requirements: Local diploma for Students with Disabilities](#).

<sup>^</sup> In the event a student with a disability is unable to attain a passing score on any Regents examination, the student may be eligible for a Superintendent Determination of a local diploma. Reference [Appeals, Safety Nets, and Superintendent Determination](#).

<sup>1</sup> English Language Learners seeking an appeal for a score of 55-59 on the ELA Regents Exam are only eligible if they entered the United States in grade 9 or after and were classified as an English Language Learner when they took the test the second time. Reference [New York State Diploma/Credential Requirements: Local diploma for English Language Learners](#).

<sup>2</sup> The 4<sup>th</sup> mathematics examination can be selected from the list of [Department Approved Alternative Examinations](#).

<sup>†</sup> For the purposes of determining a student's diploma type, exemptions and Special Appeals should be considered passing scores. Both exemptions and [Special Appeals](#) may be applied to all diploma types.

### **GRADES 6 - 12 BELL SCHEDULE**

<u>PERIOD</u>	<u>BEGIN</u>	<u>END</u>
ADVISORY	8:00	8:05
Period 1	8:05	8:46
Period 2	8:48	9:29
Period 3	9:31	10:12
Period 4	10:14	10:55
Period 5	10:57	11:38
Period 6	11:40	12:21
Period 7	12:23	1:04
Period 8	1:06	1:47
Period 9	1:49	2:30

### **EMERGENCY CLOSINGS AND DELAYED OPENINGS**

If a decision is made to close school early or implement a delayed opening of school, the Connect Ed system will contact parent(s)/guardian(s) by using the home and emergency contact telephone numbers. **It is the responsibility of the parent(s)/guardian(s) to maintain and update the emergency contact telephone number(s) and email addresses.**

Emergency school closings will also be announced on News Channel 12 between 6:00 a.m. and 8:00 a.m.

On many occasions after a winter storm, the highway department is able to clear the roads sufficiently for school to open if given some additional time. In these instances, the school opening will be delayed by one (1) or two (2) hours. This decision will be made and the Connect Ed system will contact parent(s)/guardian(s) by using the home and emergency contact telephone numbers and also will be announced on News Channel 12.

### **LOCKERS**

Lockers and combinations will be assigned to students in grades 6-12. **Students have no expectation of privacy in the school lockers.** Locker inspections (announced/unannounced) will be held at various times during the school year and lockers may be searched at any time the administration deems necessary. If a locker is damaged, the student will be charged the replacement/repair cost.

### **EARLY DISMISSALS**

If a student must leave early for medical appointments or urgent family business, a parental request must be presented to the nurse. All students are to be signed out at the front desk. Students ***will not*** be permitted to sign themselves out of school regardless of their age. In special instances, the administration may give approval for a student to leave the building.

## **VISITORS**

The Board encourages parents and other district citizens to visit the district's schools and classrooms to observe the work of students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The Superintendent/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 report to the lobby of the school. There they will be required to check in with the front desk monitor 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 lobby before leaving the building.
3. Visitors attending school functions that are open to the public, such as parent/teacher organization meetings or public gatherings are not required to register.
4. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum. The administration must be made aware of the visit and the purpose of the visit by the classroom teacher or support staff.
5. Teachers are expected not to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the Superintendent/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.

## **BUS CONDUCT**

The daily transportation of Shelter Island pupils is a privilege accorded by the school system in compliance with the law and Board of Education policy.

To provide maximum safety, each eligible pupil riding the school bus shall conform to the regulations as established:

1. Occupy only positions that will not interfere with the vision of the driver.
2. Remain seated at all times when the bus is in motion.
3. Do not place bundles, parcels, books, lunch boxes, or other items in the aisle or step-well of the bus.
4. Follow the standards of conduct and courtesy that are expected in the school building.

In the event that students fail to comply with established bus rules for good behavior, a three-step policy will be enforced:

1. Upon receipt of a written report from the bus driver, the Principal/Designee will discuss the incident with both the driver and the student involved. The Principal/Designee will warn the student and notify his/ her parent(s) in writing that a second report will mean bus removal.
2. Upon issuance of the second report, the student will be removed from riding the bus for a period of time to be designated.
3. Should a third report be issued, the Principal/Designee will remove bus privileges for the remainder of the year.

## **PROM**

### **Grades 9 through 12**

The Shelter Island High School Prom is for Shelter Island students in grades 9 - 12 only. A student's guest must be at least in 9th grade. Students and their guests are required to indicate their compliance with specified school regulations by signing an agreement.

## **ATTENDANCE POLICY**

### High School Credit Courses

#### **Tardiness and Early Departure Equate to Absence**

If a student misses twenty (20) or more minutes of a class period they are considered absent.

#### **Absences**

All absences require a written note within 24 hours of the return to school.

#### **Other Regulations**

- If a student is eligible to take a Regents examination, pursuant to the Commissioner's Regulations, the score will be noted on the student's permanent record.
- Summer School Eligibility Requirement: any student who fails to continue to attend classes on a regular basis will not be eligible to attend summer school.
- The attendance records of a student making a schedule change in the same subject area will be forwarded to the new teacher.

#### **Excused Absences**

- College Interviews/ College Visitations
- Court Appearances
- School-sponsored activities
- Military obligations
- School to Work Program
- School authorized situations (i.e. field trips, testing, music lessons, counseling, athletic events, physical therapy, occupational therapy, speech session)
- Death in the family
- Illness (doctor's note required)
- Impassible weather
- Religious observance
- Medical/Dental appointments with written note from provider
- Road Test
- Special Education Evaluations authorized by the school district
- In School Suspension/ Out of School Suspension

#### **Unexcused Absences**

- Family vacation/traveling
- Haircut
- Hunting/fishing
- Oversleeping/tired

- Went on a fieldtrip the day before
- Working
- Babysitting
- Needed at home
- Missing the bus
- Play rehearsal ran late
- Working on a school project
- Needed to do homework
- Or any reason that is not on the ATED excused list.

