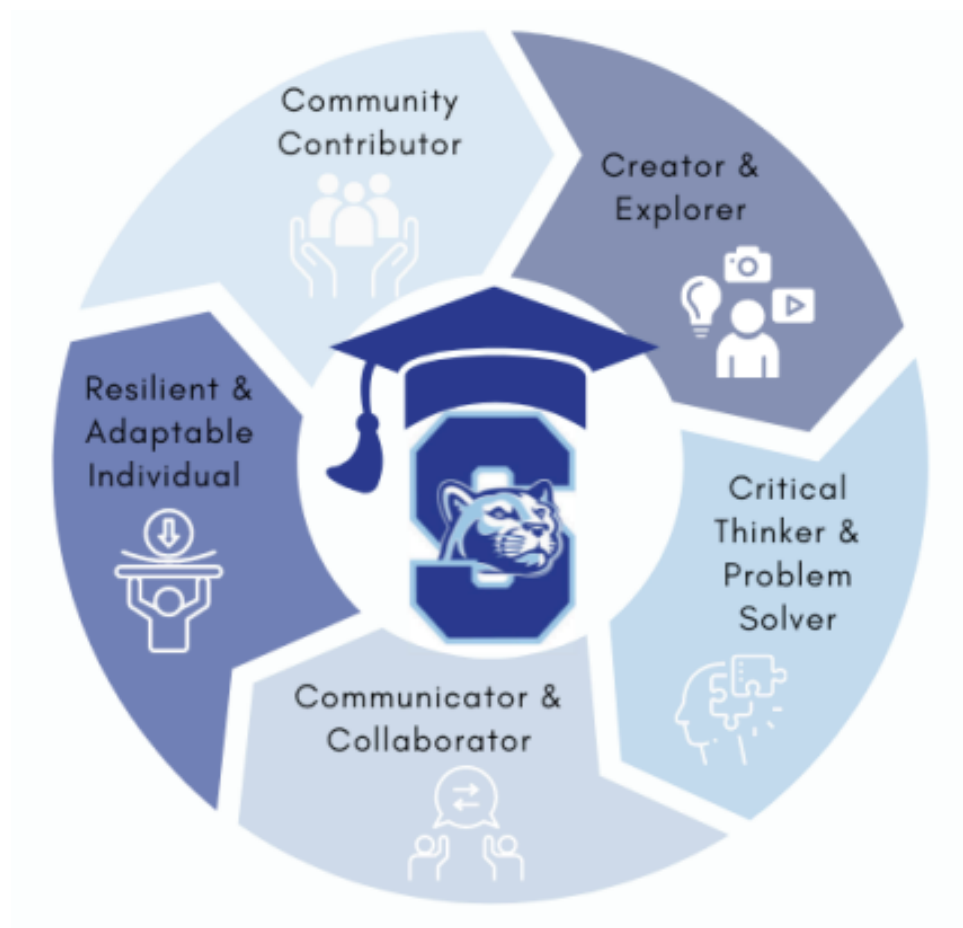


Suffern High School Student Handbook 2025-2026



Prepared

Respectful

Involvement

Determined **E**nthusiastic

MOUNTIES SHOW PRIDE BY BEING	P PREPARED	R RESPECTFUL	I INVOLVED	D DETERMINED	E ENTHUSIASTIC
LEARNING SPACES (auditorium, classroom, gym)	<ul style="list-style-type: none"> Maintain dress code Be on time Devices charged Have necessary supplies 	<ul style="list-style-type: none"> Maintain dress code Use appropriate language & volume Honor rules Keep it clean Cultural sensitivity 	<ul style="list-style-type: none"> Ask questions Make contributions Be an active note-taker and listener Be a leader 	<ul style="list-style-type: none"> Attend extra help Use your time wisely Stay focused (cellphone away & air pods removed) 	<ul style="list-style-type: none"> Arrive early to class Volunteer Active collaborator Set goals Carpe Diem (Seize the Day)
HALLWAY	<ul style="list-style-type: none"> Maintain dress code Have appropriate pass 	<ul style="list-style-type: none"> Use appropriate language & volume Keep it clean Greet others Cultural sensitivity 	<ul style="list-style-type: none"> Keep traffic moving Assist others as needed Let others pass Stay to the right 	<ul style="list-style-type: none"> Walk at all times Keep traffic moving Stay focused (cellphone away & air pods removed) 	<ul style="list-style-type: none"> Keep traffic moving Greet others Assist others as needed
CAFETERIA & UNIT LUNCH	<ul style="list-style-type: none"> Maintain dress code Know your lunch number 	<ul style="list-style-type: none"> Use appropriate language & volume Take appropriate place in line Keep it clean Use basic manners 	<ul style="list-style-type: none"> Attend club meetings If you see something, say something 	<ul style="list-style-type: none"> Stay in allocated areas Attend extra help Recycle appropriate containers 	<ul style="list-style-type: none"> Be inclusive & invite others to lunch Show appreciation and gratitude for custodial and cafeteria staff
RESTROOM	<ul style="list-style-type: none"> Maintain dress code Have appropriate pass Sign in and out of bathroom 	<ul style="list-style-type: none"> Use restroom during transition time Keep it clean Use proper hygiene 	<ul style="list-style-type: none"> Report any misuse Return to class promptly Cell phone free zone 	<ul style="list-style-type: none"> Keep it clean Use nearest facility 	<ul style="list-style-type: none"> Show appreciation and gratitude for custodial staff
