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# ROSLYN

## SCHOOL DISTRICT

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ROSLYN HIGH SCHOOL

# Student Handbook

2025-2026



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*Principal*

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*Assistant Principal*

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*Assistant Principal*

## INTRODUCTION

### *1.1 Welcome Letter*

September 2025

Dear Students and Families,

Welcome to the 2025–2026 school year at Roslyn High School.

It is a tremendous honor to serve as your principal. After over a decade in the Roslyn School District—as an assistant principal at both the middle school and high school—I know firsthand what makes this community so special. Roslyn High School is a place of high expectations, intellectual curiosity, and genuine care for every student.

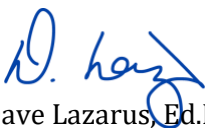
This year, we remain committed to fostering a school environment where all students feel safe, supported, challenged, and a true sense of belonging. Our outstanding faculty and staff are here to help students grow not just academically, but socially and emotionally as well. We encourage students to take thoughtful risks, engage deeply in learning, and explore their interests both inside and outside the classroom.

As we begin the year together, I encourage all students to lean into curiosity, compassion, and community. Let's each do our part to create a school environment built on respect, responsibility, and kindness. Whether in the classroom, in the halls, or online, your choices matter—and your voice matters, too. If you ever feel unsure, overwhelmed, or need support, please know that we have a team of counselors, teachers, and staff here to help.

This handbook is meant to serve as a practical guide for daily life at Roslyn High School. It includes key policies, procedures, and expectations—all designed to promote fairness, consistency, and student well-being. If you have questions about anything you read, please reach out to a trusted adult in the building. We are all here to help.

I'm excited for the year ahead and all that we'll accomplish together. Let's make it a great one.

Sincerely,



Dave Lazarus, Ed.D.  
Principal

## 1.2 Important Contacts

| Central Administration     |   |              |
|----------------------------|---|--------------|
| Allison Brown              | Superintendent of Schools   | 516.801.5001 |
| Michael Goldspiel          | Assistant Superintendent for Secondary Education                        | 516.801.5020 |
| Karina Báez                | Assistant Superintendent for Elementary Education                       | 516.801.5010 |
| Susan Warren               | Assistant Superintendent for Business and Administration                | 516.801.5030 |
| Thomas Szajkowski          | Assistant to the Superintendent for Administration and Special Projects | 516.801.5450 |
| Jason Lopez                | Assistant to the Superintendent Technology and Security Infrastructure  | 516.801.5080 |
| Keith Macias               | Security Consultant   | 516.801.5023 |
| Cynthia Younker            | Director of Community Relations & Adult Education                       | 516.801.5090 |
| High School Administration |   |              |
| Dr. Dave Lazarus           | Principal   | 516.801.5101 |
| Jessica Graf               | Assistant Principal   | 516.801.5100 |
| Sandy Stueber              | Assistant Principal   | 516.801.5100 |
|                            | Dean of Students  | 516.801.5115 |
| District Directors         |   |              |
| Tanya Baptiste             | Director of Guidance and School Counseling, K-12                        | 516.801.5120 |
| Dr. Michael Brostowski     | Director of Health, Physical Education, and Athletics                   | 516.801.5160 |
| Cindy Samide               | Director of PPS & Special Education                                     | 516.801.5060 |
| Rachel Barshak             | Assistant Director of PPS & Special Education                           | 516.801.5060 |
| Marnie Cohen               | Assistant Director of PPS & Special Education                           | 516.801.5060 |
| Department Chairs          |   |              |
| Dr. Kristy Faulkner        | Social Studies Chairperson, 6-12  | 516.801.5173 |
| Danielle Pappas            | World Languages & ENL Chairperson, 6-12                                 | 516.801.5180 |
| Gary Ramonetti             | Science Chairperson, 6-12   | 516.801.5159 |
| Jennifer Sapir             | English Chairperson, 6-12   | 516.801.5142 |
| Charles Windwer            | Mathematics Chairperson, 6-12   | 516.801.5151 |

### 1.3 Communication Chain of Command

Effective communication is essential to maintaining a strong and supportive school community. To help ensure that questions, concerns, or issues are addressed efficiently and appropriately, we encourage students and families to follow the chain of command outlined below.

In most cases, the best place to start is directly with the staff member most closely connected to the issue. If additional support is needed, concerns can then be elevated to the next level. This process helps foster respectful, timely, and solution-oriented communication across our school.

| Topic                      | First Contact     | Next Step<br>(if unresolved) | Next Step<br>(if unresolved) | Next Step<br>(if unresolved) | Final Step |
|----------------------------|-------------------|------------------------------|------------------------------|------------------------------|------------|
| <b>Academic Concern</b>    | Classroom Teacher | School Counselor             | Department Chair             | Assistant Principal          | Principal  |
| <b>Athletics</b>           | Coach             | Director of Athletics        | Assistant Principal          |                              | Principal  |
| <b>Attendance/Lateness</b> | Attendance Office | Dean of Students             | Assistant Principal          |                              | Principal  |
| <b>Clubs</b>               | Club Advisor      | Assistant Principal          |                              |                              | Principal  |
| <b>Community Service</b>   | School Counselor  | Director of Guidance         | Assistant Principal          |                              | Principal  |
| <b>Discipline</b>          | Dean of Students  | Assistant Principal          | Assistant Principal          |                              | Principal  |
| <b>Health Issue</b>        | School Nurse      | School Counselor             | Asst. Director of PPS        | Assistant Principal          | Principal  |
| <b>Mental Health Issue</b> | School Counselor  | School Psychologist          | Director of Guidance         | Assistant Principal          | Principal  |
| <b>Scheduling</b>          | School Counselor  | Director of Guidance         | Assistant Principal          |                              | Principal  |
| <b>Social Concern</b>      | School Counselor  | Social Worker                | Director of Guidance         | Assistant Principal          | Principal  |
| <b>Technology Issues</b>   | Technology Office | Assistant Principal          |                              |                              | Principal  |

For phone numbers and contact information for the individuals listed above, please refer to the [Important Contacts](#) chart on page 5 of this handbook.



### 1.4 Bell Schedule

Roslyn High School operates on a traditional bell schedule, which includes regular and two-hour delay versions. Both are provided below for your reference. On certain days throughout the year, we may follow an adjusted “X-Period” schedule to accommodate special events or schoolwide programming. When this occurs, the modified schedule will be communicated in advance.

|          | Regular School Day Schedule | Two-Hour Delay Schedule |
|----------|-----------------------------|-------------------------|
| Period 1 | 8:00 a.m. – 8:44 a.m.       | 10:00 a.m. – 10:28 a.m. |
| Period 2 | 8:48 a.m. – 9:29 a.m.       | 10:32 a.m. – 11:00 a.m. |
| Period 3 | 9:33 a.m. – 10:14 a.m.      | 11:04 a.m. – 11:32 a.m. |
| Period 4 | 10:18 a.m. – 10:59 a.m.     | 11:36 a.m. – 12:04 p.m. |
| Period 5 | 11:03 a.m. – 11:44 a.m.     | 12:08 p.m. – 12:36 p.m. |
| Period 6 | 11:48 a.m. – 12:29 p.m.     | 12:40 p.m. – 1:08 p.m.  |
| Period 7 | 12:33 p.m. – 1:14 p.m.      | 1:12 p.m. – 1:40 p.m.   |
| Period 8 | 1:18 p.m. – 1:59 p.m.       | 1:44 p.m. – 2:12 p.m.   |
| Period 9 | 2:03 p.m. – 2:44 p.m.       | 2:16 p.m. – 2:44 p.m.   |

## ACADEMIC PROGRAM

### *2.1 Course Requirements by Grade*

Students in grades 9 and 10 must take eight classes daily. Students in grade 11 must take seven classes. Students in grade 12 must take six classes. It is highly recommended that every student be scheduled for a lunch period.