## **USE OF INTERNET-ENABLED DEVICES DURING THE SCHOOL DAY**

### **DASA (DIGNITY FOR ALL STUDENTS ACT)**

The New York State Dignity for All Students Act (Dignity Act or DASA) took effect July 1, 2012 and was established to provide a school environment free of discrimination and harassment. Amended on July 1, 2013, the act now includes the term bullying and prohibits acts of cyber-bullying. **DASA states that no students shall be subjected to harassment by employees or students, nor shall any student be subjected to discrimination based on their actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender identity or sex.** The law applies to school property and any school-sponsored function or activity. Under this law, school districts are responsible for preventing, monitoring and addressing bullying through staff training to raise awareness and sensitivity of school employees to issues of harassment and discrimination, sensitivity and tolerance curricula for students, as well as reporting acts of bullying to the New York State Education Department through the defined reporting system.

### **Reporting Incidents of Discrimination, Harassment and Bullying**

Students who have been bullied, harassed or discriminated against, parents whose children have been bullied, harassed or discriminated against, or other students or staff who observe bullying, harassing 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. (Refer to BOE Policy 7550, Dignity for All Students Act Policy; BOE Policy 8130, Equal Opportunity; and BOE Policy 7551, Sexual Harassment).

Names and contact information of the District Dignity Act Coordinators follow:

Brian Doelger, Ed.D.	K-12 Building	631-749-0302, ext. 101
Todd Gulluscio	K-12 Building	631-749-0302, ext. 107

This information shall also be posted on the District's web site and included in the plain language summaries of the Code of Conduct provided to parents and students and shall be further disseminated in accordance with applicable law and regulations.

## **PROHIBITED STUDENT CONDUCT**

### **Code of Conduct Excerpt**



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

It is expected that all students conduct themselves in a manner that supports the intent of the Dignity for All Students Act; creating a safe and supportive school environment free of discrimination, bullying/cyberbullying and harassment.

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 the student's ability to grow in self-discipline.

The Board recognizes the need to make the 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 penalties for their conduct. All violations apply to student behavior in school, on school property, on school buses, and at school-sponsored functions, and student behavior off school property where such acts create or would foreseeably create a risk of substantial disruption within the school environment.

The entire Code of Conduct can be accessed on the Shelter Island School website:

[www.shelterisland.k12.ny.us](http://www.shelterisland.k12.ny.us)

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

#### **A. Engage in Bullying**

Bullying as defined in the "Definitions" section of this Code of Conduct, Bullying can be physical, verbal or psychological. Examples of bullying include but are not limited to:

1. Hitting, kicking, spitting, pushing, taking personal belongings
2. Taunting, malicious teasing, name calling, making threats
3. Spreading rumors, manipulating social relationships, engaging in social exclusion
4. Cyber-bullying

#### **B. 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. Cursing or swearing, use of profanity, orally, in writing or on the Internet including hand held devices
5. Obstructing vehicular or pedestrian traffic
6. Engaging in any act, which disrupts the normal operation of the school community
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. Loss or destruction of district property or resources
9. Littering
10. Loitering



11. Misuse of hall pass
12. Pushing, shoving, name calling
13. Fighting
14. Inappropriate display of affection
15. Trespassing
16. Leaving school grounds without permission

### **C. Engage in conduct that is insubordinate or disruptive**

Examples of insubordinate or disruptive conduct include but are not limited to:

1. Failing to comply with the reasonable directions of a teacher, school administrator, or other school employee in charge of students or otherwise demonstrating disrespect
2. Missing or leaving school without permission
3. Skipping detention
4. Lateness to class or school
5. Cutting class
6. Unauthorized use of all electronic devices during class or on school premises
7. Using any type of recording device in any manner that interferes with or is disruptive of the education process or invades the privacy of students, staff volunteers or visitors
8. Forging the signature of a teacher, parent, guardian, custodian or any other person
9. Attending school or school sponsored event under the influence of alcohol or drugs
10. Failure to follow directions during an emergency
11. Truancy
12. Violation of Dress Code
13. Expression of drugs, alcohol use, violence, sex, bias remarks in writing, on paper, shirts, hats, etc.
14. Disruptive behavior on school bus, cafeteria, recess, and hallways
15. Pranks on staff members
16. Engaging in conduct that may endanger the health or safety of students/staff within the educational system or which disrupts the educational process

### **D. Engage in conduct that is violent**

The School District is committed to the prevention of violence against any individual on school property at school activities whether such acts and/or threats of violence are made by students, staff or others. Threats of violence against students, school personnel and/or school property will not be tolerated whether or not such threats occur on school grounds or during the school day.

Any person who commits an act or threatens an act of violence, including bomb threats, whether made orally, in writing, by email or by text message or any other electronic means shall be subject to appropriate discipline in accordance with applicable law, District policies and regulations, as well as the Code of Conduct for the Maintenance of Order on School Property and collective bargaining agreements, as may be necessary.

While acknowledging an individual's constitutional rights, including applicable due process rights, the District refuses to condone acts and/or threats of violence which threaten the safety and well-being of staff, students, visitors and/or the school environment. Employees, students, agents and invitees shall refrain from engaging in threats of physical actions which create a safety hazard for others. All staff who are made aware of physical acts/or threats of violence directed to students or staff are to report such incidents to the administration. Additionally, the Building Principal/designee will also report occurrences of violence, whether involving an actual confrontation or threat of potential violence, to the school psychologist and or Academic Administrator. Local law enforcement agencies may be called as necessary upon the

determination of the Superintendent/designee. Students are to report all acts of violence, including threats of suicide, of which they are aware by reporting such incidents to a faculty member or the Superintendent/Principal or their designee.

