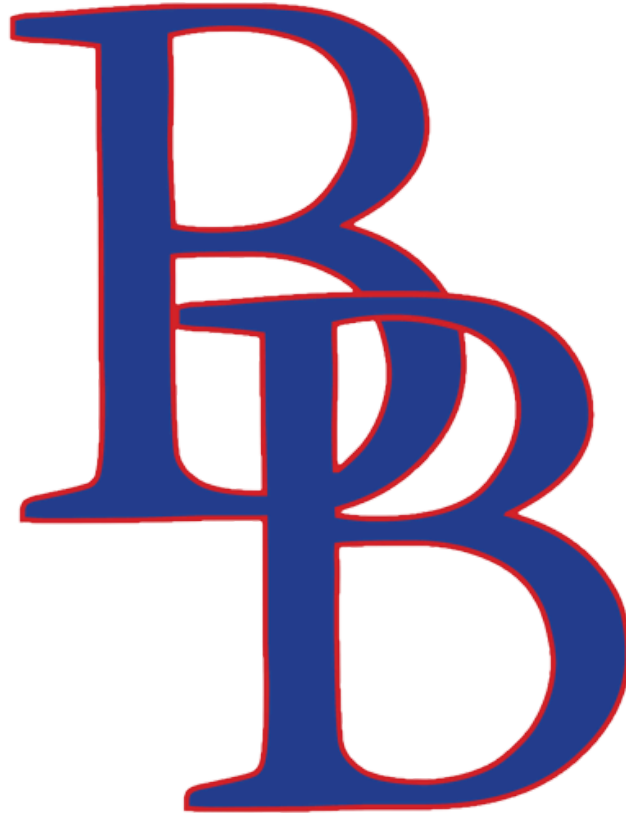


# BLIND BROOK HIGH SCHOOL

840 King Street • Rye Brook, NY • 10573  
914-937-3600 ext. 4199



## FAMILY GUIDEBOOK 2025-2026

***Please Note:** The BBHS Family Handbook is a general reference guide only and is designed to be in harmony with board policy and the Student Code of Conduct. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance. Also, please be aware that the Family Guidebook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect Family Guidebook provisions will be made available to students and the community through newsletters or other communications. The district reserves the right to modify provisions of the Family Guidebook at any time, whenever it is deemed necessary. Notice of any revision or modification will be given as is reasonably practical under the circumstances.*

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***Blind Brook High School***  
***Office of the Principal***

August 2025

**Dear Members of the Blind Brook High School Community,**

Welcome to the 2025–2026 academic year!

The *Blind Brook High School Family Guidebook* is designed to provide students and families with essential information about our school’s philosophy, mission, and the policies, procedures, and practices that support our daily operations. We encourage you to take the time to review its contents to better understand the expectations, responsibilities, and privileges that come with being part of our learning community.

Please refer to this guide whenever you have questions about the structure and routines of the school day.

Our faculty, staff, and administrative team are here to support you. Don’t hesitate to reach out with any questions or concerns.

Sincerely,

**Mr. Mark Greenwald**  
Principal, Blind Brook High School

# DISTRICT MISSION STATEMENT

The Blind Brook-Rye Schools are the cornerstone of our community. Our mission is to prepare our students to be active, lifelong learners who have the skills and confidence necessary to achieve their highest potential. We encourage our students to be curious, compassionate and strong in their ability to face challenges. We are committed to preparing our students to be reflective, adaptable citizens with an open world view. We aspire to instill integrity as a core value and to influence our students to be ethical and responsible members of society.

## ***Blind Brook Belief Statements***

1. We value the development of caring, respectful and ethical individuals and are committed to cultivating in our students an integrity that will inform their conduct in all aspects of their lives.
2. We believe that open and respectful communication between students, district employees, parents and the community will contribute to a more dynamic and effective school environment.
3. We strive to develop creative, adaptable and skillful individuals who think critically, solve problems and take leadership roles in society.
4. We believe that a physically and emotionally safe and healthy environment is essential for the growth and development of our students and employees.
5. We embrace the varied learning styles and capabilities of our students and are committed to providing diverse opportunities for them to demonstrate their gifts and maximize their potential.
6. We are committed to recruiting, developing and retaining high quality individuals to work with our students and families.
7. We believe interdisciplinary learning best promotes intellectual development, personal growth and effective communication.
8. We believe that appreciating differences fosters a common respect for each others' humanity.
9. We are committed to providing students opportunities to pursue their passions through a wide range of academic and extra & co-curricular activities.
10. We believe that access to information and proficiency in technology are essential components to teaching and learning.

Adopted by the Board of Education, 12/07

# SCHOOL PERSONNEL

## ADMINISTRATION

**Principal** - The BBHS Principal, Mr. Mark Greenwald, is responsible for all aspects of the high school operation, including curriculum, personnel, and student and parent affairs. He reports to the Superintendent of Schools. His office is located in the High School Main Office on the first floor. He can be reached at extension 4101.

**Assistant Principal** - The BBHS Assistant Principal, Mr. James Quigley, reports to the high school principal and is responsible for attendance, scheduling, testing, and student supervision and discipline in the high school. His office is located in the High School Main Office on the first floor. He can be reached at extension 4100.

**Director of Health, Physical Education, & Interscholastic Athletics** - Mr. Gregory Warren is responsible for the physical education and health curricula and all aspects of the Interscholastic Athletics Program including program management, hiring and evaluation of coaches, team scheduling, and student selection and discipline. His extension is 4500.

**Director of Pupil Services** - The Director of Pupil Personnel Services, Mrs. Alexandra LaFontaine-Casabona, and the Assistant Director, Mrs. Jennifer Castelli, oversee all special education programs in the district and supervise the Special Education staff. Mrs. Casabona can be reached at extension 1008. Her office is located in the District Office. Mrs. Castelli can be reached at extension 4504. Her office is in Room HLC4 on the second floor of the high school.

## DEPARTMENT COORDINATORS

Department Coordinators assume the instructional and curricular leadership of the department. They are also responsible for the routine management of the school's academic departments, for assisting in developing the academic schedule, and for the development and evaluation of each department's academic program and budget. Each coordinator is listed below.

Department	Coordinator	Extension
English	Mr. Jon Ambrosio	x4105
Math	Mr. Mike McCarvill	x4319
Science	Mrs. Katherine Martino	x4326
Social Studies	Mr. Marko Markolovic	x4301
World Languages	Mr. Matthew Castelli	x3205
Physical Education	Mr. Gregory Warren	x4500
Special Education	Mr. Brian Lazere	x3232
K-12 Art	Ms. Paige Buonocore	x4334
K-12 Music	Mr. Donald Whitman	x4338

## SCHOOL SUPPORT STAFF

**School Guidance Counselors** - The counselors' function is to assist students with academic and personal concerns. It is their goal to help students realize their academic potential and make informed decisions regarding their studies. Another goal is to help students explore options available to resolve personal and social issues. Students are encouraged to come to the Guidance Office to make individual counseling appointments. School Counselors are also available for "drop in" time during the activity period. Parents may make appointments to discuss any concerns.

The school guidance counselors are Susan Binney x4601, Deborah Dubin x 4602, Laura Hoefer x 4604 and Stephanie Jacobs x 4603.

**School Psychologist** - Mrs. Jennifer Corcoran is our School Psychologist for all students in the high school. She works closely with the guidance counselors in assisting students with their academic and personal needs, and is responsible for all individual psychological testing. She also provides confidential counseling for students experiencing difficulties at school or elsewhere. Mrs. Corcoran is available to assist either individual students or groups of students, to refer students to outside agencies, and to provide parent consultations.

**Social Workers** - The Social Worker for the high school is Dr. Tenisha Neil-Robinson. Our social workers help students to be socially, emotionally and academically successful. They will meet with students individually and/or in group settings as necessary. Dr. Neil-Robinson can be reached at extensions 4451.

**Student Assistance Services** - Ms. Ashley Schlemmer, Student Assistance Coordinator, works every day providing educational prevention and intervention services related to substance use and abuse. She can be reached in the Athletic Suite at extension 4449.

**School Nurse** - The school nurse, Ms. Amrita Dhanoa, is responsible for all matters relating to individual student health issues, including verifying medical excuses, monitoring individual student health matters, emergency intervention, and special programs related to student health. They can be reached at extension 4231.

## FACULTY AND STAFF

Faculty and staff contact information can be found via the [BBHS School Employee Directory](#).

# PARENT TO SCHOOL COMMUNICATION

## COMMUNICATION PROTOCOLS

Communication and collaboration between parents and the school staff is an essential part of the teaching and learning process. To support parents in answering their questions or concerns in the most effective way, we have established a protocol to effectively communicate between parents and school personnel. The communication protocol starts with the staff member closest to the situation, so that problems can be handled quickly and efficiently.