#### *2.1(a) Promotion Policy*

In order to be promoted to the next grade level, students must meet the following credit requirements:

- Promotion to Grade 10: A minimum of 4.5 credits, including at least 1 credit in English, 1 credit in Social Studies, and 1 credit in either Science or Mathematics.
- Promotion to Grade 11: A minimum of 9 credits, including at least 2 credits in English, 2 credits in Social Studies, and 2 credits in either Science or Mathematics.
- Promotion to Grade 12: A minimum of 13 credits, including at least 3 credits in English, 3 credits in Social Studies, 2 credits in Science, and 1 credit in Mathematics. Students must also have completed at least two years of Physical Education.

To participate in the June Graduation Ceremony, students must be on track to complete all graduation requirements by the end of summer school in their senior year.

### *2.2 Course Selection Guidelines*

Information about all Roslyn High School Course Offerings can be found [here](#). Make sure you have selected the required courses for each grade level in order to earn a diploma. In selecting elective subjects, consider your specific interests and abilities.

#### *2.2(a) Advanced Placement Courses and Exams*

Roslyn High School offers a variety of Advanced Placement (AP) courses for students in grades 10–12 who meet the necessary prerequisites. Students considering AP enrollment are encouraged to consult with their current teachers and school counselor to ensure appropriate course placement.

- Exam Requirement: All students enrolled in AP courses are required to take the corresponding AP Exam in May. Students who do not sit for the exam will have their course designation changed from AP to Honors on their transcript.
- Eligibility: Students may only take an AP Exam if they are enrolled in the corresponding Roslyn High School AP course.
- Exams for Courses Not Offered at Roslyn: Seniors may request to take an AP Exam for a course not offered at Roslyn. Requests must be submitted to the AP Coordinator before the start of senior year.
- Scheduling Conflicts: Students with exam scheduling conflicts must notify the AP Coordinator to arrange accommodations through AP Services.
- Fees & Assistance: AP Exam fees apply; financial assistance is available for students who qualify for free or reduced-price lunch.

For a full list of AP courses offered at Roslyn High School and additional information, please refer to the Course Offering Book and the Advanced Placement Course Information document, available [here](#).

### *2.3 Schedule (Course/Level) Changes and Dropping Courses*

Counselors return during the last week of August. Schedule changes will only be considered if space is available and ***cannot be made during the first five days of school.***

All requests to add, drop, or change course levels (including Regents, Honors, and AP) must be submitted using the official [Change of Course Request Form](#), available through the [Roslyn High School Guidance & Counseling Center](#) website.

Please be aware that course changes may impact a student's full schedule, including teachers, class periods, and elective availability.

#### *2.3(a) Key Deadlines for 2025–2026*

- September 18, 2025: Last day to add a new class or move to a higher level (Semester 1 & Full-Year)
- October 17, 2025: Last day to drop a class or move to a lower level (Semester 1 & Full-Year)
- November 18, 2025: Last day to drop an AP elective
- February 12, 2026: Last day to add a new class or move to a higher level (Semester 2)
- March 12, 2026: Last day to drop a class or move to a lower level (Semester 2)

Please note:

- Course changes may result in changes to teachers and class periods.
- Alternate electives may not be available.
- After the posted deadlines, a dropped course will result in a “W” on the report card and transcript. Any late withdrawal requests must be reviewed by the principal.

### *2.4 Grading Policies*

Most courses are graded on a numerical scale. The lowest possible quarter grade is 50. Some courses use a pass/fail system with the following marks: HP (High Pass), P (Pass), LP (Low Pass), or F (Fail).

Semester grades in pass/fail courses are determined by both quarters:

- If a student passes Q1 but fails Q2, the semester grade is F.
- If a student fails Q1 but passes Q2, the semester grade is P.

#### *2.4(a) Freshman Forgiveness*

To support students in their transition to high school, Roslyn High School employs “Freshman Forgiveness” for ninth-grade students enrolled in credit-bearing, full-year courses.

If a student earns a higher grade in Quarter 2 than in Quarter 1 for the same course, the Quarter 2 grade will replace the Quarter 1 grade in the calculation of the final average for that course.

This adjustment applies only to full-year, credit-bearing courses taken in ninth grade and is designed to recognize academic growth during the first year of high school.

#### *2.4(b) Physical Education*

Physical Education is considered a full-year course that meets on alternating days. It follows the same attendance policy as all other courses. Students are permitted no more than five (5) absences per semester. Please refer to the [Physical Education Website](#) for grading procedures.

#### 2.4(c) Grade Reporting Calendar (2025-2026)

Report cards are issued four times a year (below is the grade reporting calendar for the 2025-2026 school year).

| Quarter # | Dates              | Interim Report | Report Card | Portal Closed<br>(5:00 p.m.) |
|-----------|--------------------|----------------|-------------|------------------------------|
| Q1        | 9/2/25 – 11/7/25   | 10/3/25        | 11/14/25    | 11/7/25 – 11/14/25           |
| Q2        | 11/10/25 – 1/23/26 | 12/12/25       | 1/30/26     | 1/16/26 – 1/31/26            |
| Q3        | 1/26/26 – 4/1/26   | 3/6/26         | 4/17/26     | 4/1/26 – 4/17/26             |
| Q4        | 4/13/26 – 6/16/26  | 5/15/26        | 7/1/26      | 6/16/26 – 7/1/26             |

#### 2.4(d) Incomplete Grades

In certain cases, a teacher may assign an Incomplete (I/INC) if a student has not completed required coursework due to extenuating circumstances. All incomplete grades must be resolved within five (5) weeks of the report card being issued.

If the incomplete is not resolved by that deadline, the grade will be recorded as a 50 for the marking period or final average, as appropriate.

#### 2.4(e) Late Entry to Courses

In certain cases, students may transfer into a course after the school year has begun – either due to a level change or a late enrollment.

If a student changes levels after the drop [deadline](#), any grades earned in the original course will follow the student and be included in the final average for the new course.

When a student enters a class too late in a quarter to reasonably earn a grade, the teacher may issue a Late Entry (LE) on the report card. In these cases, the teacher will work with the student to determine how the quarter average will be calculated and will communicate the plan clearly.

If students or parents/guardians have questions about how the average will be handled, they should reach out to the teacher and/or department chairperson for clarification.

#### 2.4(f) Assessment Return Policy

Assessments are a vital part of maintaining curriculum integrity and supporting student learning. In accordance with [Roslyn Board of Education Policy 4720-R](#), teachers aim to return graded assessments within the following timeframes:

- Quizzes: within 2 school days
- Tests: within 3 school days
- Unit Tests or Midterms: within 5 school days

Graded assessments should be reviewed as soon as practicable.

A completed and corrected copy of all unit tests and midterms will be kept on file in the appropriate department office for the duration of the school year.

If an assignment is not returned within the expected timeframe and the teacher has not communicated a delay, students or parents/guardians should follow the [communication chain of command \(see above\)](#).

## 2.5 Final Averages and GPA Calculation

Final averages are calculated based on quarterly grades, with adjustments for midterms, final exams, or Regents exams. The table below summarizes how grades are computed for each course type:

| Quarter #            | Full-Year Course w/ Final/Regents | Full-Year Course w/o Final/Regents | AP Course w/ Final/Regents | Half-Year w/ Final/Project | Half-Year w/o Final |
|----------------------|-----------------------------------|------------------------------------|----------------------------|----------------------------|---------------------|
| <b>Q1</b>            | 25%                               | 25%                                | 25%                        | 40%                        | 50%                 |
| <b>Q2</b>            | 25%                               | 25%                                | 25%                        | 40%                        | 50%                 |
| <b>Midterm</b>       | 20% of Q2                         | 20% of Q2*                         | 20% of Q2                  |                            |                     |
| <b>Q3</b>            | 25%                               | 25%                                | 25%                        |                            |                     |
| <b>Q4</b>            | 25%                               | 25%                                | 25%                        |                            |                     |
| <b>Final/Regents</b> | 20% of Q4                         |                                    | 20% of Q4                  | 20% of Q2                  |                     |

\*If applicable.