The District reserves the right to seek restitution, in accordance with law, from the parent/guardian and/or student for any costs or damages which had been incurred by the District as a result of the threats or acts of violence in the schools. Examples of violent conduct include but are not limited to:

1. Committing an act of violence (such as, but not limited to, hitting, kicking, punching, and/or scratching) upon a teacher, administrator or other school employee or attempting to do so
2. Committing an act of violence (such as but not limited to hitting, kicking, punching, and/or 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
7. Intentionally damaging or destroying school district property
8. Acts of damage may include graffiti, arson and vandalism
9. Possession of firearms/laser light pens/weapons/fireworks
10. Use of fireworks/explosive devices
11. Causing injury to a student or staff member
12. Assault and/or threatening a staff member, student or other individual lawfully on school district property

**E. Engage in any conduct that endangers the safety, morals, health, or welfare of others**

Examples of such conduct include but are not limited to:

1. Lying to school personnel
2. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function
3. Defamation, which includes making false statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them
4. Discrimination, which includes the use of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, sex, gender, sexual orientation or disability as a basis for treating another in a negative manner
5. Harassment/bullying as defined in the "Definitions" section of this Code of Conduct
6. Cyberbullying as defined in the Definitions section of this Code of Conduct
7. Intimidation and/or threatening behavior, which includes engaging in actions or making statements that put an individual in fear
8. Hazing, which includes an induction, initiation or membership process involving harassment which produces public humiliation, physical or emotional discomfort, bodily injury or public ridicule or creates a situation where public humiliation, physical or emotional discomfort, bodily injury or public ridicule is likely to occur
9. Selling, using, distributing or possessing obscene material
10. Using vulgar or abusive language, cursing or swearing
11. Smoking a cigarette, e-cigarette, cigar, pipe or using chewing or smokeless tobacco

12. Possession of tobacco/cigarettes/e-cigarettes
13. Possessing, consuming, selling, distributing, or exchanging alcoholic beverages, illegal or controlled substances, or being under the influence of either {Illegal substances include, but are not limited to, inhalants, marijuana, synthetic cannabinoids (marijuana), cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as designer drugs}
14. Possession of drug paraphernalia
15. Inappropriately using or sharing prescription and over-the-counter drugs
16. Gambling
17. Indecent exposure, that is, exposure of the private parts of the body in a lewd or indecent manner
18. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher or tampering with a fire alarm, smoke detector or AED.
19. Participating in or association with gangs or gang related activities
20. Bomb threats
21. Endangering the safety of others through spitting, or other health violations
22. Infringement on an individual's civil rights
23. Engage in unlawful conduct on or off school grounds

#### **F. Engage in misconduct while on a school bus**

It is crucial for students to behave appropriately while riding on district buses, to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

#### **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. Using an unauthorized help sheet or electronic device
6. Illegally obtaining tests in advance
7. Substituting for a test taker and other forms of collusion
8. Assisting another student in any of the above actions

#### **H. Engage in off-campus misconduct that endangers the health and safety of students or staff within the school or interferes with or can reasonably be expected to substantially disrupt the educational process in school or at a school function.**

Examples of such misconduct include, but are not limited to:

1. A. Cyberbullying as defined in the "Definitions" section of the Code of Conduct;
2. B. Threatening or harassing students or school personnel over the phone, internet or other electronic medium.

### **STUDENT DRESS CODE**

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

A student's dress, grooming and appearance, including jewelry, make-up, body art, and nails, shall:

1. Be safe, appropriate, and not disrupt or interfere with the educational process
2. Recognize that extremely brief and/or sheer garments are not appropriate
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all time
5. Not include the wearing of hats/visors/head-coverings anywhere in the school building except for medical or religious purposes
6. Not include items that are vulgar, obscene or libelous, or that denigrate or discriminate against others on account of actual or perceived race, color, weight, religion, religious practice, national origin, ethnic group, gender, sex, sexual orientation, or disability.
7. Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities
8. Not wear dark glasses unless prescribed by a physician
9. Certain instructional areas, due to safety concerns, may have independent codes (i.e. shop, art, PE) and students are to be guided accordingly
10. The Superintendent/Principal will make the final decision about the violations of the dress code

The Superintendent/Principal or his/her designee will be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions made during the school year.

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

### **USE OF INTERNET-ENABLED DEVICES DURING SCHOOL DAY POLICY**

The Board of Education recognizes that students may have personal electronic devices that can perform different functions. Such devices include "internet-enabled devices" defined as: any smartphone, tablet, smartwatch or other device capable of connecting to the internet and enabling the user to access content on the internet, including social media applications, but do not include any such device supplied by the district for educational purposes. Other personal electronic devices include devices which are not capable of connecting to the internet and access content on the internet, fitness trackers, e-readers, calculators, and cameras. These devices can create significant distraction to the school environment, negatively impact student mental health, contribute to disciplinary infractions, and reduce student engagement. Additionally, in an emergency, the use of personal electronic devices can distract students from following the directions of staff or emergency responders, contribute to the spread of misinformation, create congestion in the emergency response system, and interfere with the district's emergency response protocols.

Generally, the district is not responsible for stolen, lost or damaged personal electronic devices brought to school.

### **Communication with Parents/Persons in Parental Relation**

During the school day, to minimize distractions, parents (which, for purposes of this policy, includes persons in parental relation) may contact their children via the following methods: calling the school's front lobby and emailing the student's district-provided email address. Students may contact their parents by: calling from the desk at the front lobby. If privacy is needed, the students may use the phone in the academic suite. The district will notify parents in writing of the communication protocol at the beginning of each school year and upon enrollment.

## **Device Access and Storage**

As required by Education Law §2803, this policy prohibits student use of internet-enabled devices during the school day (including all classes, homeroom periods, lunch, recess, study halls, and passing time) on school grounds (any building, structure, athletic playing field, playground, or land contained within the boundary of a school or district or BOCES facility), unless under an exception (e.g., IEP/Section 504 or as permitted below).