### **Classroom Issues involving an Individual Child (classroom Procedures, behavior, grades, schedule, etc.) Or Curriculum and Instruction (subject matter being taught, teaching strategies, materials used)**

- Primary contact: Classroom Teacher
- If not resolved: Department Coordinator
- If not resolved: Building Administrator

### **Academic Programs/Curriculum, Course offerings, placement**

- Primary Contact: Department Coordinator
- If not resolved: Building Administrator

### **Concerns across classes, Academic Guidance, Standardized testing, High School Planning, Team Conferences, Summer Programs, Tutors, Interpersonal/Family Concerns**

- Primary contact: School Guidance Counselor
- Secondary contact: Special Education Case Manager

### **Academic, Social/Emotional and other wellness student concerns**

- School Psychologist: Jennifer Corcoran
- Social Worker: Tenisha Neil-Robinson
- Student Assistance Services: Ashley Schlemmer

### **Attendance**

- Primary Contact: Attendance Office
- If not resolved: Assistant Principal

### **Special Education Concerns**

- Primary Contact: Teacher or service provider
- If not resolved: Case Manager
- If not resolved: Department Coordinator
- If not resolved: Director of Pupil Personnel Services

### **Medical Concerns**

- Primary Contact: School Nurse
- If not resolved: Director of Pupil Personnel Services
- If not resolved: Building Administrator

### **Athletics Program**

- Primary contact: Teacher or Coach
- If not resolved: Director of Athletics, Physical Education, and Health
- If not resolved: Building Administrator

# OPPORTUNITIES FOR PARENTAL INVOLVEMENT

**PARENT TEACHER ASSOCIATION (PTA)** - The Blind Brook-Ridge Street PTA encourages the involvement of all parents with students in grades K-12. PTA Meetings are held monthly, alternating between district schools. The PTA provides a wide variety of services to the schools, including funds to support various educational programs, a periodic newsletter, special programs for parents, and other worthwhile activities.

**PARENT /PRINCIPAL MEETINGS** - The Principal regularly meets with parents to explore issues of mutual concern in the operation of the school, with an aim to improve the overall quality of education. To support families meetings will be held during the school day and in the evening.

- [2025-2026 Parent/Principal Conversations](#)

**ATHLETIC ADVISORY COMMITTEE** - The Athletic Director meets monthly with a group of interested parents, students, coaches, and other community members to explore a variety of issues related to the athletic program. Meetings are usually held on the last Thursday of the month at 7 PM. If you are interested in attending, please contact Mr. Gregory Warren, Athletic Director, at extension 4500.

**COMMITTEE ON SPECIAL EDUCATION** - The Committee on Special Education (CSE), which considers programming for students diagnosed with special needs, has parent representation. Parents interested in serving on this committee should contact the Director of Special Education, Alexandra LaFontaine Casabona, at extension 1008.

**OPEN HOUSE** - The High School Open House will be held on Thursday, September 11, 2025 at 6:30 PM. This event provides an opportunity for parents to learn about their child's academic program and to meet his or her teachers. Details and schedules will be distributed in early September.

**SPECIAL PROGRAMS FOR PARENTS** - The school, frequently in cooperation with the PTA or Community Coalition, offers periodic opportunities for parents to be provided information useful in guiding their children's education. These are announced as they are developed.

# THE SCHOOL DAY / DAILY LOGISTICS

## DISTRICT CALENDAR 2025-2026



August 27-28	Superintendent's Conference Days
September 1	Labor Day
September 2	1st Day of School for Students
September 23-24	Rosh Hashanah
October 2	Yom Kippur
October 13	Columbus Day/Indigenous People's Day
October 20	Superintendent's Conference Day
November 11	Veteran's Day (Observed)
November 26	Early Dismissals (12:50 pm & 1:30 pm)
November 27-28	Thanksgiving Recess
December 22-31	Holiday Recess
January 1-2	Holiday Recess
January 5	Schools Reopen
January 14	District PD - Early Dismissal
January 19	Martin Luther King Day
February 4	District PD - Early Dismissal
February 16-20	Winter Recess
March 4	District PD - Early Dismissal
March 30-31	Spring Break
April 1-3	Spring Break
May 6	District PD - Early Dismissal
May 25	Memorial Day
June 19	Juneteenth
June 24	Moving up & Graduation Ceremonies
June 26	Last Day of School

## SCHOOL HOURS & DAILY SCHEDULE

The regular school day at Blind Brook High School is from 7:50 AM until 2:40 PM. Our interscholastic athletic program begins at 3:15 PM and all clubs and activities meet either before or after school. Our detention program is before school starting at 7:10 AM and after school starting at 2:50 PM in room M202.

### DAILY SCHEDULE - Traditional Schedule

The schedule is structured into an eight day (A-Day through H-Day) rotating drop block schedule with each day consisting of six 53-minute instructional periods, one 48-minute lunch period and a 20 minute Extra Help/Activity period. [The BBHS Letter Day Calendar can be found here.](#)

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
7:50-8:43 (53)	1	2	3	4	1	2	3	4
8:47-9:40 (53)	2	3	4	1	2	3	4	1
9:44-10:37 (53)	3	4	1	2	3	4	1	2
10:41-11:29 (48)	<b>LUNCH</b>							
11:33-12:26 (53)	5	6	7	8	5	6	7	8
12:30-1:23 (53)	6	7	8	5	6	7	8	5
1:27-2:20 (53)	7	8	5	6	7	8	5	6
2:20-2:40 (20)	<b>Academic Assistance</b>							

**1-HOUR DELAY SCHEDULE**  
(48 MINUTE PERIODS)

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
8:50 - 9:38	1	2	3	4	1	2	3	4
9:42 - 10:30	2	3	4	1	2	3	4	1
10:34 - 11:22	3	4	1	2	3	4	1	2
11:26 - 12:04	<b>LUNCH</b>							
12:08 - 12:56	5	6	7	8	5	6	7	8
1:00 - 1:48	6	7	8	5	6	7	8	5
1:52 - 2:40	7	8	5	6	7	8	5	6

**2-HOUR DELAY SCHEDULE**  
(40 MINUTE PERIODS)

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
9:50 - 10:30	1	2	3	4	1	2	3	4
10:34 - 11:14	2	3	4	1	2	3	4	1
11:18 - 11:58	3	4	1	2	3	4	1	2
12:00 - 12:25	<b>LUNCH</b>							
12:28 - 1:12	5	6	7	8	5	6	7	8
1:16 - 1:56	6	7	8	5	6	7	8	5
2:00 - 2:40	7	8	5	6	7	8	5	6

### 3-HOUR DELAY SCHEDULE

(30 MINUTE PERIODS)

	A	B	C	D	E	F	G	H
10:50 - 11:20	1	2	3	4	1	2	3	4
11:23 - 11:53	2	3	4	1	2	3	4	1
11:56 - 12:26	3	4	1	2	3	4	1	2
12:29 - 1:01	<b>LUNCH</b>							
1:04 - 1:34	5	6	7	8	5	6	7	8
1:37 - 2:07	6	7	8	5	6	7	8	5
2:10 - 2:40	7	8	5	6	7	8	5	6

## BUS TRANSPORTATION

**ELIGIBILITY REQUIREMENTS FOR TRANSPORTATION (Policy 5730)** - Transportation will be provided for all resident children who legally attend public, private or parochial school from 1.5 to 15 miles from their homes, as required by State Education Law.

Any pupil in kindergarten through 5th grade will be eligible if he/she lives more than .75 miles from the school and a student in grades 6-12 will be eligible if he/she lives more than 1.5 miles from the school. Any resident, now living in the district, who applies on or before April 1 of each year will be provided with transportation; the District will accept late applications if a reasonable explanation is provided, as required by law.

New residents will need certified proof of the date of residence and will be provided transportation only if applications are filed within 30 days after moving into the district, and in accordance with Chapter 3635 of the New York State Education Law.

**SCHOOL BUS SCHEDULING AND ROUTING** - Bus routes will be established under the direction of the Superintendent in cooperation with the district administrator.

1. Authorized bus stops: These will be located at convenient intervals in places where students may board and disembark, cross highways, and await the arrival of buses with the utmost safety allowed by road conditions.
2. Fixed Stops: Fixed bus stops will be established using the following guidelines:
  - a. Numbers of students at bus stops will be varied according to the concentration of riders in an area, the degree of traffic, and bus turn-around requirements.
  - b. An effort will be made to minimize crossing of the road by students.

3. Private Roads: Transportation will not be provided on highways that have not been dedicated and/or maintained by town, county, and/or state highway departments.
4. Turnarounds: Turnarounds will not be established unless adequate space is available and this space is properly maintained. No turn around will be permitted if it requires the bus being backed up to make the turn.
5. District Map. Maps will be used in determining the transportation requirements necessary to satisfy the needs established by state law, Board policy and voter mandate.

This map will clearly show student location, loading and unloading locations, and routes traveled. The map will be reviewed annually.

## COMMONS AND LOCKER AREAS

The Commons offers a pleasant atmosphere to gather and socialize. This is not an area for active play but a place where students may gather with their friends. Students are not permitted to bring to school any of their own equipment (i.e. basketballs, tennis balls). **Gambling is never permitted on school property.**

Lockers will be in use throughout the school year. Students should be mindful to not congregate in the locker areas and to use physical distancing. Students must use their school-issued lock on the lockers. Lockers will be assigned and can be found in the eSchoolData Portal.

## EMERGENCY SCHOOL CLOSINGS

In accordance with regulations of the Commissioner of Education, the District has developed an Emergency Management Plan to safeguard the safety and health of students and staff, as well as district property, in the event of a true emergency.

Each year, the school will stage a “test” or drill of the Emergency Plan, including practice in sheltering students and staff, or an early dismissal at a time not more than 15 minutes earlier than the normal dismissal time. Parents/Guardians will be informed of any such “test” at least one week prior to the drill.

The Superintendent of Schools may close the schools or dismiss students/staff early when hazardous weather or other emergencies threaten health or safety.