Students receive two grade point averages (GPAs) on their transcript:

1. **Unweighted GPA:** Includes all courses with a numerical grade. Courses graded as High Pass, Pass, or No Credit are not included.
2. **Weighted GPA:** Adds value based on course level:

| Course Type                    | Weight |
|--------------------------------|--------|
| <b>Advanced Placement (AP)</b> | × 1.10 |
| <b>Research Honors*</b>        | × 1.09 |
| <b>Honors*</b>                 | × 1.08 |
| <b>Regents-Level</b>           | × 1.00 |

\*Accelerated/RSH courses taken for credit in 8th grade are also included in the GPA calculation.

## 2.6 Summer School

Students who attend summer school will have both the summer school course grade and the original course grade listed on their transcript. For the purpose of calculating the cumulative average, the higher of the two grades will be used.

If only a Regents exam is repeated during the summer without retaking the full course, both Regents exam grades will appear on the student's permanent record. In these cases, the higher Regents grade will be used when calculating the final average on the transcript.

## *2.7 Student Records & Transcripts*

A student's permanent record is the official historical record of their academic performance. Only teacher-submitted grade changes may be made to the permanent record. All Regents exam scores are recorded as part of the permanent record (see [Section 2.6](#) for information about retaken Regents exams).

The transcript is the official student record sent, at the student's request, to other educational institutions. Students are expected to review their transcript before it is released.

### *2.7(a) Transfer and Foreign Students*

All transfer students, including those from foreign countries, must have their previous coursework evaluated and translated into Roslyn High School credits. Only grades earned at Roslyn High School are included in the student's GPA.

### *2.7(b) Examination of Student Records*

Students over the age of 18 may review their official records. Students under 18 may review their records only when authorized and accompanied by a parent/guardian.

## *2.8 Assessment Schedule (2025-2026)*

To help students manage their workload and maintain balance across subject areas, major assessments (including tests and quizzes) should follow the rotating six-day cycle outlined below. This schedule supports equitable planning across departments and helps avoid excessive overlap of exams on the same day.

Major assessments (tests, projects, essays, or quizzes longer than 10 minutes) should follow the schedule below:

- Day 1: English, Science, Electives
- Day 2: World Languages, Science, Social Studies
- Day 3: World Languages, Math, Electives
- Day 4: English, Math, Social Studies
- Day 5: English, World Languages, Science
- Day 6: Math, Social Studies, Electives

Quizzes or brief spot assessments (10 minutes or less) may be administered on any regular assessment day. On designated No Assessment days, no assessments of any kind may be given.

### *2.8(a) Make-Up Assessments*

Students who are absent for an assessment must be prepared to take it upon their return to school. If the absence is unexcused, the student may forfeit the opportunity to make up the assessment. In all cases, it is the student's responsibility to make arrangements for a timely make-up. These assessments should take priority over extracurricular activities or outside appointments.

Absences that appear timed specifically to avoid a test, quiz, or other graded assignment—such as being signed out only during the class period in which the assessment is scheduled—may be considered unexcused unless valid documentation is provided. Patterns of this behavior may result in the loss of the opportunity to make up the assessment, at the discretion of the teacher and administration.

## *2.9 Academic Awards (Valedictorian and Salutatorian Qualifications)*

To be eligible for Valedictorian or Salutatorian honors, a student must have completed at least five semesters at Roslyn High School. Final GPA calculations for these honors are determined at the end of the first semester of senior year.

## *2.10 Academic Honor Societies*

Students in grades 11 and 12 who meet the academic criteria will receive an invitation to apply to the National Honor Society (NHS) in the late fall. Membership is based on four pillars: Scholarship, Community Service, Leadership, and Character.

- Eligibility and Application
  - Students must have a minimum cumulative GPA of 90.0 (unrounded, unweighted) to be invited to apply.
    - Grade 11: GPA includes grades from 9<sup>th</sup> and 10<sup>th</sup>.
    - Grade 12: GPA includes grades from 9<sup>th</sup> through 11<sup>th</sup>.
  - Invited students must attend a mandatory informational meeting before applying.
  - The application is reviewed by a faculty committee. Students not meeting all four criteria may appeal.
- Membership Criteria
  1. Scholarship
    - a. Meeting the GPA requirement qualifies a student to apply. Scholarship reflects a commitment to learning and academic growth beyond the classroom.
  2. Community Service
    - a. Applicants must have completed at least 20 hours of community service by the end of sophomore year, including a minimum of 10 hours outside of school.
    - b. Examples of accepted service include:
      - i. Volunteering at nonprofits, schools, libraries, hospitals, or religious institutions.
      - ii. Tutoring without pay.
    - c. Not accepted:
      - i. School Store
      - ii. Scribing
  3. Leadership
    - a. Leadership may include both formal roles and informal initiatives that demonstrate responsibility and initiative.
    - b. Examples include:
      - i. Club officer or team captain.
      - ii. Organizing school or community events.
      - iii. Volunteering as a counselor or activity leader.
  4. Character
    - a. Applicants must uphold the highest standards of integrity\*, reliability, and respect.
    - b. Minimum standards include:
      - i. Adherence to academic integrity policies.
      - ii. Compliance with the school's Code of Conduct.
      - iii. No record of disciplinary referrals or suspensions.

\*Please Note: Students disciplined for plagiarism are not eligible for NHS. Other infractions may require an appeal.

### *2.11 Early Graduation*

Under exceptional circumstances, and with the approval of the student's parent/guardian, school counselor, the Director of Guidance and School Counseling (K-12), and the Principal, a student may request to graduate early—either at the end of their junior year or mid-year during their senior year.

Students pursuing early graduation must meet all standard credit and course requirements for a Roslyn High School diploma. Early graduation is typically reserved for students who have demonstrated above-average academic performance and the ability to handle an accelerated workload.

Interested students should discuss their plans with their school counselor and secure all necessary approvals at least one month prior to the start of what would become their final year at Roslyn High School.



## ATTENDANCE

Roslyn High School is committed to fostering academic success through consistent attendance. Every student's attendance is taken and recorded each period, every day. A student is designated "absent from school" if they are marked absent for four or more periods in one day. Students are expected to be in class on time and remain for the duration of each period.

### *3.1 Excused vs. Verified Absences*

As stipulated by New York State, excused absences include:

- Religious observances
- Up to four college visits between the spring of junior year and the end of senior year
- Court appearances
- School-related activities (e.g., field trips, peer counseling, district presentations)

A verified absence means that a parent/guardian is aware the student is absent, but it may not qualify as excused. For example, calling a student in sick verifies the absence but does not make it excused.

### *3.2 Reporting Absences*

Parents/guardians must email [hsattendance@roslynschools.org](mailto:hsattendance@roslynschools.org) whenever a student is absent. Absences not verified within 24-hours will be considered unexcused.

Students returning from an absence longer than three consecutive days must provide a doctor's note.

#### *3.2(a) Supervised Locations*

Students must always remain in a supervised location during the school day. If a student arrives at a Study Center, classroom, gymnasium, or other space and finds it unsupervised, they must report to another supervised location (e.g., department office, Library, Main Office) for support and accountability. Remaining in an unsupervised space instead of attending class or reporting to a supervised location may be considered cutting.

### *3.3 Loss of Credit Thresholds*

As per [New York State Education Department regulations](#) and [Board of Education Policy](#), unexcused absences will result in a Loss of Credit letter once they reach the following thresholds:

- 20 for a full-year course
- 10 for a one-semester or alternate-day course
- 10 for a Physical Education class
- 30 for a lab science course (labs meet every other day)

### *3.4 Making Up Missed Work*

Students are responsible for making up all missed work, regardless of whether the absence is excused or unexcused.