1. At the elementary school level, students are discouraged from bringing devices to school. Any device that is brought to school must be silenced and kept in their bag in the student's personal cubby.
2. At the secondary level, all student devices must remain silenced and securely stored for the entire school day. Students are expected to place their phones and electronic devices in their lockers before 8:00 AM and may only retrieve them when leaving the building for off-campus lunch or at dismissal. If a student leaves campus during the day (e.g., for lunch or a medical appointment), they must return their device to their locker immediately upon re-entering the building, before going back to class. Students who do not follow this procedure will be required to check in their devices each morning at a designated central location, where the devices will be held until the end of the school day. This requirement will last for a minimum of two weeks, with extended durations for repeated violations. If overall student compliance falls below 80% by October 15 of each school year, a building-wide policy will take effect requiring all students to turn in their devices at a central location upon arrival each day.

Students are discouraged from bringing other personal electronic devices to school. If students do bring such devices to school, they must be stored for the entire school day, and they must be silenced and not used during the school day unless permission is granted by the school. However, students may wear fitness trackers as long as they do not interfere with instruction.

Administrators and staff may also restrict use of electronic devices during school events and activities held outside of the school day and/or off school grounds.

## **Exceptions for Specific Purposes**

Use of internet-enabled devices must be permitted where included in a student's Individualized Education Program, Section 504 plan, or where required by law. Additionally, the district permits the use of internet-enabled devices in the event of an emergency, and under the following circumstances:

1. Where necessary to manage a student's healthcare (e.g., diabetes, asthma, medication, etc.);
2. For translation services; and/or
3. For students who are routinely responsible for the care and wellbeing of a family member (on a case-by-case basis, upon review and determination by a school psychologist, school social worker, or school counselor).

Parents may request an exception for their children to use internet-enabled devices during the school day as listed above. Requests must be made to the Building Principal, and for healthcare exceptions, must include documentation from an appropriate healthcare professional.

Students may also be permitted to use their internet-enabled devices during the school day on school grounds for specific educational purposes, if the following criteria are met:

- The student has registered the device with the district, in accordance with district procedures.
- With administrative approval, the teacher has authorized the use of specific devices for a particular activity, after which the device must be stowed per this policy.
- The student uses the device to access the Internet or authorized applications through the district's

network, under the terms of policy 8271, The Children's Internet Protection Act: Internet Content Filtering/Safety.

Under any of these exceptions, devices may only be used for the purposes outlined in the exception, and the device must be silenced and put away when not in use, to the extent compatible with the reason for the exception.

### **Enforcement, Consequences and Reporting**

Enforcement of this policy is chiefly the responsibility of building administrative staff; however, all designated employees are expected to assist in enforcement. Students will be reminded of this policy regularly and consistently, especially at the start of the school year and after returning from breaks.

For students out of compliance with this policy, the device will be held in the school office until the end of the school day. The first time this happens, the student may retrieve the device, and the parent will be notified. For subsequent instances, the parent must retrieve the device at the end of the school day. Further instances will result in the device being held in the school office daily for longer periods of time. The district will exercise reasonable care to maintain the security of devices that are held by the district, but cannot guarantee the devices will be secure. For students with exceptions under this policy, the district will examine alternative ways to achieve the purpose of the exception, including different storage or access provisions.

Administrators will also discuss the aims of this policy with students and their parents, the benefits of a distraction-free environment, the reasons the student had difficulty following this policy, and how the district can help the student contribute to a distraction-free environment.

The district may not impose suspension from school if the sole grounds for the suspension is that the student accessed an internet-enabled device as prohibited by this policy. However, the district may utilize consequences under the district's Code of Conduct, including detention, revoking off campus privileges, in-school suspension, and exclusion from extracurricular activities. The district may also utilize assignments on the detrimental impact of social media on mental health, smartphones in school, or other relevant topics.

Some uses of personal electronic devices may constitute a violation of the school district Code of Conduct or other district policies, and in some instances, the law. The district will cooperate with law enforcement officials as appropriate.

Beginning September 1, 2026 and annually thereafter, the district will publish an annual report on its website detailing the enforcement of this policy over the past year, including non-identifiable demographic information of students who have faced disciplinary action for non-compliance with this policy, and an analysis of any demographic disparities in enforcement of this policy. If a statistically significant disparate enforcement impact is identified, the report will include a plan to mitigate such disparate enforcement.

### **Electronic Devices and Testing**

To ensure the integrity of testing, in accordance with state guidelines, students may not bring cell phones or other electronic devices into classrooms or other exam locations during all testing.

Test proctors, monitors and school officials have the right to collect cell phones and other prohibited electronic devices prior to the start of the test and to hold them for the duration of the test taking time. Admission to the test will be prohibited to any student who has a cell phone or other electronic device in their possession and does not relinquish it.

Students with Individualized Education Plans, Section 504 Plans, or documentation from medical practitioners specifically requiring use of electronic devices may do so as specified.

## **SPECTATOR CODE OF CONDUCT\***

1. Spectators are an important part of the game and shall at all times conform to accepted standards of good sportsmanship and behavior.
2. Spectators shall at all times respect officials, coaches, and players and extend all courtesies to them.
3. Wholesome cheering is encouraged.
4. Stamping of feet, taunting, foul and abusive language, inflammatory remarks, and disrespectful signs and behaviors are not acceptable. \*\*
5. Faculty-supervised pep bands are permitted during "dead ball time".
6. Spectators shall observe and obey the rules and regulations of the school concerning food and soft drink consumption, use of school lavatory facilities, and parking of cars.
7. New York State Law prohibits smoking and alcoholic beverages of any kind on school property; the law further prohibits any person under the influence of alcohol to be on school property.
8. Spectators shall respect and obey all school officials, supervisors, and police at all athletic contests.

\* Violators of this Code are subject to eviction from the school grounds

\*\* Violations of #4 during a free throw attempt will be penalized by repeating the free throw, if missed. The official will make this decision.