Parents are requested to avoid calling schools on days of poor weather; it is important to keep school phone lines open. School closing and delayed starting times will be announced over our website, cable television channels 12 and 77 and local radio stations. The following radio stations will carry information regarding emergency closings: WFAS - AM 1230 kh WGCH - AM 1490 kh WHUD - FM 100.7 mh

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

The Student Senate may call high school students if school will be canceled due to inclement

weather. If possible, school delays/closings will be posted on our website: [www.blindbrook.org](http://www.blindbrook.org).

## EVACUATION AND LOCKDOWN DRILLS

The Assistant Principal is responsible for conducting evacuation and lockdown drills in order to instruct students and staff in exiting the school building in an emergency in the shortest time possible and without confusion and panic. Evacuation and lockdown drills will include instruction on fire drill exits and alarm boxes, as well as drill procedures. Schools are required to conduct 12 drills every year.

All students are expected to cooperate with staff members during evacuation drills, and to leave the buildings in a quiet and orderly manner. The exit route is posted in each room. Students must stay with their teacher. Distracting behavior will be subject to either teacher or administrative discipline. Teachers will take attendance after leading classes outside.

## FOOD AND DRINKS

Food and drink may be consumed in the Cafeteria/Commons and in the outer rotunda and lawn areas only, unless special permission has been given by the administration. Students may bring only bottled water to classes. Students with special dietary needs must obtain permission from the nurse to consume food and drink outside the designated areas.

Students are encouraged to bring their own water bottles and use the refilling stations throughout the building. To limit the number of people coming to the school building, parents are discouraged from dropping off food to the school and ***students are prohibited from ordering lunch to the school (Ex. Uber Eats).***

## INSTRUCTIONAL MEDIA CENTER (IMC)/LIBRARY

Hours of Operation 7:30 AM-3:30 PM school days Monday through Friday except when reserved for testing and other special events.

The Library Media Center provides a quiet place for research, reading, and small-group work. The following expectations are in place:

- Students will work quietly and productively.
- Students will respect the right of others to work undisturbed.
- No food is permitted in the library.
- Only water in tightly closed containers are permitted (no cups and no cans).
- Computers/Phones/Tablets may be used quietly.
- Cell phones must be turned off and put away before entering the IMC.

Students who do not behave appropriately will not be permitted in the library except when accompanied by a teacher during class time.

**Circulation of Library Materials** - Fiction and non-fiction books can be checked-out for a three-week period and renewed once for an additional three weeks. Reference books do not circulate outside the library. Check-out may be restricted for books and other materials that are used for a project for multiple classes. For example:

- At a teacher's request a group of books must remain in the library at all times.

- At a teacher's request a group of books may be restricted to overnight check-out.

**Lost or Damaged Library Materials** - Students must reimburse the school district for lost or damaged library materials. Students who do not clear their library account jeopardize the receipt of the end-of-year report card. Additionally, seniors' participation in graduation is jeopardized.

**Computer Use** - Students, teachers, staff and administration must abide by the district's Acceptable Use Policy (AUP) at all times.

Computers are to be used for educational purposes. Students, whose teacher has reserved the library for research, have priority computer use as the class requires. As available, computers are open to students for drop-in use.

## **REPORTING SCHOOL ABSENCES / EARLY DISMISSAL / TARDY PROCEDURE**

**Absences** - If a student is going to be absent from school, his/her parent is required to notify the school by calling or emailing the respective attendance office to document the reason for the absence. If this has not been done, students are expected to bring a signed note from their parents explaining the absence. Parents are asked to call the school at the beginning of the school day to report their children absent. Parents may also email the attendance office to report absences. The school will make phone calls or send emails to parents of absent children who have not notified the school of their absences. The building administrator will send a letter home if a pattern of excessive or unusual absences occurs.

If it is known before the student comes to school that he/she will need to come in late or leave early and missing a class period that day, he/she should bring a note from parents or guardians giving the reason for and the exact time of the late arrival or desired early dismissal. Excuses must be submitted to the attendance office at the beginning of the school day the student wishes to be excused.

**Excuses will not be accepted after the fact.** Students who are excused from school during the day (for medical, dental or college appointments, etc.) must be signed out at the security desk by their parents. Parents are asked, if possible, to please try to schedule all appointments outside of the school day so students do not miss instructional time.

High school parents may call or email the attendance office to report an absence, tardy, or early dismissal:

- High School: [hsattendance@blindbrook.org](mailto:hsattendance@blindbrook.org) 914.937.3600 ext. 4098

At the high school, if the parent does not notify the school within 24 hours, the absence will be considered a cut, and the student will be required to attend detention.

**Early Dismissal** - If a student feels ill and wishes to be excused, **he/she must report to the nurse's office and the nurse will call home for parent or appointed person to pick up their child.** If the nurse is not in her office, students should report to the assistant principal to get the appropriate permission. Under no circumstances should a student leave school without following this procedure. If for any other reason a student wishes to leave the school building, he/she must go to the attendance office or the assistant principal's office for permission. If a student does not return from lunch because of illness, the student's parent/guardian is required to contact the school, otherwise the student is considered as cutting.

**Tardy Procedure** - When students are late to school in the morning, they must sign in with the security desk. Students who are late for their first period class are considered unexcused unless a note from parents is presented to the attendance office. Students who are more than 10 minutes late to a class will be considered cutting. Students, who are detained by a teacher and therefore late for the next class, should secure a late pass that will admit them to their next class from the dismissing teacher.

## STUDENT REFERENCE INFORMATION

**BULLETIN BOARDS** - Announcements of interest to students are to be placed on designated boards. All announcements and flyers must be approved by the administration.

**COPY MACHINE** - A copy machine is located in the library for limited student use. Students are permitted access to office copy machines when 5 or fewer copies are needed. If more than 5 copies are needed for a class, the teacher assumes this responsibility.

**LOST AND FOUND** - Any student who loses articles should inquire in the main office. Anyone who finds articles should bring them into the main office.

**USE OF SCHOOL ELEVATOR** - The school elevator is only available to students and teachers by prior arrangement and for special circumstances. If permission is granted to use the elevator, a key will be issued upon receipt of a \$5.00 refundable fee.

## TECHNOLOGY SERVICES

As students of BBHS, students are issued an iPad. The District's [Acceptable Use Policy \(#7315\)](#) outlines the expectations, terms and conditions for use of the District's internet, network, and technology.

- For device issues, please email Mrs. Jenifer Vazquez ([jvazquez@blindbrook.org](mailto:jvazquez@blindbrook.org)), Technology Staff Developer, to coordinate a repair. BBHS students can borrow a loaner from the library while their device is being repaired.
- For communication questions/issues, such as School Messenger or the eSchool Parent Portal, please contact Mr. Charles Von Hollen ([cvonhollen@blindbrook.org](mailto:cvonhollen@blindbrook.org)), Director of Technology.
- For help with general technology issues, such as your student's Google Classroom, please email Mrs. Jenifer Vazquez ([jvazquez@blindbrook.org](mailto:jvazquez@blindbrook.org)), Technology Staff Developer.

# STUDENT BEHAVIOR & EXPECTATIONS

## ANTI-HARASSMENT & NON-DISCRIMINATION

The District is committed to creating and maintaining an environment which is free from discrimination and harassment. In accordance with federal and state laws and regulations, the District does not discriminate on the basis of any legally protected class or category. Further, the District prohibits discrimination and harassment on school property and at school functions on the basis of any legally protected class including, but not limited to:

- |                       |                                  |
|-----------------------|----------------------------------|
| a) Race               | g) Gender identity or expression |
| b) Color              | h) Military status               |
| c) Religion           | i) Sex                           |
| d) Disability         | j) Age                           |
| e) National origin    | k) Marital status                |
| f) Sexual orientation |                                  |

Generally stated, harassment consists of subjecting an individual, on the basis of his or her membership in a legally protected class, to unwelcome verbal, written, or physical conduct which may include, but is not limited to: derogatory remarks, signs, jokes, or pranks; demeaning comments or behavior; slurs; mimicking; name calling; graffiti; innuendo; gestures; physical contact; stalking; threatening; bullying; extorting; or the display of circulation of written materials or pictures.

This conduct may, among other things, have the purpose or effect of: creating an intimidating, hostile, or offensive environment; substantially or unreasonably interfering with an individual's work or a student's education performance, opportunities, benefits, or well-being.

The Dignity for all Students Act (DASA) addresses harassment, bullying, and discrimination prevention. Mr. Mark Greenwald, Principal, serves as the DASA Officer for Blind Brook High School. Students are provided with education and information about DASA each year so that they know they can report concerns to *any* adult in the building and that person will make sure it gets to the DASA Officer. For more information or to report an incident, please visit the [Blind Brook Dignity Act](#) on the District

The District has designated the following District employee to serve as its Civil Rights Compliance Officer:

- Mrs. Alexandra LaFontaine-Casabona, Director of Pupil Services, [acasabona@blindbrook.org](mailto:acasabona@blindbrook.org)
- Mrs. Jennifer Castelli, Assistant Director of Pupil Services, [jcastelli@blindbrook.org](mailto:jcastelli@blindbrook.org)

Additional information can be found in [Policy #3420](#).

# ATTENDANCE

Daily attendance is critical and is directly related to academic success. Therefore, every student is to attend all classes unless absent from school and all absences will be recorded daily by classroom teachers. Absences will be recorded as unexcused until or unless a student presents appropriate documentation to the attendance office **within 24 hours of the absence**. Failure to provide such documentation within 24 hours of the absence will result in the absence being designated as unexcused.