Procedures:

- For excused absences, students will have 3–5 days to complete all assignments, including tests and quizzes.
- Students are expected to check their teachers' learning management system (e.g., Canvas, Google Classroom, etc.) for assignments, resources, and announcements when they are absent. Upon returning to school, students should connect with their teachers to clarify expectations and establish a plan for completing missed work.
- Unexcused absences may result in a zero for work missed, unless arrangements are made with the teacher in advance or upon return.
- After a student reaches the Loss of Credit threshold ([see Section 3.3 above](#)), any missed work will require administrative approval to be excused. Students may be required to meet with an administrator to develop a plan for addressing missed assignments.
- Students who are present in the building but do not attend class will not have those absences excused, even if later verified by a parent/guardian. If a student is feeling unwell, anxious, or otherwise unable to attend class, they must report to an adult in the building (such as the school nurse, counselor, or administrator) for support and guidance.

### *3.5 Late Arrivals*

Students who arrive after 8:00 a.m. must scan in at the main entrance or report directly to the Attendance Office. After scanning/signing in, they should obtain a late pass before going to class.

Late arrivals count toward total class absences and may result in loss of course credit (see [Section 3.3](#) above). Students who arrive late without a valid reason may be assigned detention. Please note: a parent/guardian note does not automatically excuse a lateness. For example, the following are not considered valid reasons:

- Heavy traffic near the school
- Difficulty finding parking
- Oversleeping, even due to late-night studying

Repeated unexcused lateness may result in further disciplinary consequences. Teachers may refer chronic lateness to the Dean of Students.

### *3.6 Early Dismissal*

Students requiring an early dismissal must follow the procedures below based on their grade level:

- Grades 9–10: A parent/guardian must come to the Main Office in person to sign the student out.
- Grades 11–12: A parent/guardian must email the Attendance Office at [hsattendance@roslynschools.org](mailto:hsattendance@roslynschools.org) on the morning of the dismissal.

Please note: To ensure accurate attendance records and support student safety, early dismissal requests must be made in advance. Unfortunately, we are unable to approve or verify requests submitted after a class has already been missed. If an emergency arises, please contact the Attendance Office directly so we can assist you.

### *3.7 Medical Appointments*

In accordance with New York State guidelines, medical appointments are not considered excused absences. To be verified and not treated as cutting, the Attendance Office must be notified before the student leaves for the appointment, and students must follow the proper sign-out procedures. For example, a parent/guardian must call or email the Attendance Office prior to the student leaving school. Absences in the middle of the day cannot be verified after the fact.

### *3.8 Illness During the School Day*

Procedures:

- Students must obtain a pass from their classroom teacher to visit the nurse if ill during class.
- The nurse will assess the student and contact a parent/guardian if dismissal is necessary.
- Students must be signed out by the nurse; otherwise, the absence will be unverified.
- If a student becomes ill during a free period, they may go directly to the Health Office.
- If a student needs to go home, they must be signed out by a parent/guardian following the [Early Dismissal](#) procedures above.

### *3.9 Cutting Policy*

A student is considered cutting if they:

- Are in the building but not in their assigned class
- Leave a class or school without permission or proper sign-out
- Remain in an unsupervised location instead of reporting to their assigned class or another supervised space (e.g., Study Center, department office, Library, or Main Office)

Parent/guardian calls or notes cannot be used to excuse a student from class if the student is present in school. Students are expected to attend all scheduled classes unless officially excused by school personnel.

Consequences may include:

- Parent/Guardian contact or conferences
- Detentions or suspensions
- Suspension from extracurriculars or parking privileges
- Loss of field trip participation

### *3.10 Attendance and Extracurricular Participation*

To participate in extracurricular activities or athletics, students must attend at least four classes that day. Participation may be revoked for cutting classes or during periods of school suspension.

Parent/guardian calls or notes cannot be used to excuse a student from class if the student is present in school. Students are expected to attend all scheduled classes unless officially excused by school personnel.

Extracurricular activities include, but are not limited to, clubs, academic teams, performing arts groups, and school-sponsored events. Please also see [Section 6.2\(b\)](#) for additional attendance requirements for athletic participation.

Participation is a privilege and may be revoked for violations of the Code of Conduct.

### *3.11 Substitute Teachers*

Students must attend classes covered by substitute teachers. Attendance will be taken and enforced.

If no substitute is available:

- Students should check their teachers' learning management system (e.g., Canvas, Google Classroom) or the department office for assignments, resources, and instructions.
- Students are expected to complete and submit assigned work by the next class.

## CONDUCT AND EXPECTATIONS

### *4.1 Student Rights and Protections*

Roslyn High School is committed to fostering a school environment where all students feel safe, respected, and valued. In alignment with the Dignity for All Students Act (DASA) and [Policy 0115](#), we do not tolerate harassment, bullying, or discrimination of any kind—including those based on race, color, national origin, ethnic group, religion, religious practice, disability, weight, sexual orientation, gender, gender identity or expression, or any other protected status.

Each member of our community shares the responsibility to promote understanding, inclusion, and mutual respect. Acts of bias or prejudice harm not only individuals but the integrity of our entire school culture.

Roslyn High School encourages all students to uphold these principles. Concerns should be reported to a trusted staff member, administrator, or directly to the Dignity Act Coordinator.

### *4.2 Academic Integrity*

Academic integrity is a foundational value of the Roslyn High School community. Students are expected to complete all work honestly and to uphold the principles of fairness, trust, and personal responsibility. Cheating and plagiarism undermine these values and are considered serious violations. Cheating includes copying during exams, using unauthorized materials, or sharing test information. Plagiarism includes presenting someone else's words or ideas as one's own, whether in whole or in part, without proper citation.

This includes work generated by artificial intelligence (AI) tools, which must be used only with teacher permission and properly acknowledged if incorporated. Submitting AI-generated work as one's own is a form of academic dishonesty.

Consequences may include a failing grade on the assignment, parent/guardian contact, detention, suspension, or loss of eligibility for National Honor Society. Serious or repeated infractions may be reported to colleges.

### *4.3 Use of Technology*

Students are expected to use school-issued and personal technology responsibly and in accordance with the Roslyn School District's Acceptable Use Policy (AUP) and Code of Conduct. Technology use should support learning, demonstrate respect for others, and maintain the integrity of the school environment.

Examples of misuse include, but are not limited to:

- Unauthorized recording, photographing, or streaming of students, staff, or classes
- Accessing, creating, or sharing inappropriate or offensive content
- Using devices to engage in cyberbullying, harassment, or discrimination
- Attempting to bypass school network security or accessing restricted content
- Using technology to disrupt the educational environment or violate the privacy of others

Violations of the technology policy are considered a form of insubordination or misconduct and may result in disciplinary action as outlined in the Code of Conduct. Depending on the severity of the infraction, consequences may include loss of technology privileges, detention, suspension, and/or referral to law enforcement.

#### *4.4 Dress Code*

Students are expected to arrive at school dressed in a manner that is respectful, safe, and appropriate for a learning environment. Student dress should not disrupt or interfere with the educational process and must reflect a sense of personal and community responsibility.

In accordance with the Roslyn Code of Conduct, the following guidelines apply:

- Clothing must not promote or display illegal substances, violence, profanity, hate speech, or otherwise disrupt or interfere with the educational process.
- Footwear must be worn at all times; footwear that poses a safety risk (e.g., slippers, cleats indoors) is not permitted.
- Undergarments must be completely covered by outerwear.
- Clothing that is excessively revealing—including, but not limited to, tube tops, halter tops, see-through garments, or clothing with plunging necklines—is not permitted.
- Dress must be suitable for participation in all school activities, including physical education and laboratory settings.

Students in violation of the dress code will be asked to change or cover the inappropriate item. Repeated violations may result in disciplinary action.

#### *4.5 Cell Phone/Electronics Policy*

In accordance with New York State guidelines and district policy, students may bring cell phones and other personal electronic devices to school, but their use is governed by school rules and classroom expectations. Use of electronic devices must not interfere with instruction, testing, or student safety.