## **DISCIPLINE PLAN APPLICATION OF RULES**

The Discipline Plan is designed to assist students in making good decisions. While our goal is for every student to engage, explore and be empowered, it is also important for our students to display good citizenship and character. However, there may be a time when poor decisions are made. For those times, the following Infraction Policy will be administered to help the student recognize the poor decision and to accept the responsibility of the consequences for that poor decision. See Code of Conduct for further details.

### **LEVEL 1 INFRACTION**

- Classroom disruption, study hall, hallway or bus disturbance
- Unauthorized classroom lateness
- Inappropriate display of affection
- Other offenses of minor nature

*Level 1 Infraction Consequences (including, but not limited to):*

- Warning to student
- Parent notification
- Copy kept on file

### **LEVEL 2 INFRACTION**

- Repeat of Level 1 Infraction
- Cutting Class
- Disrespect to teacher, staff, other student or other adult
- Profanity/vulgarity
- Minor vandalism
- Unauthorized possession/use of electronic device during school day
- Inappropriate dress according to Code of Conduct
- Destruction of school materials



- Other offenses of a more major nature

*Level 2 Infraction Consequences (including, but not limited to):*

- 1-hour detention for one day
- In School Suspension for a half (3.5 hours) or full day (6.5 hours)
- Loss of all activities including sports on the day of detention or In School
- Suspension (clubs, sports, practice, spectator)
- Student must leave school grounds immediately following detention
- Electronic device will be confiscated. First offense, student will retrieve device from an Administrator after school. Second offense, parent will need to retrieve from an Administrator
- Parent notification/Parent Conference
- Other offenses will be handled by the Administration in a manner that is consistent with the basic discipline philosophy of the Shelter Island School District
- Administration reserves the right to amend or adjust minimum consequences based on frequency or severity of behaviors
- Copy kept on file

**LEVEL 3 INFRACTION**

- Repeat of Level 2 Infraction
- Fighting
- Bullying (Cyber-bullying)
- Harassment
- Discrimination
- Possession, use or sale of alcohol/drugs/tobacco products/illegal or controlled substances
- Possession of drug paraphernalia
- Possession of firearms, laser light pens/weapons/fireworks
- Stealing (petty larceny) or accessory to theft
- Unauthorized leaving of campus
- Major vandalism
- Arson
- Assault/Threat of assault: placing yourself or anyone else in any kind of physical danger
- Violation of other criminal laws at school or school activities
- Profanity/vulgarity directed at a teacher, staff, administration, other student or other adult
- Other serious problems

*Level 3 Infraction Consequences (including, but not limited to):*

- Two - 1 hour detentions, which may include a written assignment
- One skipped detention – detention is doubled and rescheduled
- Two skipped detentions – mandatory parent conference
- Parents and students will be notified of the detention time and date by the detention coordinator.
- Student must leave school grounds immediately following detention
- In School Suspension for a half (3.5 hours) or full day (6.5 hours)
- Out of School Suspension
- Out of School Suspension Disciplinary Hearing
- Loss of all activities including sports on the day of detention, In School Suspension, or Out of School Suspension (clubs, sports, practice, spectator)

- Electronic device will be confiscated. First offense, student will retrieve device from Superintendent after school. Second offense, parent will need to retrieve from Superintendent
- Parent notification/Parent Conference
- The Superintendent/Principal will at his/her discretion apply disciplinary consequences to these infractions
- Discipline is progressive and discipline documents will become part of student records
- Students making poor decisions that lead to a third Level 3 infraction during the year or more than two infractions at any level during one quarter, may be ineligible for non-curricular based class trips or activities
- Copy kept on file

### **ALL SUBSEQUENT INFRACTIONS**

- After the second Level 3 Infraction - four (4) hours of detention will be assigned for each Level 3 Infraction
- Loss of all activities including sports on the day of detention or In School Suspension (clubs, sports, practice, spectator)
- Student must leave school grounds immediately following detention
- Possible loss of participation in special events, field trips, and class trips after the third Level 3 Infraction
- Parent notification/Parent conference
- Copy kept on file

### **HEALTH SERVICES**

Students becoming ill during the school day should report to the nurse. If the student needs to be sent home, the nurse will inform the parent, and the student will be released from school. Parents are to pick up students and sign them out in the school lobby. If these procedures are not followed, when the student leaves he/she will be given an unexcused absence for classes missed. In the case of a junior or senior who drives to school, phone contact will be made with a parent/guardian for permission for the individual to drive home. Students who need to bring medication to school must take it to the school nurse. No medication will be dispensed by any other school official.

### **CARE OF SCHOOL PROPERTY**

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who damage school property, equipment, or break windows will be required to pay for the damage done or replace the item. Replacement books will not be issued until payment has been made for the lost book. A fee equal to the replacement cost will be charged for hard or soft cover books.

### **PROCEDURES FOR PARENTS TO ADDRESS ACADEMIC OR BEHAVIOR CONCERNS**

The following steps should be followed in addressing either academic or behavioral concerns:

1. Student and/or parent(s) should schedule a meeting with teacher or member of the staff. If this student and/or parent(s) meeting does not remedy the issue, the student and/or parent(s) should arrange a meeting with the guidance counselor.

2. If the problem has not been satisfactorily resolved, any of the persons involved may request that the group meet with the administration.

### **DROPPING A COURSE**

Students will be permitted to drop a full year class until the end of the 1st quarter. Students will be permitted to drop a semester course until the end of the third week of the 1st quarter the class runs.. The guidance counselor will contact the parent to review the situation and obtain consent.

After the drop period ends, students may withdraw from a class with the following stipulations:

*The student will receive a 50 for the quarter in which they drop the class. This will average with all the previous grades in that class and count towards the final average. If the student withdraws in the final quarter of the course, the student will receive a 50 or the actual quarterly average, whichever is lower. The final average will be calculated without a final exam.*

### **HOMEWORK**

Homework is a necessary part of each pupil's education program. Each student is expected to spend appropriate time in addition to scheduled class instruction to achieve satisfactory progress. Some assignments are long range in nature and extended time is needed for their completion. Planned study eliminates the necessity of "cramming" the day before a test or when an assignment is due.