The high school will work to identify patterns of absences, tardiness or early departures from school, and, as appropriate, intervene to encourage student attendance and discourage unexcused absences.

## CLASSIFYING ABSENCES

- **Excused Absences** are those absences attributable to:

- |                               |  |
|-------------------------------|--|
| ● Sickness                    | ● School related functions   |
| ● Dental/medical appointments | ● Required attendance in court                                       |
| ● Quarantine                  | ● Religious holidays   |
| ● Sickness or death in family | ● Visits to colleges (Limit 4 for Junior year and 4 for Senior year) |
| ● Military obligations        |  |

If an absence is excused, the student will be given an opportunity to make up tests, homework or other missing assignments. Teachers may additionally require students to make up missed classwork. Students are responsible for meeting with their teacher(s) immediately upon returning to school to establish a make-up schedule for work missed during an absence. Normally, teachers will allow one day to make up assignments for every day that a student is out. However, teachers are flexible in considering the circumstances and the nature of the assignments.

- **Unexcused absences** are those attributed to anything other than the items listed above including family vacations, visits and events, camp attendance, oversleeping, car trouble, missing the bus, non-school sponsored athletic/music/dance events, etc. Teachers are not obligated to provide make-up tests or accept homework or other assignments from students who have missed class due to an unexcused absence.

Additionally, at the high school level, the term *absences* shall also refer to the following circumstances:

1. A student's failure to attend any or all of his or her scheduled periods of actual instruction or academic support periods for the full duration of said period(s) of instruction or activity;
2. A student's late arrival of more than ten (10) minutes to any of his or her scheduled periods of actual instruction or academic support periods during the course of a school day; and/or
3. A student's departure from and failure to return to any of his or her scheduled periods of actual instruction or supervised study activities prior to the official dismissal of said period of instruction or activity.

**Lateness to Class** - If a student is late to class without a signed note from a teacher, counselor, nurse or administrator, classroom teachers will use their discretion in assigning penalties. These penalties will be discussed by the classroom teacher at the beginning of the year. Students who are asked to stay after class by a teacher may ask for a late pass to present to the teacher of the next class.

For additional information regarding the district's attendance policies, refer to the [Blind Brook Comprehensive Student Attendance Policy](#).

**Religious Observances** - The Board of Education recognizes that school will occasionally be in session on days during which students and their families must be absent to observe their religious beliefs. Out of respect for a student's observance of these holidays, teachers will be sensitive to the needs of the student by allowing them to make up all classwork, homework, and tests without penalty. Parents/Guardians are encouraged to notify the school prior to the absence in order to assist the staff in instructional planning and in meeting the needs of the student.

## **AUTOMOBILES / PARKING LOT SAFETY**

**Parking on-campus is a Senior Class privilege. Only seniors will be able to [register their vehicles](#).** Applications are available on the Blind Brook High School website under "school forms". Rules and regulations regarding the use of automobiles on school grounds will be available as part of the permit application and must be followed. Failure to register a vehicle or failure to follow established rules and regulations will result in:

- First offense – loss of privilege for up to one week
- Second offense – loss of privilege for up to two weeks
- Third offense – suspension for insubordination and loss of privilege for remainder of the school year

Any car not parked in the proper area will have the parking privilege revoked. No student may sit in a parked vehicle or "hang out" in the parking lot at any time during the school day.

The use of cars on school grounds is a privilege that may be revoked by the administration if a student fails to comply with all rules. Parking in designated fire lanes may result in the vehicle being towed at the owner's expense.

**The school is not responsible for damage or vandalism to cars in the parking lot.**

***For the safety of our students and others, please note the following:***

- Do not park, stand, or stop your vehicle on the painted crosswalk at any time. This includes discharging and picking up passengers.
- Be alert for pedestrians who are not using the crosswalk.
- Be mindful that hearing-impaired children may be crossing the roadway.
- Do not double-park and observe the minimum speed limit.
- Be aware that only buses may park on the roadway in front of the school.

## BICYCLES, SKATES, SCOOTERS AND SKATEBOARDS

Students who use a bike, in-line skates, scooter or skateboard as a means of transportation to school do so at their own risk. New York State law requires the use of a helmet when riding a bicycle, scooter or in-line skates. Bicycles that are ridden to school must be parked and locked in the bicycle rack at the front of the school. Helmets, skates, scooters and skateboards must be stored in students' lockers.

## CARE OF SCHOOL OWNED MATERIALS

Students are issued required textbooks. Although these items are expensive, we believe that every student should have attractive, up-to-date books and uniforms. In return, we believe all students should take good care of these items. Students are held strictly accountable for the care of books, including library books and are charged the full replacement value for damage or loss.

## CELL PHONES AND PERSONAL ELECTRONIC DEVICES

### Policy Overview

To maintain a focused and respectful learning environment, and in accordance with Education Law §2803, Blind Brook follows [Board Policy 7316](#), which prohibits student use of personal internet-enabled devices, including cell phones, smartwatches, and tablets, during the school day. **This applies to all parts of the day on school grounds, including classes, study halls, lunch, and passing time.**

### Storage Requirements

Students must silence and it is the expectation that students store their devices in their locked hallway locker, before the start of the school day. **It is advised that students lock their lockers for safe keeping of personal items.** Please note that the school is not responsible for lost, stolen, or damaged devices.

### ***Among other reasons, device use during the school day is only permitted when:***

- It is explicitly authorized by a teacher or administrator for a specific educational purpose
- It is necessary for health-related reasons

### Acceptable Use Policy (AUP) Compliance

All student use of technology must also follow the District's Acceptable Use Policy (AUP), which outlines expectations for responsible and appropriate use.

### Communication With Students

If a parent or guardian needs to contact a student during the school day, they should call the school's Main Office. Office staff will either relay the message or call the student down.

### How Device Violations Are Handled

When a student is found using a personal device in violation of the policy, a staff member may confiscate it. The device is brought to the Main Office, and an administrator follows up with the student and family as needed. The incident is documented, and consequences are applied based on the number of prior violations.

## Violations of this policy will result in the following:

- **First offense:** The device is confiscated and held until the end of the day. Students may pick up the device from the Main Office.
- **Second offense:** The device is confiscated and held until the end of the day. The parent/guardian is notified and must pick up the device.
- **Further offenses:** Same procedure as above, with potential for additional disciplinary action.

This policy also applies to field trips and school-sponsored events, whether on or off campus. During exams, especially state assessments, students are not permitted to have devices on them. Staff may collect devices before testing and return them afterward. Students who do not turn in a device will not be allowed to test.

## CODE OF CONDUCT

The Blind Brook Board of Education is committed to providing a safe and orderly school environment. As such, the district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

The [Blind Brook Code of Conduct](#) clearly defines the expectations for acceptable conduct on school property; identifies the possible consequences of unacceptable conduct; and ensures that discipline, when necessary, is administered promptly and fairly.

The following is a list of behaviors which violate School District rules and expectations:

**Level I** - *Misbehaviors classified in this level represent relatively minor infractions of established procedures that impact the orderly operation of the school and its educational process. Generally speaking, this level contains behaviors which are disorderly, disruptive, or not conducive to a learning environment. The frequency of their occurrence shall determine the appropriate disciplinary response and their reclassification at a higher level.*

- Continued violations of the dress code
- Littering and/or failure to properly discard lunch waste
- Continued failure to carry out teacher directions in class activities and assignments
- Disruptive or disorderly behavior including (but not limited to) excessive noise, throwing food/beverages, or running the halls
- Use of profanity or obscenity
- Eating food in non-designated areas or times without permission
- Unauthorized use of electronic devices

**Level II** - *This level includes misbehaviors of a frequency and severity which tends to disrupt the learning climate of the school and seriously affect the student's own education or that of others. Level II infractions may be the result of Level I misbehaviors which go unremedied or unmodified.*

- Unmodified or more severe Level I misbehavior
- Defacing school or personal property
- Minor theft
- Truancy
- Insubordination
- Cheating, Plagiarism, Lying (Academic Integrity)
- Horseplay or Physical Aggression
- Gambling
- Leaving school buildings and/or grounds without permission
- Cutting class, tardiness
- Verbal abuse and harassment of students, faculty, and staff
- Discrimination
- Inappropriate use of the Internet
- Inappropriate use of electronic devices including taking pictures, recordings, and sharing
- Forgery or fraud, including use of another person's identity for cafeteria, library, or computer access without permission
- The use of racially insensitive and/or inappropriate language

**Level III** - *These acts are more serious because their consequences may have a lasting effect on the individual or may pose a threat to the health and safety of others in the school. In some cases, outside agencies may have to be contacted or notified.*

- Unmodified or more severe Level II misbehavior
- Physically threatening other students or staff; physical harassment; intimidation
- Severe taunting, bullying
- Stealing
- Conduct which creates a substantial risk of physical injury
- Fighting
- Vandalism
- Repeated verbal abuse and harassment of students, faculty, and staff
- Sexual harassment or lewdness, including indecent exposure
- Pernicious use of the internet
- Selling, using, distributing, or possessing obscene material
- Possession of drug paraphernalia; possessing, using or being under the influence of unauthorized substances on school property or at school-sponsored activities
- Displaying what appears to be a weapon
- Threatening to use any weapon

**Level IV** - Represented in this level are acts that are very serious. Included are those which present a direct and immediate threat to the welfare of others or may result in violence to persons or property. So serious are they that in most cases they require administrative action that calls for the immediate removal of the student from school and the intervention of the police.