General guidelines:

- Phones must be turned off or on silent and kept out of sight throughout the entire school day. This includes passing time in hallways, free periods, and time spent in the cafeteria.
- Recording, photographing, or live streaming without permission is strictly prohibited and may result in disciplinary consequences.
- Devices may not be used to cheat, harass, or disrupt the school environment.
- Phones may never be used in restrooms or locker rooms.
- Students who violate the electronics policy may have their devices confiscated and returned at the end of the school day. Repeat violations may lead to more serious consequences, including parent/guardian notification, detention, or suspension.

#### *4.5(a) Use of Communication Devices During Exams*

In accordance with New York State testing regulations and College Board requirements, students are prohibited from bringing cell phones, smartwatches, or other electronic devices into any classroom or location where a midterm, final, Regents, or Advanced Placement exam is being administered.

Test proctors and school officials retain the right to collect and hold any prohibited devices prior to the start of testing. Students who bring a device must place it in a clear plastic bag with identification inside to ensure proper collection and return.

Students who refuse to relinquish a prohibited device will be denied admission to the exam. If a student is caught with an electronic device during a midterm, final, or Regents exam, the student may receive a zero and face disciplinary action. If a student is found with an electronic device during an Advanced Placement exam, the incident will be reported to the College Board and may result in additional consequences.

#### *4.6 Student Responsibilities*

Roslyn High School students are expected to take responsibility for their use of school-issued materials, personal belongings, and shared spaces.

##### *4.6(a) Books and Equipment*

All books, uniforms, calculators, and other equipment issued by teachers, advisors, or coaches are provided at no cost. Students are responsible for maintaining these items in good condition and returning them at the end of a course, season, or school year. Lost or damaged items must be replaced at the student's expense. Students with outstanding obligations may have report cards, transcripts, or diplomas withheld until their account is cleared.

##### *4.6(b) Calculators*

Each student is issued access to a calculator for use throughout high school. Calculators are barcoded and assigned to individual students by the Math Department. Students must return calculators at the end of their senior year; lost, stolen, or damaged calculators must be replaced at the student's expense.

##### *4.6(c) Lockers*

Students are assigned a locker and combination upon entering high school and are expected to keep the same locker throughout their enrollment. Lockers should be kept locked at all times. Students may not share lockers or locker combinations. The school is not responsible for lost or stolen property. Lockers are school property and may be searched when necessary.

##### *4.6(d) Personal Belongings*

Students are responsible for securing their personal items at all times. Valuables should not be brought to school or left unattended in classrooms, hallways, the cafeteria, or gym locker rooms.

#### *4.7 Substance Use and Possession*

Students may not possess, use, or be under the influence of illegal substances, alcohol, or tobacco products on school grounds or at school events. This includes vaping devices and synthetic substances. Violations may result in suspension and referral to appropriate services or law enforcement, in accordance with district policies and state law.

## 4.8 Disciplinary Procedures

Disciplinary actions for violations of school rules are determined based on the severity and frequency of the infraction. Actions may include verbal or written warnings, detentions, suspension from activities, in-school suspension, exclusion from classes, or full suspension. Repeated or severe offenses may lead to probationary status, referral to support staff (e.g., counselors, psychologists), or outside agencies, including CSE or law enforcement. All reports of serious violations—such as threats, harassment, weapons possession, or criminal behavior—will be referred to administration and may also be reported to local authorities or human services.

### 4.8(a) Range of Disciplinary Actions

The range of permissible consequences which may be imposed as appropriate for violations of the Roslyn Code of Conduct includes the following in no particular order:

1. Verbal warning
2. Written warning
3. Reprimand
4. Detention with teacher/administrator
5. Conference with parents/guardians
6. Suspension from transportation
7. Suspension from athletic participation
8. Suspension from social or extracurricular activities
9. Suspension from other privileges
10. In-school suspension
11. Exclusion from a particular class
12. Mandated change of schedule
13. Probationary status:
  - a. There will be a formal notice of the term and conditions of probation
  - b. A review of probation will occur at specified intervals
14. An explanation of subsequent penalties for unimproved behavior
15. Referral to guidance counselor
16. Referral to psychologist
17. Referral to a social worker
18. Referral to Child Study Team
19. Referral to Committee on Special Education
20. Suspension from School
21. Referral to the Superintendent of Schools

Previous disciplinary warnings and actions will be taken into account.



#### *4.9 Summary of the Roslyn Code of Conduct*

The Roslyn School District Code of Conduct ([Policy 5300](#)) outlines student rights, responsibilities, and expectations for behavior that promote a safe, respectful, and inclusive learning environment for all. This high-level overview highlights key principles; the full policy, including disciplinary procedures, is available [online](#) and through the main office.

Students are expected to:

- **Demonstrate Respect:** Treat peers, staff, and property with courtesy and consideration. Harassment, discrimination, bullying, and cyberbullying are strictly prohibited.
- **Maintain Integrity:** Uphold honesty in academic work, respect school rules, and follow directions from school personnel.
- **Follow School Rules:** Attend school regularly, arrive on time, and comply with policies on technology, cell phone use, substance possession, dress, and academic conduct.
- **Contribute to a Safe Environment:** Refrain from violence, threats, or possession of dangerous objects or substances.
- **Act Responsibly:** Accept accountability for actions and work to repair harm when appropriate.
- **Progressive discipline** is used to promote positive behavior. Consequences vary depending on the severity and frequency of the offense and may include verbal warnings, detentions, suspension of privileges, suspension from school, or referral to external agencies (e.g., CSE, law enforcement, or human services).
- **Reporting & Due Process:** Students and families have the right to report violations and will be provided due process in any disciplinary matter. Retaliation for reporting concerns is prohibited.

For full details, definitions, and procedures, please refer to [Roslyn's Board of Education Policy 5300: Code of Conduct](#), available on the [district website](#) or by request from the school.

## GUIDANCE, COUNSELING, & STUDENT SUPPORT SERVICES

The Counseling Center at Roslyn High School provides students with academic, college, career, and personal guidance. School counselors serve as advocates and liaisons among students, families, teachers, administrators, and post-secondary institutions. Services are delivered through individual and group counseling, informational events, and personalized academic planning.

### *5.1 School Counseling Services*

Roslyn High School counselors support students in developing strong academic plans, exploring college and career opportunities, and addressing social-emotional needs. The Counseling Center encourages regular communication between students and counselors throughout high school.

#### *5.1(a) Individual Conferences*

Students are encouraged to schedule conferences with their counselor whenever needed. Parents/guardians, teachers, or counselors may also request meetings. While students should avoid missing class when possible, if a conflict arises, it is the student's responsibility to notify their teacher in advance.

#### *5.1(b) Counseling Events & Programming*

Throughout the year, the Counseling Department hosts evening programs for students and families on topics such as course selection, college admissions, financial aid, and career exploration. Details are shared via email and posted on the Counseling Center webpage.

### *5.2 Mental Health & Social-Emotional Support*

In addition to academic advising, Roslyn High School offers mental health and wellness support through the school psychologist and social worker. These professionals help students navigate personal challenges and support their emotional well-being.

#### *5.2(a) Psychological Services*

Roslyn High School has three certified school psychologists: Ms. Hershkowitz, Ms. Klages, and Mr. Leonardi. They are all available to support students experiencing challenges at school, with peers, or at home. Students may request an appointment directly or through the Counseling Center.

#### *5.2(b) Social Work Services*

Ms. Bocca, our school social worker, provides short-term counseling and support related to personal and family challenges, mental health, stress management, and more. She also oversees peer leadership programs.

### *5.3 Health Services and Nurse's Office*

The Nurse's Office at Roslyn High School is here to support your health and well-being during the school day. Located in the Health Suite on the first floor between the Counseling Center and the Music Wing, a registered nurse is available to assist with illness, injury, medications, and general wellness needs.

Students who need to visit the nurse must obtain a pass from their classroom teacher, unless it is an emergency. The nurse also manages student health records, coordinates care plans, and conducts routine screenings. Families are encouraged to keep the Health Office informed of any medical updates or concerns.