### **HONOR ROLL - Grade 6 through 12**

High Honor Roll - average for quarter: 95-100  
Honor Roll - average for quarter:90-94.99

### **MAKE-UP WORK AND TESTS**

A student who is absent for one day is expected to make up any and all tests missed on the day he/she returns to school. If a student is absent two or more days, he/she will be given the number of days which he/she has been absent to make up the work missed. In no case is this period to extend beyond five days unless the absence has been medically excused by a physician.

A student may be given a maximum of five school days after the end of a marking period to make up work he/she missed. In extraordinary situations (usually of a medical nature), the student may request an extension of that time.

Each staff member is also available for assistance and enrichment, Monday through Thursday, from 2:30 to 3:00 p.m. Students may request assistance from a specific member of the high school faculty during this period.

### **PUPIL EVALUATION**

In grading, a teacher will consider the students' test grades, class work, homework and any special assignment. The teacher will assign grades in accordance with the policy which he/she has distributed to the class in the beginning of the year and filed with the office. A minimum grade of 50 will be assigned for the first three quarters of the school year. For the fourth quarter the actual grade will be entered. Final computation for the course work for grades 9-12 will be an average of the four quarters.

In Regents courses longer than one year, a local final will be given at the end of the first year.

### **WEIGHTED GRADES**

Course averages for AP/College level classes will be weighted by 1.1. Honors courses will be weighted by 1.05. Weighted grades will be calculated quarterly.

### **CREDIT FOR REGENTS COURSES**

A Regents course of study involves class attendance, homework assignments, quizzes, tests, and other activities, as well as the Regents examination that is administered at the end of the course. When deciding whether or not a student has satisfactorily completed a Regents course of study and is entitled to a unit of credit, the teacher will evaluate the pupil's performance on all of these activities. Regents credit will not be given if only the regents examination is passed and not the course.

In science courses with labs, a student must have successfully completed 1200 minutes of hands-on laboratory experience with satisfactory reports on file.

### **GUIDELINES FOR ATTENDING THE ACADEMY OF APPLIED TECHNOLOGY (BOCES) PROGRAMS**

Parents and students should know that BOCES is a part of a student's 4-year academic plan.

These are the guidelines for BOCES participation:

1. Students must be in good academic standing and have obtained junior (11th grade) status (please see student promotion criteria outlined in the student handbook).
2. Students must be in compliance with the school's attendance policy. School attendance policy also applies to BOCES classes (refer to Attendance Policy #7110).
3. Students must attend school sponsored field trip to BOCES or arrange for a BOCES site visit with their parent/guardian prior to application submission.
4. Completed BOCES applications must be submitted by March 1st of the prior year.
5. Continued enrollment in BOCES is contingent upon success in program.
6. Students must sign and abide by our school's BOCES Commitment Form.

### **CLASS RANK**

The Board of Education has adopted a "no-ranking" policy. Due to the small size of our school, the Board believes that the practice of determining class rank does not give an accurate picture of a student's performance. A profile of the school will be included to address this issue. However, individual requests for scholarship ranking will be calculated as follows:

- a) Computation of cumulative grade point averages will be based on the course credit assigned;

- b) Cumulative grade point averages for college transcripts will be computed at the end of the junior year and updated at the end of the first semester of the senior year;
- c) Credit from other schools will be interpreted and assigned credit by the Principal in conjunction with the Guidance Counselor;
- d) Student Assistant Courses will receive grades of Pass (P) or Fail (F); and
- e) All pass/fail are excluded from GPA. A failed grade is excluded from the GPA if the student retakes the same course for a higher grade. However, the lower grade remains on the transcript.

### **STUDY ABROAD STUDENTS**

When Shelter Island students take courses in a foreign country, their grades will be evaluated after an official transcript is received. Such courses may be evaluated for credit after review by the Guidance Counselor and the high school Superintendent. Grades for such courses will not be considered part of the overall average. Shelter Island students will be expected to complete all credit requirements for graduation.

### **VALEDICTORIAN AND SALUTATORIAN**

Determination of the Valedictorian and Salutatorian will be based on strict numerical computation accurate to the thousandths decimal place from courses taken in the District, using weighted GPA for all courses receiving high school credit.

- a) At the end of the third quarter of each school year, the Valedictorian and Salutatorian will be determined for the graduating class. Selection will be made from those students who are candidates for a Regents Diploma with Advanced Designation. In order to qualify for these honors, a student must have completed at least four (4) semesters in their freshman, sophomore, and junior years, and the first three quarters of their final year in the Shelter Island High School.
- b) Valedictorian and Salutatorian will have the required Regents courses and exams of a Regents Diploma with Advanced Designation by the beginning of the second semester of the senior year.
- c) Valedictorian and Salutatorian should be enrolled in at least one-half ( $\frac{1}{2}$ ) of the AP/College level classes offered in the high school.
- d) Valedictorian and Salutatorian must be compliant with the District Attendance Policy.

### **NATIONAL HONOR SOCIETY (NHS)**

Grades 10 to 12

The National Honor Society chapter of Shelter Island High School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs.

### **ARTICLE I: NAME AND PURPOSE**

**Section 1**—The name of this chapter shall be the Shelter Island Chapter of the National Honor Society of Shelter Island High School.

**Section 2**—The purpose of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students of Shelter Island High School.

## **ARTICLE II: MEMBERSHIP**

**Section 1**—Membership in this chapter shall be known as active and honorary. Honorary members become graduate members at graduation. Graduate and honorary members have no voice or vote in chapter affairs.

**Section 2**—Membership in this chapter is an honor bestowed upon deserving students by the Faculty Council, and shall be based on the criteria of scholarship, service, leadership, and character.