- Unmodified or more severe Level III misbehavior
- Possession and/or sale of stolen property
- Coercion of others
- Tampering with any emergency equipment
- Intentional misuse of 911
- Bomb threats or other threats to school property, students, or personnel
- Possession and/or use of firecrackers or explosives
- Arson
- Sexual assault
- Possession of a weapon
- Providing, selling or using illegal chemical substances and/or alcohol on school property or at school sponsored activities

In addition to the disciplinary response for misconduct, the following information can also be found in the [Blind Brook Code of Conduct](#):

How to Report Violations.....	page 18
Dignity for All Students Act.....	page 18
Disciplinary Procedures and Referrals (Detention, Suspension, etc.).....	page 20
Academic integrity.....	page 28
Discipline of Students with Disabilities.....	page 30
Bus Rules.....	page 40
Athletic Code of Conduct.....	page 41
Student Searches and Interrogations.....	page 42

Refer to the following Board Policies for additional information:

[Policy 7313 - Suspension of Students](#)

[Policy 7330 - Searches and Interrogations](#)

[Policy 7340 - Bus Rules and Regulations](#)

[Policy 7360 - Weapons in School and the Gun-Free Schools Act](#)

[Policy 7320 - Alcohol, Tobacco, Drugs, and Other Substances](#)

## **DRESS CODE**

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. A student's dress, grooming and appearance shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that garments that expose excessive skin, such as, but not limited to, tube tops, net tops, halter tops, plunging neckline (front and/or back), short shirts / skirts / shorts / skorts, and see-through garments are not appropriate.
3. Ensure that underwear is completely covered with outer clothing.
4. Not include the wearing of hats in the elementary and middle school buildings except for a medical or religious purpose. Approved, building-wide activities are exempt.
5. Include footwear at all times. Footwear that is deemed "unsafe" by the building principal or designee will not be allowed.
6. Not include items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion or religious practice, creed, national origin, gender and gender identity, sexual orientation, sex or disability.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

## **PROHIBITED ITEMS**

Any equipment that interferes with the educational environment is not permitted in the school building or on the school grounds at any time. Such items include skateboards, rollerblades, laser pens/pointers, electronic devices, and any other item that resembles a weapon of any kind. Tape recorders may be used in class only with prior approval of the teacher. This list is not exclusive and any other item that is unsafe or disruptive to the educational process will be prohibited. Any student who violates this rule may have his/her property confiscated by the administration.

## **SCHOOL MEETINGS / ASSEMBLIES**

Occasionally, the entire school, faculty and student body gathers for class meetings, special programs, or assemblies. These are an important part of students' educational experience. All students are required to be present at these meetings. Failure to attend could result in administrative disciplinary action.

## SENIOR OFF-CAMPUS PRIVILEGES

Seniors are permitted to leave school grounds during **lunch** and their **free periods** with written parental permission. [OFF-CAMPUS SENIOR LUNCH PRIVILEGE PERMISSION FORM](#)

Off-campus privileges apply only to the **free** period before and after lunch. Any senior needing to leave school early must be signed out by a parent or another adult on the dismissal sheet.

Seniors who do not have a first period class may arrive later when the appropriate parental permission form is handed in to the attendance officer.

*Definition of Campus:* All students are allowed outdoors within these boundaries: in the front of the building on the walk and lawn areas. The driveway and below are considered off-campus. The lawn area between the Gym and the fields, the paved area outside the Gym and the fields are considered off-campus for unassigned time. The driveway or lawn area between the loading dock and the fenced-in boundary is considered off-campus. In the back of the building, only the lawn area that is the width of the cafeteria and up to the fence is considered on campus.

## TECHNOLOGY - ACCEPTABLE USE POLICY

The [Acceptable Use Policy](#) (AUP) details the full terms and conditions for use of the internet, district network, and technology. Please note that each user is responsible for all actions on his or her individual account and that exemplary behavior is expected at all times.

- Users must not provide others with access to their individual accounts
- Using or sharing another user's login name and password is prohibited
- Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users
- Malicious use of the Internet or the network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computer system (e.g., create viruses) is prohibited.
- Hate mail, harassment, profanity, obscenity, discriminatory remarks, misrepresentation, impersonation, and/or other similar behavior are prohibited on the Internet and the network.
- Intentional uses of the Internet or the network to access or process pornographic material, text files unrelated to course work or academic research, materials for use in illegal activities, or files dangerous to the operating integrity of the network and its users are prohibited.
- Users shall not reveal anything that would enable others to locate or exploit them, e.g., last name, home address, credit card, photos of themselves/others or social security number. Similarly, users shall not reveal such information about others over the Internet.
- Users shall not agree to meet with someone they have met online. Any contact of this nature, or the receipt of any message you feel is inappropriate or makes you feel uncomfortable, should be reported to school authorities immediately.
- Users shall not intentionally try to circumvent District security or filtering.
- Use of the Internet, network or district web-based e-mail tool to hack into other users accounts is prohibited.
- Users shall not post chain letters or send an unnecessary message to a large number of e-mail addresses.

- The use of text messaging, instant messaging or any digital communication during an exam or during instructional time is prohibited.

Please note that the contents of your personal files on the District system may be monitored if a policy or legal infraction is suspected. Routine maintenance and monitoring of the system may lead to discovery that you have violated this policy and/or have engaged in illegal activity on the District's system. An individual search will be conducted if there is reasonable suspicion that you have violated this policy. The investigation will be reasonably related to the suspected violation.

In the event of a claim that a violation of this policy has occurred, an investigation will be conducted and appropriate disciplinary action will be taken, if necessary. Depending on the result of this investigation, additional restrictions may be placed on an individual's use of the District's Internet connection. The District will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through the District computer system.

## ACADEMIC POLICIES & PROCEDURES

### GRADUATION REQUIREMENTS

**Credit Requirements for Graduation** - The Board of Education offers a diploma based upon the successful completion of an approved course of study. Minimum credits required include:

<b>English</b>	4.0	<b>Social Studies</b>	4.0
<b>Mathematics</b>	3.0	<b>Science</b>	3.0
<b>World Language</b>	1.0	<b>Music, Theatre, Visual Arts</b>	1.0
<b>Physical Education</b>	2.0	<b>Health</b>	.50
<b>Electives</b>	3.5	<b>Community Service</b>	80 Hours
<b>Note: One credit is the equivalent of a full-year course meeting five periods per week.</b>			

A student must enroll in a minimum of five class periods each year, including physical education, in order to be a full time student. College bound students are strongly encouraged to enroll in a minimum of six and a half class periods. In addition to the graduation requirements, students are advised to complete four years of mathematics and science, and three years of the same world language. We urge you to maintain your options by fulfilling and exceeding the above listed credits.

To complete a subject in the Blind Brook High School, a student must study for the required time and obtain a final grade of 65 or higher of a possible 100. Students will be given credit for approved work in other high schools.

1. Credits:
  - a. Students must take a minimum of five credits each year. (Five courses per semester, not including physical education).
  - b. A student must achieve a minimum of 22 high school credits in order to receive a graduation diploma.

- c. One credit is normally earned for a full year course that meets four or five periods a week. One-half credit is generally given for a one semester (half-year) completed course and also for a full year course that meets on alternate days.
- d. Physical education is required at each grade level and counts as one-half credit each year of high school.
- e. Students who pursue an accelerated course of study which enables them to pass high school level work prior to entering the ninth grade (first year of high school) will be granted high school credits. These courses include Algebra I, Earth Science and all level 1 World Languages. High School courses passed in eighth grade in any discipline are included on the high school transcript and calculated into the cumulative high school grade point average.
- f. World language courses are offered to all students before entering high school. The student will receive 1 credit upon completion of a Level 1 high school course. The grade for Level 1 high school will be recorded on the transcript.

The graduation requirements above are in accordance with Board of Education policy ([#7220](#)) as well as [NYS diploma requirements](#).

**Early Graduation** - Students may advance the date of their graduation by pursuing a course of study that fulfills all the above requirements at an accelerated pace. Any requests for a program leading to early graduation must be initiated by the parent and the student in sufficient time to enable schedule adjustments to be developed. For more information, please refer to Blind Brook Dignity Act webpage.

In special circumstances, the school will consider courses at accredited summer school or other appropriate institutions to substitute for the Blind Brook High School courses. This can ease the burden of meeting special requests for early graduation. *Prior approval* by the principal is required for outside credit.

**Community Service** - Blind Brook High School has a graduation requirement of 80 community service hours. We define community service as voluntary work intended to help people in a particular area that is not their own. Services must be completed with a [non-profit organization](#). Any service that is not associated with a non-profit must be approved by a community service advisor. Students will have opportunities to complete community service within the school district through clubs, evening events, and athletics. The school also encourages students to participate in community service opportunities within the larger Rye Brook community and across Westchester County.

Starting with the Class of 2028, 20 of those hours must be performed outside of the school district. In addition, incoming freshmen can start their community service as of July 1st. All 80 hours must be completed by June 15th of senior year. Students must submit and get their hours approved online using Passport4Good and within 30 days of the service. All students should be enrolled in the Community Service Google Classroom. Please refer to the [Community Service Handbook](#) for more information.