### *5.3(a) Student Health Records and Emergency Information*

Parents/guardians are responsible for ensuring all emergency contact information is up to date in the Parent Portal. This information is essential in the event of an illness, injury, or emergency during the school day.

### *5.3(b) Medical and Dental Appointments*

Students leaving school for medical or dental appointments must sign out through the Attendance Office. A note from a parent/guardian is required for early dismissal. Students do not need to visit the nurse before leaving.

### *5.3(c) Illnesses and Injuries*

All injuries, no matter how minor, must be reported to the nurse. First aid will be provided as necessary, and further steps will be taken if needed.

Students who feel ill during class must get a pass from their teacher to visit the nurse. If a student becomes ill during a free period, they may go directly to the Health Office. The nurse will determine if dismissal is necessary and will contact a parent/guardian as needed.

### *5.3(d) Physical Examinations*

New York State requires physical examinations for:

- All new students
- All students entering Grades 9 and 11

Students are encouraged to have physicals conducted by their personal physician. If not, the school physician will complete the required exam. Physicals are also required for students participating in interscholastic sports (see below).

### *5.3(e) Working Papers*

Students under the age of 18 who wish to work during the school year or summer must obtain working papers, as required by New York State labor laws. At Roslyn High School, working papers are issued through the Nurse's Office during the school year.

To apply, students must:

- Be at least 14 years old
- Complete an Application for Employment Certificate (available in the Nurse's Office or online)
- Submit proof of age (e.g., birth certificate, passport)
- Provide documentation of a physical exam signed by a licensed medical provider within the last 12 months.

Please allow a few days for processing. For questions or assistance, students should visit the Nurse's Office during school hours.

### *5.3(f) Immunization Requirements*

In accordance with New York State law, students must meet the following immunization requirements to attend school:

- Diphtheria, Tetanus, and Pertussis (DTaP/DTP/Tdap): 3 doses + 1 booster
- Polio (IPV/OPV): 3–4 doses
- Measles, Mumps, and Rubella (MMR): 2 doses
- Hepatitis B: 3 doses (or 2 adult doses if between ages 11–15 and spaced appropriately)
- Varicella (Chickenpox): 1 dose
- Meningococcal: 1–2 doses, with 2 required before 12th grade unless the first dose was after age 16

### *5.3(g) Medications in School and on Field Trips*

- All medications, including over-the-counter medications, must be accompanied by a physician's order and a parent/guardian authorization form.
- Medication Administration Form and Self-Medication Form must be completed and submitted annually.
- Only a school nurse may administer medications unless self-carry/self-administration permission has been granted.

### Self-Carry Guidelines

Students with physician authorization and parent/guardian consent may carry and self-administer the following:

- Inhalers for asthma or respiratory issues
- Epinephrine auto-injectors
- Insulin, glucagon, and other diabetes supplies

### Field Trips and After-School Events

If the school nurse is not available during a field trip or after-school event, students approved for self-medication may carry their medication or give it to a staff member for safekeeping.

### *5.3(h) Sports Physicals*

An annual physical examination is required for participation in interscholastic athletics. Physicals may be performed by the student's private physician or the school physician. Students will be informed of school-provided physical dates in advance.

### *5.3(i) Special Health Screenings*

The school nurse conducts the following screenings as part of state-mandated health services:

- Hearing and vision checks
- Scoliosis screening
- Maintenance of a confidential health file for each student

The nurse also ensures all Grade 9 and Grade 11 students have a valid physical exam on file.

## *5.4 Library and Study Centers*

Roslyn High School offers a range of academic support resources to help students grow as independent learners, researchers, and thinkers. Our Library and department Study Centers provide access to expert staff, instructional materials, and quiet spaces for reading, research, and academic assistance. Students are encouraged to make full use of these services to enrich their learning experience and achieve success across all subject areas.

#### *5.4(a) Roslyn High School Library*

The Roslyn High School Library is a welcoming space that supports student learning, research, and a lifelong love of reading. The library offers access to high-quality print and digital resources, including books, e-books, periodicals, reference materials, and curated research guides.

The library staff is available to help with:

- Research assignments
- Technology and device support
- Citation and plagiarism guidance
- Book selection and resource recommendations

Students and staff are encouraged to visit the library before, during, or after school, or to reach out to our Library Media Specialist, Ms. Parente, via email at [cparente@roslynschools.org](mailto:cparente@roslynschools.org) or phone at 516.801.5146.

#### Library Website and Google Classroom

The library maintains a dedicated website and Google Classroom that provide access to essential digital resources. On the Google Classroom you will be able to find:

- Contact information
- Print and e-book catalog
- Subscription databases
- Citation tools
- Curated resources by subject area

The Roslyn High School Library also partners with Bryant Public Library, expanding access to additional print and digital collections for all students and staff.

To access database logins and class handouts, students and staff should join the Library Google Classroom using the code **xy6ncn7**. The Library website can be found by visiting the High School website and selecting the “Academic Center” tab.

#### Library Policies

To ensure a respectful and productive environment:

- All school rules outlined in the Student Handbook apply in the Library.
- Students must check in at the front desk upon entering.
- Quiet, respectful behavior is expected to support study and research.
- No food is permitted in the Library.

#### Book Circulation Policies

- Books and materials are checked out at the front desk.
- Due dates are indicated in the back of each book.
- Students are expected to return or renew materials by the due date.
- Overdue notices should be responded to promptly.
- Some materials may be placed on reserve for classroom use and may have restricted circulation.

#### *5.4(b) Department Study Centers*

Each academic department at Roslyn High School has a dedicated Study Center that supports student success through targeted academic support, extra help, and resource access.

##### Study Center Features

- Textbooks, research materials, and other academic resources
- Faculty or teacher assistant available for support throughout the day
- Opportunities for students to:
  - Make up classwork
  - Receive tutorial support
  - Meet with teachers by appointment

##### Using Study Centers

- Study Centers are generally open throughout the school day, unless otherwise noted.
- Students must always be in a location with adult supervision during the school day. If a student arrives at a Study Center, classroom, gymnasium, or other location and finds it unsupervised, they should report to another supervised location (e.g., a department office, another Study Center, the Library, or the Main Office).
- Students may be required to sign in for attendance and accountability purposes.

#### *5.5 Academic and Special Programs Support*

Roslyn High School is committed to meeting the individual needs of all students. A range of programs and services are available to support learners who require academic intervention, special education services, English language support, or access to vocational training. These services are coordinated in partnership with families, counselors, teachers, and support staff to ensure that every student has equitable access to educational opportunities, consistent with their learning goals and legal rights.

##### *5.5(a) Special Education Services*

Special education services are available to students with disabilities in accordance with federal and state regulations. These services are designed to meet each student's unique needs and may include:

- Related Services: Supportive services such as speech-language therapy, occupational and physical therapy, counseling, social work, and psychological services.
- Consultant Teacher Services: Direct and/or indirect instruction provided by special education teachers within general education classrooms.
- Resource Room: Small group instruction to supplement classroom learning based on student needs.
- Integrated Co-Teaching: A general education and special education teacher collaboratively instruct a mixed group of students with and without IEPs.
- Self-Contained/Subject-Specific Special Classes: Classes designed for students who benefit from a smaller, specialized learning environment while working toward a Regents or local diploma.
- Pathway to Independence (PTI): A practical skills-based program designed for students working toward CDOS or SACC credentials.
- ABA Class: An Applied Behavior Analysis-based program focused on functional, academic, and life skills for students typically pursuing a SACC credential.

#### *5.5(b) English as a New Language (ENL)*

ENL courses are offered to students whose first language is not English. The goal of the ENL program is to develop English proficiency while supporting academic progress across all content areas. Course levels include:

- ENL 1, 2, and 3 (beginner to advanced)
- ENL Reading/Writing
- ENL English
- ENL content-area workshops in math, science, and social studies

Students are assessed for placement and progression through the program and may transition to general education courses as their proficiency grows.