### **Section 3—Eligibility**

- a. Candidates eligible for election to this chapter must be following the first quarter of 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> grade.
- b. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of one semester at Shelter Island High School.
- c. Candidates eligible for selection to the chapter shall have:
  - A cumulative average of 90% or better
  - A coursework of academic rigor indicated by working to achieve the highest level of Regents Diploma offered by New York State
  - A total absence rate of less than 10% (The Faculty Council will consider special circumstances)
  - Any Disciplinary referrals given within the past two quarters will be reviewed by the Faculty Council to determine their severity
  - Service as demonstrated by involvement in a multitude of school and/or community organizations
  - Leadership as evaluated by offices held in school and/or community organizations
  - Character as demonstrated by conduct in and outside of school, an essay written by the student speaking to personal character, and a letter of reference supporting such character

## **ARTICLE III: SELECTION OF MEMBERS**

This NHS is under the sponsorship of the National Association of Secondary School Principals (NASSP), as well as the guidance of the Faculty Council of five SIHS teachers and the leadership of the SIHS NHS Adviser.

**Section 1**—The selection of members to this chapter shall be by a majority vote of the Faculty Council consisting of five faculty members appointed by the principal. The Chapter adviser shall be the sixth, non-voting, ex officio member of the Faculty Council.

**Section 2**—Prior to selection, the following shall occur:

1. Students' academic, disciplinary, and attendance records shall be reviewed to determine eligibility (see Article II section 3).
2. Students who are eligible ("candidates") shall be notified and asked to complete and submit the Student Activity Information Packet for further consideration for selection.
3. The Faculty Council shall review the Student Activity Information Packet and faculty evaluations in order to determine membership.

**Section 3**—The selection of new active members shall be held following the first quarter of the Junior year. An opportunity for membership shall also be given following the first quarter of the Senior year.

**Section 4**—Sophomore, Junior and Senior Candidates become members when inducted at a special ceremony. Attendance at said ceremony is mandatory. Exceptions may be made by the faculty council.

**Section 5**—Once selected and inducted, all members are expected to maintain the standards, in and

outside of school, by which they were selected, and maintain all obligations of membership.

**Section 6**—An active member of the National Honor Society who transfers from this school will be given a letter indicating the status of his or her membership and signed by the principal or chapter adviser.

**Section 7**—An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter. The Faculty Council shall grant to the transferring member one semester to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain his or her membership.

#### **ARTICLE IV: DISCIPLINE AND DISMISSAL**

**Section 1**—Any member who falls below the standards of scholarship, leadership, service, or character may be considered for dismissal from the Shelter Island chapter of the National Honor Society. A member of the National Honor Society is expected to maintain his or her academic standing and take an active role in service and leadership to his or her school and community. He or she is expected to exhibit positive behavior and possess integrity. The chapter adviser will monitor students for compliance.

**Section 2**—If a member's cumulative GPA falls below the standard in effect when he or she was selected (90%), he or she will be given a written warning and a time period for improvement. If the cumulative GPA remains below standard at the end of the warning period, the student will be subject to further disciplinary action by the Faculty Council, which may include consideration of dismissal from the chapter.

**Section 3**—If a member fails to perform any of the published obligations of membership, he or she will be given a written warning and a time period for improvement. If the obligation remains unmet at the end of the warning period, the student will be subject to further disciplinary action by the Faculty Council (i.e. loss of privileges, additional community service), which may include dismissal from the chapter.

**Section 4**—Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absence, excessive tardiness, etc.) will receive written notification. A conference may be requested by either party. If the member is involved in another violation of the school conduct code, the member may be considered for dismissal. Flagrant violations may result in an immediate move to dismiss.

**Section 5**—Cheating of any kind is expressly forbidden. Members must neither give nor receive academic information inappropriately. Students found guilty of cheating can be brought up for immediate consideration of dismissal from the chapter.

**Section 6**—When National Honor Society members post photographs, pictures, comments, or statements on any web-based social network, including but not limited to Facebook, Twitter, Instagram and Snapchat and Tinder, they are held to the same standards and qualities of character and leadership under which they were selected.

**Section 7**—Violation of the law or school regulations can result in dismissal of a member. These violations include, but are not limited to, stealing; destruction of property; cheating; truancy; or possession, selling, or being under the influence of drugs or alcohol. The Faculty Council can review patterns of behavior as the basis for dismissal.

**Section 8**—In all cases of pending dismissal:

- a. The member will receive written notification indicating the reason for possible dismissal from the adviser or Faculty Council. The member and adviser can discuss the written notification in a conference. Situations that involve flagrant violations of school rules or the law can warrant disciplinary action without a written warning, although a hearing must still be held.
- b. The member will be given "Due Process", the opportunity to respond to the charge against him or her at a hearing before the Faculty Council prior to the vote on dismissal. If the student chooses to respond in writing instead of appearing before the Faculty Council, this will be considered "Due



Process". The Faculty Council will then vote on whether to dismiss. A majority vote of the Faculty Council is needed to dismiss any member.

- c. The results of the Faculty Council vote will be reviewed by the principal, and then expressed in a letter sent to the student, parents, and principal. Dismissed members must surrender any membership emblems to the adviser.
- d. The Faculty Council's decision may be appealed to the building principal and afterwards through the school district discipline policy.
- e. When a student is dismissed or resigns, he or she is no longer a member and may not be reconsidered for membership in the National Honor Society.

**Section 9**—In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

## **ARTICLE V: OFFICERS**

**Section 1**—The officers of the chapter shall be president, vice president, secretary, and treasurer.

**Section 2**—Student officers shall be elected at the last meeting of each school year. All returning active members are eligible to run for a position as an officer. A member cannot put his or her name forward for more than two offices. All active members of the chapter are eligible to vote.