## **ADVANCED PLACEMENT COURSES**

Blind Brook High School has open enrollment. Students will be admitted to advanced and honors classes on an equal basis with any other course request. Students who take Advanced Placement

courses must sit for the Advanced Placement exam during May at their own expense. Failure to take the examination will result in the removal of the AP designation on the student's transcript. Families for whom this fee is a hardship are asked to contact the principal. All phone calls will be kept confidential. Summer work is required and must be completed and turned in at the end of the summer or by the stated deadline.

## COURSE CHANGES

The master schedule is developed around the choices students indicate in the spring. Large numbers of course changes cause unplanned master schedule revisions that adversely affect the entire school. Prior to the start of the school year, the only changes that will be made after the scheduling deadline for submitting course selection sheets are those which fit within the established framework of the master schedule.

***One week after the school year begins, no course will be dropped unless there is an extraordinary circumstance; a poor grade in a course alone will not constitute an extraordinary circumstance.*** Each case will be considered by the administration. Courses that are dropped will be designated as withdrawal/pass or withdrawal/fail identifying the student's academic status at the time of withdrawal.

If a senior drops a course after the high school transcript or midyear report is mailed to a college, the guidance counselor will notify, in writing, the college about the dropped course.

## GRADING REVIEW AND GRADE CHANGES

**Review of grades** - Students have a right to question final exam scores, Regents scores, and final grades. Please contact the High School Assistant Principal for additional information.

**Grade Changes** - Grades will only be changed if there is a documented error in the calculation or entry of the grade, or to replace an "Incomplete" with a grade.

**Incompletes** - Students may receive an "Incomplete" for a marking period or final grade in cases where it is impossible to calculate a grade due to legal absences. In such cases, sufficient medical or other documentation as determined by the School Principal is required to have been submitted within 24 hours of the student's return to school, in accordance with the district's attendance policy. All make-up work related to an approved "incomplete" must be submitted before the start of the next school year.

## HOMEWORK POLICY

The faculty of BBHS believe that homework is an essential component of the instructional process. Learning extends beyond the scope of the classroom period. Homework assignments enhance or reinforce the lesson and may provide valuable feedback for teachers revealing the degree of student understanding and mastery.

**Purpose of Homework** - BBHS recognizes the importance of assigning meaningful and quality homework to students. The purpose of homework may be categorized within four broad categories: pre-learning, checking for understanding, practice, and processing.

**Assignment of Homework** - Long-term assignments and tests should be coordinated among departments, whenever possible. The assignment and coordination of homework for each course shall be the responsibility of the teacher. Teachers are encouraged to assign homework that adapts to the maturity and learning needs of individual students, and to provide a balance between long-range and short-term assignments. Homework should be a properly planned part of the curriculum extending and reinforcing the learning experiences of the school. It should be reviewed with the class or answers posted so students have specific feedback on their work.

**Quantity of Homework** - The district's goals, consistent with New York State Regents Standards for Education, require students to assume increased responsibility for their assignments as they progress in school. Homework assignments, given at all grade levels, reflect the increased instructional demands students encounter as they proceed through school. Homework may be assigned every school night and the time allotted will increase gradually from grade to grade. Teachers will set forth homework expectations at the beginning of the year in their course syllabus.

There are variations on the amount of time that each child will spend on homework as each child will address homework assignments at different rates. Homework time may vary occasionally. Certain classes/programs, such as Advanced Placement, honors, and college level courses, may have additional homework requirements as they adhere to a more rigorous curriculum and some have requirements beyond the scope of the school.

**Special Education Services** - Classified pupils in special education or mainstreamed classes will receive homework based upon the modifications noted within their Individualized Education Plan (IEP). The special and individual needs of these pupils will dictate the amount and structure of their homework assignments. The special education instructional staff is available to assist mainstream teachers regarding individual pupils' assignments.

**Religious Observance, Extended Absences, and Vacation** - The Blind Brook School District recognizes the diversity of families in the community and honors family experiences outside school. The frequency and appropriateness of homework shall be planned carefully and evaluated periodically by site administration and leadership teams. In addition, considerations shall be given to homework assignments with respect to the occurrence of religious holidays, extended absences and school vacation as noted in the school calendar.

Long-term assignments occurring over the course of school vacations shall be assigned no later than one week prior to the vacation or due no earlier than one week after the vacation. In the case of short-term assignments, the assignment shall provide the number of days before or after the vacation equal to the length of days expected to be needed to complete the assignment.

Students with long-term or extended excused absences shall be given the same number of days to make up the work. In extenuating circumstances, additional time may be granted. Teachers are not obligated to provide make-up tests or accept homework or other assignments from students who have missed class due to an unexcused absence.

Please refer to Board of Education policy for additional information regarding the district's homework policy ([#8440](#)).

## **REPORTING STUDENT PROGRESS**

Blind Brook High School employs a variety of methods to inform students and their parents regarding

the student's progress in class. The school recognizes that reporting of a simple numerical grade on a quarterly basis is inadequate if the goal is to provide helpful information that will lead to improvement of student performance. For this reason, the school supplements Quarterly Report Cards with Interim Reports. The following are brief explanations of all forms of reporting.

**Report Cards** - Report cards are available on the Portal four times a year. Beginning with the Class of 2023, all weighting will be discontinued; all grades will be unweighted.

**Interim Progress Reports** - The Interim Progress Report is an important part of the school's reporting to the parent, as it is an evaluation of the student's learning style and ability in such varied categories as writing skills, vocabulary, critical analysis, classroom participation, depth of understanding, homework, participation, etc. A careful reading of this report can be helpful in assessing the student's overall strengths and weaknesses. It may also serve as a basis for parent/teacher conferences when areas for improvement are clearly indicated. Students will receive an interim report in all courses each marking period. Interim Reports will be issued during the mid-marking period.

**Pass/Fail Options** - One credit in both the junior and senior years may be taken on an optional pass/fail basis. This option is extended only to courses which are not required for graduation and are not Advanced Placement. A student may select the pass/fail option for full year courses prior to the first day of class.

**Transcripts** - The student's final grade in a course along with graduation requirement Regents examination scores will appear on the transcript.

**Senior Mid-Year Reports** - In the senior year, midyear reports mailed to the colleges will reflect the first and second quarter grades for a full-year course and the final grade for a semester course.

**Grade Point Average** - The grade point average is computed at the beginning of the senior year. Failures are included, as are Physical Education and Health grades.

**Senior Ranking** - Effective October 24, 1984, Blind Brook High School graduating seniors will not be ranked. The student's grade point average will continue to be included on the transcript.

Please refer to Board of Education policy for more information ([#8480](#)).

## STANDARDIZED TESTING

To help us monitor and assess your child's achievement and progress effectively, Blind Brook High School provides a comprehensive standardized testing program in grades 9-12.

Students must take and pass five standardized assessments. The following Regents examinations are offered at BBHS:

1. Algebra I Regents
2. English Language Arts Regents
3. Global History & Geography Regents
4. U.S. History & Government Regents
5. Living Environment Regents

## 6. Earth Science Regents

*\*Select AP exam scores may be used to substitute for Regents exams; exam scores appear on the transcript.*

### **TEST RETURN PROCEDURES**

Parents/persons in parental relation shall receive information on the development and academic progress of their children in a timely manner. In order to ensure that parents are able to work with the school to assist pupils in closing gaps and clarifying the misunderstandings in their knowledge, the school's obligation to provide such information shall include providing access to tests, quizzes, and projects or papers.

Access shall include parents' having copies of the tests and papers in question which shall be sent home within a reasonable period of time and be permitted to be used at home to allow parents to assist students in preparation for the next regularly scheduled test, paper or project. For mid-term and final exams, access may be restricted to reviewing the exam with the teacher or in the presence of the teacher.

Teachers may require that tests and papers be returned with a parental signature as a way of ensuring that parents have seen the work and are keeping track of a student's progress.

This policy does not include mid-term and final examinations which the district reserves the right to hold secure and such work that state regulations prohibit from being shared i.e. Regents Science Laboratory Reports.

# STUDENT SUPPORT SERVICES

## ACADEMIC SUPPORT & ACADEMIC INTERVENTION SERVICES (AIS)

Academic Intervention Services (AIS) must be provided to students who are at risk of not achieving the state learning standards in English language arts, mathematics, social studies, and/or science, or who are at risk of not gaining the knowledge and skills needed to meet or exceed proficiency on state tests. A student who is not passing or at risk of not passing required Regents exams in these subjects, are entitled to AIS.

Academic support is available in all subject areas. Assignment may be voluntary by student or parent request.

## ENGLISH LANGUAGE LEARNING

English as a New Language (ENL) is a specially designed program for students with limited proficiency of the English language. Any student whose first language is not English and who has not yet developed the English language proficiency needed for social and academic success in our school is eligible for the program. Proficiency is determined by an evaluative process approved by the State Education Department.

## HOMEBOUND INSTRUCTION

Homebound instructors shall be employed, as determined by the superintendent, on an hourly basis, upon certification by a physician that a student will be absent for an extended period of time. Where, in the district's judgment, a student shall be eligible for homebound instruction, high school students (9-12) will receive *ten* hours of instruction per week.

**Students on homebound instruction are required to complete the same coursework (projects, assignments, papers, tests, midterms, finals, and Regents exams) as all other students enrolled in the course.** Accommodations may be made (ie: altering the parameters of a group assignment such that it can be completed by an individual student) however, such accommodations will not reduce the overall scope of the work or material covered.

Additional information can be found in [Policy #8450](#).