#### *5.5(c) Academic Intervention Services (AIS)*

AIS is designed to help students who are at risk of not meeting proficiency standards in core academic subjects. Services may include:

- Small group instruction
- Additional support classes
- Progress monitoring and intervention plans
- These supports are coordinated with teachers and counselors based on academic performance and standardized assessments.

#### *5.5(d) BOCES/Barry Tech*

Eligible students in grades 11 and 12 may attend career and technical education programs at Barry Tech through Nassau BOCES. These half-day programs offer hands-on training in a wide range of career fields, including:

- Health and Human Services
- Engineering and Automotive Technology
- Cosmetology and Culinary Arts
- Computer Programming, Animation, and Digital Media
- Veterinary Science and Animal Care

Students attend Roslyn for part of the day and travel to BOCES for their occupational training. Enrollment is coordinated through the Counseling Center.

For more information about special programs, students and families should contact their school counselor or the Director of Guidance and School Counseling, K-12.

## STUDENT LIFE

Roslyn High School offers a wide range of opportunities for students to explore their interests, develop leadership skills, and build meaningful connections with peers and staff. Whether through clubs, athletics, performing arts, or service organizations, we encourage students to engage fully in the school community. Participation in extracurricular activities is a privilege and must be balanced with academic responsibilities and respectful conduct.

### *6.1 Clubs and Student Government*

#### *6.1(a) Organization of Class Councils (OCC)*

The OCC serves as the student government at Roslyn High School and is composed of four Class Councils, each with seven representatives. The OCC is co-chaired by an annually elected student President and a faculty advisor. Annual elections are held for Class Council Vice Presidents and representatives.

The OCC has three standing committees: Issues and Problems, Activities, and Publicity/Public Relations. Each is led by a student chair elected by OCC members. The OCC meets weekly to plan school-wide events and address student concerns. Committees meet at least twice a month or as needed.

#### *6.1(b) Clubs*

With over 50 clubs, Roslyn High School offers students a chance to explore interests and develop new passions. Clubs are supervised by faculty advisors and serve as extensions of the school day. Participation is strongly encouraged, and most students are involved in at least one extracurricular activity.

For a complete list of clubs and descriptions, visit the Roslyn High School website or speak with your school counselor or an assistant principal.

### *6.2 Athletics and Eligibility*

#### *6.2(a) Interscholastic Athletic Program*

Roslyn High School offers a comprehensive athletic program across three seasons:

- Fall Sports
  - Badminton – Boys' (Varsity)
  - Cheerleading (Game Day – Varsity; Sideline – JV)
  - Cross Country – Boys' and Girls' (Varsity)
  - Football – Boys' (Varsity & JV)
  - Golf – Boys' (Varsity & JV)
  - Soccer – Boys' and Girls' (Varsity & JV)
  - Swimming – Girls' (Varsity, with Port Washington)
  - Tennis – Girls' (Varsity & JV)
  - Volleyball – Boys' and Girls' (Varsity & JV)
- Winter Sports
  - Basketball – Boys' (Varsity, JV, JV "B"); Girls' (Varsity & JV)
  - Bowling – Boys' and Girls' (Varsity & JV)
  - Fencing – Boys' and Girls' (Varsity, with Wheatley)
  - Gymnastics – Girls' (Varsity)
  - Swimming – Boys' (Varsity, with Port Washington)
  - Winter Track – Boys' and Girls' (Varsity)
  - Wrestling – Boys' (Varsity & JV)



- Spring Sports
  - Badminton – Girls' (Varsity)
  - Baseball – Boys' (Varsity & JV)
  - Flag Football – Girls' (Varsity & JV)
  - Golf – Girls' (Varsity & JV)
  - Lacrosse – Boys' and Girls' (Varsity & JV)
  - Softball (Varsity & JV\*)
  - Tennis – Boys' (Varsity & JV)
  - Track & Field – Boys' and Girls' (Varsity & JV)

\*When numbers permit

For tryout dates, season start times, and physical exam requirements, visit the school website or contact the Athletics Office at 516-801-5160.

#### *6.2(b) Eligibility and Attendance Standards*

- All student-athletes must have a valid sports physical on file.
- Student-athletes and their parents/guardians must sign a Code of Conduct/Athletic Participation Contract before each season.
- Excused absences (e.g., religious observance, school trips, suspension, court appearances) are not considered cuts.
- Unexcused absences result in minimum consequences:
  - One contest missed = benched for one contest.
  - Two practices missed = benched for one contest.
  - Attendance at all practices and games is expected.
  - Exceptions and consequences are determined by the Athletic Director.

#### *6.2(c) Vacation Policy*

- Fall tryouts begin before school starts.
- Winter playoff contests may occur during February break.
- Varsity athletes are expected to be present for championship contests.

#### *6.2(d) Academic Eligibility for Athletics and Extracurriculars*

- Students must maintain a GPA of 70+ and may not fail more than one class.
- Students not meeting criteria are ineligible for extracurricular participation.
- One 5-week probation period may be granted per school year. Students must submit daily progress reports.
- Students must be present in school for at least four class periods to participate in activities.

#### *6.2(e) BITE Program (Bulldog Intensive Training Experience)*

A weight training program open to all students, held two evenings per week in the fitness center.

### *6.3 Performing Arts and Competitions*

Participation in music, theater, and academic competitions is an essential part of the Roslyn High School experience. Performing arts rehearsals are subject to the same health and safety guidelines as athletic practices.

## *6.4 Field Trips*

Participation in field trips is a privilege extended to students who demonstrate responsibility in both academics and attendance. Students must be in good standing to attend. Teachers and administrators reserve the right to deny participation if a student's academic performance, behavior, or attendance record does not meet school expectations.

## *6.5 National Honor Society*

Eligible students in grades 11 and 12 will receive an emailed invitation to apply in late fall. Invitations are based on meeting the GPA requirement of a 90.0 cumulative, unrounded, and unweighted average.

Requirements for Membership:

- Scholarship: 90.0 GPA (Grade 11: 9th–10th; Grade 12: 9th–11th)
- Community Service: Minimum 20 hours by end of grade 10, including 10 hours outside of school
- Leadership: Demonstrated leadership (e.g., club officer, team captain, organizing events)
- Character: Strong record of integrity and behavior; students with plagiarism violations are ineligible
- A mandatory meeting and application process follow the invitation. Appeals are permitted for students not selected.

## *6.6 Graduation & Commencement*

Participation in the June Graduation Ceremony is a milestone that reflects each student's successful completion of Roslyn High School's academic requirements.

- Eligibility: To participate in the ceremony, students must have completed all requirements as set forth by New York State and the Roslyn Board of Education. If a student still has outstanding requirements to be met and will attend summer school, they may participate in graduation as long as they are on track to complete all graduation requirements by the end of summer school in their senior year.
- Commencement Speakers: The OCC President traditionally addresses the graduating class. The Valedictorian and Salutatorian are also invited to speak at the ceremony. In addition to earning the highest weighted GPAs in the class, students must demonstrate strong character and integrity to be eligible for these speaking roles. Any student found to have violated the Academic Integrity Policy at any time during their enrollment at Roslyn High School may be ineligible to speak at graduation.

## *6.7 Extracurricular Conduct and Discipline*

Participation in extracurriculars is a privilege. Students may lose this privilege if they violate the school's Code of Conduct. This includes clubs, athletics, and events such as dances, prom, or OCC functions.

Disciplinary consequences, including suspension from activities, may be imposed at the discretion of administration. Students will be afforded due process before privileges are revoked.

For questions about eligibility or participation, contact your school counselor, advisor, coach, or assistant principal.

## SAFETY AND SECURITY

Roslyn High School prioritizes the safety and well-being of all students, staff, and visitors. We are committed to maintaining a secure environment through clear procedures, consistent expectations, and effective communication. This section outlines important safety practices, building access protocols, and emergency procedures.

Roslyn High School is a closed campus. All visitors must enter through the designated security booth when it is in operation and follow established check-in procedures. Students are not permitted to leave campus during the school day without proper authorization from a parent/guardian and school administration.