**Section 3**—A majority vote, by secret ballot, shall be necessary to elect any officer of this chapter. The voting quorum is 50% attendance of members in good standing. If the first vote does not yield a majority, a second vote shall be taken of the two candidates receiving the highest number of votes. If this results in a tie, the Faculty Council will decide the outcome.

**Section 4**—It shall be the duty of the president to set the agenda and preside at the meetings for this chapter.

**Section 5**—The vice president shall preside in the absence of the president and remind members of upcoming meetings.

**Section 6**—The secretary shall distribute a calendar of meetings, keep the minutes of meetings and be responsible for all official chapter correspondence.

**Section 7**—The treasurer shall keep the record of chapter expenses, dues, and complete all other financial transactions of the chapter.

**Section 8**— Officers can be relieved of their position if they fail to fulfill their duties (including suspensions, failure to adhere to the attendance policies, or other decisions made by the Faculty Council). Vacancies, should they occur during the year, will be voted upon by the majority vote of members in good standing.

## **ARTICLE VI: EXECUTIVE COMMITTEE**

**Section 1**—The executive committee shall consist of the faculty adviser and the chapter officers.

**Section 2**—The executive committee shall have general charge of the meetings and the business of the chapter, but any action by the executive committee is subject to the review of the chapter members.

## **ARTICLE VII: MEETINGS**

**Section 1**—Meetings of the executive committee shall be decided upon at the start of the school year.

**Section 2**— Meetings of this chapter shall be biweekly. The date and time shall be arrived at by

consensus of all members in good standing at the first meeting of the school year.

**Section 3**—All chapter members are expected to attend all regularly scheduled chapter meetings. Three unexcused absences from meetings will result in a disciplinary referral by the Faculty Council. Three meeting latenesses of more than five minutes shall constitute a missed meeting.

## **ARTICLE VIII: ACTIVITIES**

**Section 1**—The chapter shall determine one or more-chapter service projects for each quarter.

**Section 2**—Each member shall have the responsibility for choosing and participating in an individual service project (either for the duration of the school year or per quarter) that reflects his or her particular talents and interests and as approved by the chapter adviser. This is in addition to the chapter service projects, to which all members contribute.

**Section 3**—All members shall regularly participate in projects. Absence from a designated chapter project will require an additional individual or chapter service project for the quarter.

**Section 4**— These projects shall have the following characteristics: fulfill a need within the school or community; have the support of the administration and the faculty; and be well planned, organized, and executed.

**Section 5**—The chapter shall publicize its projects in a positive manner.

## **ARTICLE IX: EMBLEM**

**Section 1**—Each member of this chapter who is in good standing, with regard to the membership standards and member obligations, shall have the privilege of wearing the emblem adopted by the National Honor Society.

**Section 2**—Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter. If the members purchased such emblems, the chapter is obligated to reimburse the student for said expense.

**Section 3**—Chapter members who are Seniors in good standing shall be granted the privilege of wearing the honor sash at graduation.

## **ARTICLE X: DUES**

**Section 1**—Annual dues for this chapter shall be \$0.

## **ARTICLE XI: POWERS**

**Section 1**—The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

**Section 2**—The principal shall reserve the right to approve all activities and decisions of the chapter.

**Section 3**—These bylaws are designed to amplify provisions of the national constitution and cannot contradict any components thereof. The chapter is obligated to adhere to the provisions of the national constitution in all activities it undertakes.

## **ARTICLE XII: AMENDMENTS**

**Section 1**—These bylaws may be amended by a two-thirds vote of the chapter, provided notice of the proposed amendment has been given to members at least one month prior to the vote. The exceptions are Articles III and IV (selection and discipline), which are developed by the Faculty Council with the approval of the principal.

**Section 2**—Bylaws and amendments must be consistent with the constitution of the National Honor Society.

Students or parents who would like a copy of the bylaws, or have questions regarding the selection process and membership obligations, can contact the chapter adviser Janine Mahoney at 749-0302 extension 133.

### **RELEASE OF INFORMATION TO MILITARY RECRUITERS**

Congress has passed the Elementary and Secondary Education Act, an amendment called the "No Child Left Behind Act of 2001." Pursuant to this act, be advised that "directory information," including names, addresses and telephone numbers are released by the Shelter Island School District to military recruiters upon request. A parent has the right to NOT disclose "directory information" on their child but MUST NOTIFY the Shelter Island School District. A "No Child Left Behind/Military Recruitment Opt Out Form" is located in Final Forms for all Juniors and Seniors to complete in the beginning of each school year. If an Opt Out Request Form is not on file, the school district cannot refuse the military recruiters' requests and they may contact students.

### **DISCRIMINATION**

The Board of Education, its officers and employees, shall not discriminate against any student, employee, or applicant on the basis of race, color, national origin, creed, religion, marital status, sex, age or disability. Any questions, concerns or complaints should be directed to Todd Gulluscio, Director of Athletics, Physical Education, Health, Wellness and Personnel, Compliance Coordinator. Mr. Gulluscio may be contacted at P.O. Box 2015, Shelter Island, New York 11964. Telephone 631-749-0302, ext. 107.

### **SCHOOL SPIRIT**

School spirit may be divided into three categories:

1. Courtesy - towards teachers, fellow students, and the officials of school athletic activities.
2. Pride - in everything our school endeavors to accomplish and has accomplished.
3. Sportsmanship - the ability to win and lose gracefully. A loyal student supports one's school and does one's utmost to keep one's scholastic activity standards at the highest possible level.

### **SCHOOL COLORS**

Blue and Gray

### **SCHOOL SONG**

When our team goes forth to battle,  
For the victory we will cheer.  
For it's the fight that we must conquer,  
And the victory is so near!  
For we are ever loyal  
To our colors blue and gray.  
And we will fight, with all our might,  
till our colors float on high.  
Blue and gray, Blue and gray,  
Blue and gray, we're out to win today.  
For we are ever loyal  
To our colors blue and gray,  
And we will fight, with all our might,  
Till our colors float on high