## LEARNING CENTER AND SPECIAL CURRICULUM CLASSES

The Learning Center program is designed to provide students with remedial services by developing an Individual Educational Plan (IEP) for each student. Special curriculum classes in content areas are offered to students as indicated by their IEP. All placements must follow a formal referral and testing process conducted by the Department of Pupil Personnel Services.

# SPECIAL EDUCATION

The Board of Education of the Blind Brook-Rye Union Free School District, as a part of a long standing commitment to excellence in education for all students, supports the provision of special education and related services for students with disabilities, offered in the least restrictive placement appropriate, to meet the needs of its students under the auspices of the Committee on Special Education and the Committee on Preschool Special Education.

In support of State and Federal laws pertaining to students with disabilities, the Board of Education supports a full continuum of services in the district to enable it to meet, within the District, the needs of the majority of its identified students.

These programs and services are designed:

To afford each student with the appropriate level of support necessary to meet New York State Standards

To provide each student with those special educational services necessary to enable the student to meet his/her annual goals

To afford each identified student with the opportunity to participate to the greatest extent appropriate in all programs and activities offered by the district

To give each identified student genuine opportunities to develop those skills and make those connections necessary to meet post-secondary goals.

[\(Blind Brook-Rye UFSD Special Education District Plan 2022-2024\)](#)

For further specific information on Blind Brook Special Education procedures and programming please refer to [The Blind Brook-Rye Committee on Special Education and Section 504 Handbook](#).

**Child Find Notice** - "Child Find" requires all public school districts to have in place a system to identify, locate, and evaluate all children with disabilities who reside in the district, including children who are homeless or in foster care, and students whose parents choose to enroll them in nonpublic schools located within the district. In order to meet our Child Find obligations, our district pursues multiple avenues, including publication on our website regarding the referral process and ongoing training for staff regarding our obligations.

If a parent or guardian suspects that his/her child may have a disability that adversely affects the student's education or access to school, the parent or guardian may initiate a referral to the Committee on Special Education (CSE) or the §504 Committee by sending a letter requesting an evaluation either to the child's building principal or to the Director of Pupil Services.

School professionals, in cooperation with the building level Instructional Support Team (IST), also refer students suspected of having a disability to the CSE or §504 Committee, as applicable. Building principals and chairpersons of both the CSE and the §504 Team are authorized to initiate such referrals directly. In addition, school personnel, a child's physician and judicial officers may request a referral to the CSE. In cases where a request is denied, the CSE must notify the child's parent, in writing, of the right to initiate a referral directly.

Regardless of the source of a referral, a parent must provide written consent to enable the district to conduct an initial evaluation. Upon receipt of the parents' written consent, the district has 60 calendar days to complete the evaluation process and to convene a meeting of the CSE or the §504 Team,

where applicable.

The CSE has 60 school days from the date of written consent to conduct an evaluation to implement an IEP, in those cases where the CSE recommends that the student be classified as a child with a disability and recommends placement in the public schools.

Please refer to the [Blind Brook CSE/504 Handbook](#) for additional information.

## **WORKING PAPERS**

Working papers may be secured through the Guidance Office. Please contact Ms. Debra Navaretta in the HS Guidance Office (dnavaretta@blindbrook.org or x4200).

# HEALTH SERVICES

**Health Office Procedures** - The school nurse is Mrs. Amrita Dhanoa. She is available to assist students with all health related issues. The nurse's office is located on the first floor across from the main office. Mrs. Dhanoa is on duty from 7:40 AM to 2:50 PM and she can be reached at x4230 or via email at [amdhanoo@blindbrook.org](mailto:amdhanoo@blindbrook.org).

Parents of students with health issues should inform the school nurse at the beginning of the school year or when such issues arise. Examples include vision or hearing problems, diabetes, epilepsy, rheumatic fever, recent surgery, medication or anything that might impact a student's activities at school.

**Illness During the School Day** - When students are ill during the school day, they must obtain permission from the teacher to go to the Health Office. No student may leave school grounds for illness unless excused by the nurse. Students may refer themselves to the nurse between classes.

**Accidents or Injuries During the School Day** - Otherwise health students who have had an accident or injury should report to the nursing office. Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge, to the school nurse, and to the administration.

**Sports Physicals** - New York State law requires that each student interested in participating in an interscholastic athletic activity must have an up to date physical. This physical MUST be conducted by either your private physician or the school's doctor. Students may make appointments with the school's doctor at any time by calling:

Dr. Eric Small at (914) 370-5000

**Use of Medication** - Students should be aware that New York State law prescribes specific guidelines for the legitimate use of medication by students in school. In this school district, the following procedures for the administration of internal medication to students during school hours are as follows:

1. The school nurse must file a written request from the family physician in which the doctor indicates the frequency and dosage of a prescribed medication.
2. The school nurse must have on file a written request from the parent to administer the medication as specified by the family physician.
3. The labeled medication should be delivered directly to the school nurse by the parent. In the event of illness or accident, school personnel will give emergency care only. Parents are responsible for any additional care needed.

Procedure when a student is ill during school hours: When a student is taken ill during the school day, the student must report to the nurse's office. **No student may leave school grounds for illness unless excused by the nurse.**

**Child Abuse Identification & Hotline** - Effective January 17, 2017, Section 409-l of the Education Law, was adopted and requires that all public school districts post the toll-free telephone number (1-800-342-3720) of the Office of Children and Family Services (OCFS) to receive reports of child abuse or neglect, along with directions for accessing the [OCFS website](#) in English and in Spanish.

Additionally, on January 25, 2017, the Commissioner added new emergency regulations in compliance with Section 409-I which require that districts:

- (1) Post such information on the district and/or school's website(s), if such a website exists; and
- (2) Post such information in highly-visible areas of school buildings; and
- (3) Make such information available at the district and school building-level administrative offices, where applicable; and
- (4) Provide such information to parents and persons in parental relation at least once per school year in a manner as determined by the school, including, but not limited to, through electronic communication and/or sending such information home with students; and
- (5) Provide each teacher and administrator in the school with such information.

# OTHER EDUCATIONAL PROGRAMS

## BOARD OF COOPERATIVE EDUCATIONAL SERVICES (BOCES)

High school students can spend one-half day at the BOCES Occupational Center. Each course provides three credits per year toward graduation. Courses offered include: Automotive Technician, Culinary Arts, Cosmetology, Carpentry, Electricity, Computer Electronics, Collision Technician, Fashion Design, TV/Video Production, Commercial Art, Multimedia Production Robotics & Networking, Emergency & Protection Services. In addition, instruction and training career courses, job placement and career counseling services are available.

## CLUBS & ACTIVITIES

The Blind Brook High School student activities program is an essential part of our school's curriculum. All students are encouraged to participate in some way in the varied programs that are offered. Please note that participation in extracurricular activities is dependent on the student's attendance in school. Most of the clubs meet after the activity period. At the beginning of the school year there is a club fair providing information about each organization. A complete list of the year's clubs can be found [here on the school website](#).

## STUDENT SENATE

The Blind Brook High School Student Senate represents the position of the Blind Brook student body in decisions that affect Blind Brook High School policy. The Senate consists of twenty elected representatives, five members from each grade. The Student Senate meets alternate Fridays at 7:00am.

## SCHOOL CONGRESS

The Constitution of the Blind Brook School Congress intends to ensure that all constituencies of the school community have a voice in shaping the life they live together in Blind Brook High School. The Congress is organized to improve communication and relationships among all members of the school community. It aims to increase efficiency, define areas of decision-making, and create a democratic basis for school governance. The School Congress is comprised of the following:

20 Student Senators	4 Class Officers
1 Congress Advisor	1 PTA member
2 School Related Staff representatives	1 Principal (non-voting)
1 Board of Education member (non-voting)	5 Teachers
2 Students who are not Class Officers or Student Senators	

Congress meets on alternate Wednesdays during Lunch Block.

## PEER TUTORING PROGRAM

Students are able to receive extra help in their course work from peer tutors mentors who volunteer to tutor a student at least one period a week. A student may be referred for a peer tutor by his/her teacher or counselor or the student may request a tutor. Tutors are available for any student who needs or simply desires extra help. Matches between student and tutor are made after both students are consulted individually. The Guidance Department administers the program.

## **INTERSCHOLASTIC ATHLETIC PROGRAM**

The Athletic Program is an important part of the overall education program for high school students.

All students are encouraged to take advantage of this very exciting aspect of our school. All students, whether participating or enjoying the activity as a spectator, should always be mindful of the rules of good sportsmanship and must comply with all school rules.

Blind Brook is a member of the New York State Public High School Athletic Association Conference III and participates in League C for the majority of our interscholastic sports for J.V. and Varsity levels.

Before an athlete is permitted to participate in a practice or a game, he/she must have a physical examination approved by the school physician. Students must register to participate prior to each sports season; the dates will be sent to the community electronically. Students who fulfill these requirements will be eligible to try out for the various teams. Practices for interscholastic sports are conducted daily for about two hours.

More information about the interscholastic athletic program can be found on [the athletics page of the district website](#) and in the [Interscholastic Athletic Handbook](#). Please contact Mr. Gregory Warren (gwarren@blindbrook.org or x4500) with any questions.

## **STUDENT FUNDRAISING ACTIVITIES**

Students may solicit funds for school-sponsored clubs and organizations that are raising funds for curriculum-related purposes or to support the activities of the club or organization in school buildings only with prior approval of the principals of such buildings. All monies collected must be accounted for in strict accordance with procedures established by the State Education Department.