Students play a vital role in maintaining a safe school environment. Reporting concerns, following protocols, and being aware of their surroundings all contribute to the well-being of the entire community.

### *7.1 Student ID Cards and Building Access*

- All students are issued a photo ID card and must carry it with them at all times while on campus.
- Students must present their ID upon request by any staff member.
- ID cards are required for:
  - Entering or exiting the building during the school day
  - Checking into or out of the Nurse's Office
  - Accessing the library, study centers, or designated restrooms
  - Purchasing lunch in the cafeteria
  - Signing in late or signing out early at the Attendance Office
- Replacement ID cards can be obtained from the Security Desk at the main entrance or the Attendance Office at a cost of \$5.

### *7.2 Arrival, Dismissal, and Parking*

#### *7.2(a) Student Drop-Off and Pick-Up*

Parents/Guardians must use the designated drop-off loop at the front of the school; for safety reasons, students may not be dropped off or picked up in the staff parking lot or near the senior lot.

All visitors to campus must enter through the security booth when it is in operation and follow check-in procedures.

#### *7.2(b) Bus Arrival and Dismissal*

Buses drop off and pick up at the rear entrance. Students must use the entrance near the North Gym or the English Hallway based on the directions provided by school personnel.

#### *7.2(c) Inclement Weather Dismissal Procedures*

In the event of heavy rain or snow, adjustments may be made to the dismissal process to ensure student safety. Students who take the bus will be held inside until their bus arrives to minimize exposure to the elements. These procedures will be announced over the PA system. Students are expected to listen carefully and follow staff directions during any weather-related changes.

### *7.2(d) Driving and Parking*

Parking on campus is a privilege reserved for seniors who have satisfied all eligibility requirements. To obtain a parking permit, students must:

- Hold a valid Class D driver's license
- Provide current vehicle registration
- Complete the mandatory driver safety course
- Submit a signed parking contract
- Remain in good academic and attendance standing

Permits must be visibly displayed at all times while on school property. Students may only park in the designated student parking areas. Parking in staff lots, visitor spaces, or restricted zones is strictly prohibited.

Parking permits are non-transferable. Sharing a permit with another student or allowing someone else to use your permit may result in disciplinary action and the loss of parking privileges.

Unsafe driving, unauthorized parking, or violations of parking policies may also lead to disciplinary consequences, including revocation of parking privileges.

## *7.3 Emergency Drills and Protocols*

Roslyn High School conducts a variety of emergency drills throughout the year to prepare students and staff for different types of situations. These drills are required by New York State and are essential to maintaining a safe school environment. Students are expected to follow all directions, remain calm, and treat each drill as if it were real.

### *7.3(a) Fire Drills*

Fire drills are conducted regularly to practice safe and orderly evacuation in the event of a fire. When the fire alarm sounds, students must exit the building immediately using the nearest safe exit. Personal items should be left behind. Students must remain with their class or teacher and proceed quietly to the designated assembly location outside the building.

### *7.3(b) Evacuation Drills*

Evacuation drills may be conducted for emergencies other than fire, such as gas leaks or other threats. These drills may require students to relocate within the building or to an off-site location. Instructions will be provided via the PA system and by school staff. Students must listen carefully and follow all directions promptly.

### *7.3(c) Lockdown Drills*

Lockdown drills prepare students and staff to respond to a potential threat inside the building. During a lockdown, students must move away from doors and windows, remain silent, and stay out of sight. Classroom doors are locked, and no one is permitted to enter or exit until the drill concludes. Lockdowns are serious drills and must be followed exactly as instructed.

### *7.3(d) Secure Lockout Drills*

Lockout drills are used when there is a potential threat in the surrounding community but no danger inside the building. During a lockout, all exterior doors are secured, and no one may enter or leave the building. Instruction continues as usual inside classrooms.

### *7.3(e) Shelter-in-Place Drills*

Shelter-in-place drills are conducted in response to environmental hazards, such as a weather emergency or chemical spill. During these drills, students remain inside the building, but regular instruction may continue unless otherwise directed. Movement throughout the building may be restricted.

### *7.4 Visitors to the Building*

All visitors must enter campus through the security booth (when in operation) and follow all directions from security personnel. Upon clearance, visitors will enter through the appropriate entrance and present a valid photo ID.

- Before/after regular school hours, visitors should enter via the main entrance.
- During regular school hours, visitors should enter via the Attendance Office/visitor's entrance.

All visitors must check in upon arrival, wear a visitor badge at all times while on campus, and have a pre-arranged appointment with a staff member; unannounced visitors may be denied entry. Students are not permitted to bring guests to school during the academic day.

### *7.5 Food Delivery Services*

Students are not permitted to order food for delivery to the school during the academic day. This includes services such as Uber Eats, DoorDash, or similar platforms. Deliveries create security concerns, disrupt the school environment, and will not be accepted at the front entrance, security desk, or attendance.

Students are expected to bring lunch from home or purchase food from the school cafeteria.

Any student who violates this policy may be subject to disciplinary consequences, including confiscation of the delivery and possible detention for repeated infractions.

### *7.6 Construction and Temporary Changes*

During campus renovations or construction projects, certain entrances, hallways, or parking areas may be temporarily closed. Students and staff will be notified in advance of any changes that affect travel paths, emergency exits, or building access. Updated maps and signage will be provided as needed, and it is essential that everyone follow all posted directions and staff instructions to ensure safety throughout the construction period.

## TRANSPORTATION AND CAFETERIA

### *8.1 Bus Conduct*

Every student eligible for transportation receives a letter from the District Transportation Office in late August. This letter includes the assigned bus stop location, morning pick-up time, and bus number. Students must board their assigned bus only.

Students are expected to follow all safety rules and behave respectfully while riding the bus. This includes remaining seated while the bus is moving, using appropriate language, speaking at a reasonable volume, and treating the driver and fellow passengers with courtesy. Misconduct—such as harassment, unsafe behavior, or defacing property—may result in disciplinary action, including loss of transportation privileges.

For additional information, please refer to [Policy 8410](#).

### *8.2 Cafeteria Behavior*

To serve both students and staff, the cafeteria offers food service throughout much of the school day. The snack bar opens for breakfast at 7:15 a.m., and lunch is served during periods 4, 5, 6, 7, and 8. Snack bar hours are posted outside the snack bar. In addition to the standard lunch menu, the snack bar offers breakfast items like bagels and muffins, and afternoon options such as ice cream, juices, yogurt, cookies, and snacks.

Students are expected to move through the line in an orderly manner and help maintain a clean and welcoming cafeteria. This includes cleaning up after themselves, disposing of trash properly, and leaving tables and surrounding areas clean for others. Feet must be kept off tables, and respectful behavior is required at all times.

#### Food Delivery

Food deliveries from outside vendors (e.g., Uber Eats, DoorDash) are not permitted to enter campus during the school day. Deliveries will be turned away, and students may face disciplinary consequences for violating this policy.

## OFF-CAMPUS PRIVILEGES

Roslyn High School offers limited off-campus privileges to eligible students in grades 11 and 12. Students are encouraged to use in-school facilities such as the cafeteria, study centers, and library, but may leave campus provided they meet behavioral and academic expectations. Students are responsible for returning to class on time and may not loiter in hallways or disrupt instructional time.

Off-campus privileges are contingent on continued good standing and may be revoked at any time due to attendance issues, disciplinary infractions, or academic concerns.

Students in grades 9 and 10 are not permitted to leave campus during the school day unless they are formally signed out through the Nurse's or Attendance Office.

## ON-CAMPUS OPPORTUNITIES

Roslyn High School is proud to provide a warm, welcoming, and engaging environment for all students. Our bright courtyards offer comfortable spaces to relax or socialize, while the well-equipped Library and department Study Centers provide supportive settings for studying, collaborating, or seeking academic help. The cafeteria serves as a hub for connection and community. These spaces are designed to help students make the most of their free time on campus in a safe and supportive environment.