Students may solicit funds for school-sponsored charitable, non-profit, non-political organizations with prior approval of the Activity Program Advisor, the Building Principal and the Superintendent of Schools. However, fundraising for non-school purposes will not be permitted on school grounds.

Please refer to Board of Education policy for more information ([#7450](#)).

# MISCELLANEOUS

## **LIVE VIDEO CONFERENCING: EXPECTATIONS & PERMISSION**

Connection and community is vital to everyone at BBHS, and especially during this time in our lives. Various schools across the nation have used Zoom or another live conferencing platform to connect faculty and staff with students. It has been used in various ways in the elementary school setting including, but not limited to, conducting small-group conferencing, partner work, breakout rooms, and providing whole-group lesson instruction.

There have been issues concerning safety regarding computer hackers tapping into Zoom Meetings. There are privacy concerns when participants record the meeting, copy snippets of the meeting, share the meeting with others without consent, and compromise confidentiality. There have been instances in which family members - who were not part of the session - participated by sharing their opinions during the session, rather than emailing the faculty member separately. The only participants in live video-conferencing should be the teacher and the students.

Below is a set of expectations that we have for parents/caregivers/family members and students. We would like you to read this form, complete the form, and check the boxes below saying that you understand the expectations. You have an option of not choosing to participate in live video conferencing, but you must complete the form and indicate that you are opting out of this opportunity. If we do not receive the form back, then the family has not met one of the requirements under the "Expectations" section and the student will not be able to participate.

### *Expectations:*

1. Students are entering into the live session or chat willingly and safely with their teacher/faculty member.
2. Students' actions, behaviors, and words must be appropriate and respectful to all students and teachers/faculty members during the session. Failure to do so may result in the student not being able to continue to participate in the current session or participate in a future session.
3. Students should join the meeting on time and be mindful of others who may be waiting to start the session.
4. Students or parents/caregivers/family members may NOT videotape, copy, or republish any portion of the session.
5. Students and parents/caregivers/family members understand that the teacher, from time to time, may need to turn off audio in order to not receive feedback all at

once and conduct the session in an orderly fashion. Teachers may reach out to parents regarding students' disorderly behavior if it continues to occur during the session.

6. Parents/Caregivers/Family members who must speak with his/her child during the session, should select the mute option for audio (if not already muted) so as to maintain privacy and not disrupt the session. Parents/Caregivers/Family members should speak with their child privately - whether it is away from the camera or turn off the video during the interaction to maintain privacy.

7. Parents/Caregivers/Family members who are not invited to the session may NOT comment during the live session. Any comments should be made via email to the teacher. Failure on the part of parents/caregivers/family members to hold back comments during the live session may result in the termination of the session.

8. Parents must read the above expectations and complete the form. Failure to do so will result in a student not participating in the Zoom or live video- conferencing session. Parents should relay this information to any caregiver or family member who will be at home during the time of the live video conferencing session.

## **PUBLIC CONDUCT ON SCHOOL PROPERTY**

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

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

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

### **1. Prohibited Conduct: No person, either alone or with others, shall:**

- a. Intentionally injure any person or threaten to do so.
- b. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
- c. Disrupt the orderly conduct of classes, school programs or other school activities.
- d. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to

- the school program.
- e. Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.
  - f. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
  - g. Obstruct the free movement of any person in any place to which this code applies.
  - h. Violate the traffic laws, parking regulations or other restrictions on vehicles.
  - i. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
  - j. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district.
  - k. Loiter on or about school property.
  - l. Gamble on school property or at school functions.
  - m. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
  - n. Willfully incite others to commit any of the acts prohibited by this code.
  - o. Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.

**2. Penalties – Persons who violate this code shall be subject to the following penalties:**

- a. Visitors – their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection.
- b. Students – they shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.
- c. Tenured faculty members – they shall be subject to disciplinary action as the facts may warrant in accordance with Education Law 3020A or any other legal rights that they may have.
- d. Staff members in the classified service of the civil service entitled to the protection of Civil Service Law 75. Employee discipline will be consistent with the terms of any applicable collective bargaining agreement.
- e. Staff members other than those described in subdivisions above. They shall be subject to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

**3. Enforcement:**

- a. The building principal or his/her designee shall be responsible for enforcing the conduct required by this code. When the building principal or his/her designee sees an individual engaged in prohibited conduct, which in his or her judgment does not pose any immediate threat of injury to persons or property, the principal or his/her designee shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The principal or his/her designee shall also warn the individual of the consequences for failing to stop. The principal or his/her designee shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited

conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the principal or his/her designee shall have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

- b. The district shall initiate disciplinary action against any student or staff member, as appropriate, with the "Penalties" section above. In addition, the district reserves its right to pursue a civil or criminal legal action against any person violating the code.

## STAKEHOLDER EXPECTATIONS

### Student Responsibilities

- Apply each teacher's guidelines for homework and study skills to your classes.
- Know the assignment for each course, each day.
- Be aware of the importance of homework
- Ensure homework is completed to the best of his/her ability and with academic integrity
- Complete homework in the given time frame
- Manage time on projects and studying
- Ask for assistance from teachers, classmates, and parents/guardians as needed

### Parental Responsibilities

Parents are expected to encourage and monitor assignments and provide conditions that are conducive to their successful completion. As homework is an integral part of a child's educational success, parents are important in establishing positive attitudes, good study habits and supporting students' success with homework. Parents are encouraged to:

- Show interest in schoolwork their children bring home;
- Provide a suitable place to study, free from disturbances;
- Supply needed materials for completing homework;
- Offer to clarify instructions and answer questions;
- Check to see that work is completed;
- Encourage their children to do their best work and praise them for their efforts;
- Assist children with their management of time;
- Monitor the television, Internet, and digital device use of their children;
- Stay in close communication with teachers;
- Assist and acknowledge errors but refrain from doing the work for the child;

*Notify the teacher immediately if:*

1. the child experiences extreme difficulty with the homework;
2. materials are unavailable;
3. the family's personal life conflicts with homework;
4. the child's uninterrupted time spent on homework regularly exceeds the expected

- amount of time;
5. the student is participating in non-school sponsored academic intervention.

### **Teacher Responsibilities**

- Assign relevant, challenging, and meaningful homework
- Provide students with information on general study skills and study skills that are relevant to the specific discipline.
- Give clear instructions and ensure students understand the expectations, including how homework will be assessed.
- Schedule periodic checks for long-term assignments as appropriate for the developmental stage of the students.
- Offer assistance when needed (Academic Assistance Period or Activity period)
- Provide verbal or written feedback promptly to students
- Maintain homework records and communicate with parents/guardians promptly if homework completion or effort begins to negatively impact the grade.
- Monitor grade-level calendars to ensure the amount of homework assigned is reasonable, taking into account competing home obligations, extracurricular activities, and homework or assessments planned or assigned by other teachers.

## **VISITORS TO THE SCHOOLS**

### I. General:

1. Unauthorized persons will not be permitted in school buildings or on school grounds. Administrators are authorized to take appropriate action to prevent such individuals from entering buildings and from loitering on grounds. Trespassing individuals will be prosecuted to the fullest extent of the law. To ensure that no unauthorized persons enter buildings with wrongful intent or for inappropriate reasons, all school visitors must report to the principal's office when entering and receive prior authorization including a visitor's pass before visiting elsewhere in the building. For parents and other adults attending CSE meetings, a prior invitation to a site specific meeting relieves them of the need to check into the principal's office. (This procedure does not apply when persons have received a prior invitation to a classroom or special event or are attending previously scheduled meetings, seminars, etc.)

### II. Parents:

1. Parents are encouraged to be active participants in the educational process through such activities as PTA committee membership and volunteer opportunities. They are also encouraged to meet as needed with their child's teacher to facilitate the learning process. Visits for such purposes are encouraged and valued, but must be scheduled so as not to impede the educational process.
2. Parents wishing to visit classes during the school day must receive prior

authorization from the principal who will consult with the teacher before granting such authorization. Parents must understand that it is not possible during such a visit to converse at any length with the teacher. If a teacher conference is desired, it will be scheduled at a time when the teacher is not actively engaged in instruction. The routine presence of parents in classrooms and corridors is disruptive to the educational process. Accordingly, parents dropping off or picking up children at the beginning and end of the school day will do so only in areas designated by the school administration. Also, parents seeking to obtain homework assignments, drop off personal items such as lunch money, or schedule an appointment may do so only at the school office, not by stopping by classrooms.

III. Students: As a general rule, students are discouraged from inviting guests to accompany them to school. In special circumstances, however, such requests may be accommodated providing the following procedures have been adhered to:

1. Such requests must be made by a student and the student's parent at least one day (24 hours) in advance of the proposed visits.
2. A visitor's pass is obtained from the Elementary School, Middle School or High School Office, depending on the grade he/she will visit. This must be signed by the appropriate administrator.
3. The host student accepts full responsibility for his or her guest and the guest agrees to conduct himself/herself according to the rules governing our student body. The guest agrees to remain with his/her host at all times. The right to visit may be terminated at any time at the option of the administration.
4. No visitors are permitted during examination periods or when area schools are closed and our school remains open.
5. Student guests are limited to one visit during each academic year.

IV. Other Visitors:

1. Others may, for a variety of legitimate reasons, wish to visit the schools and observe portions of the educational program. In such cases the person wishing to visit must explain his or her purpose in visiting and obtain prior permission from the building principal. The Superintendent of Schools is authorized to establish the procedures in each building necessary to implement this policy.