BUS & PARKING LOT	<ul style="list-style-type: none"> Maintain dress code Enter/Exit the bus calmly Parking pass issued Arrive to school early - plan for traffic 	<ul style="list-style-type: none"> Use appropriate language & volume Listen to bus driver/monitor Remain seated Park in appropriate spaces 	<ul style="list-style-type: none"> Be attentive Assist bus driver and others if needed Adhere to safety policies 	<ul style="list-style-type: none"> Keep aisle clean and clear Follow directions Use safe speeds Obey traffic laws 	<ul style="list-style-type: none"> Show appreciation and gratitude for bus driver/monitors Notify staff of unsafe conditions

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SUFFERN CENTRAL SCHOOL DISTRICT (SCSD) MISSION STATEMENT

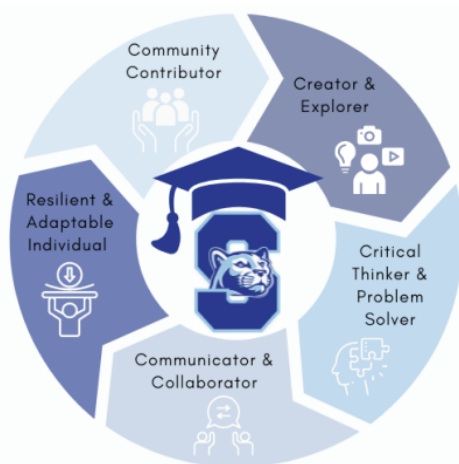
“The mission of the SCSD is to educate and empower students to obtain personal excellence in a rapidly changing society.”

SUFFERN HIGH SCHOOL (SHS) MISSION STATEMENT

“The mission of the Suffern High School community is to graduate confident, caring students committed to achieving their full intellectual, social, creative potential, and to maintaining an active interest in their own personal wellness.”

PREFACE

The mission, stated above, can only be realized if all members of our community have a shared understanding of what it means to be a Suffern High student. In 2024, a group of dedicated students, parents, teachers, and administrators created our SHS Portrait of a Graduate, a list of five competencies we believe are essential for college and life success.



This handbook serves as a reminder of all the expectations our community needs to embrace so that all students can embody this lofty portrait. Welcome!

PHILOSOPHY

The Suffern High School student body is a large and diverse group consisting of over 1500 students. We take pride in this diversity and we believe that it gives our school strength. Each student's unique talents, background, and experiences embodies different parts of our Portrait and contribute to our greater mission.

In order to create this diverse, caring, and welcoming community, our constant focus at SHS is that all students are community contributors and demonstrate Mountie Pride. The PRIDE acronym stands for prepared, respectful, involved, determined, and enthusiastic. We expect every student and staff member to live these values.

It is important that everyone realize that they can make a positive change in our school. Through participation in student life and advocacy we can improve our community. Thanks to your involvement, changes have already started to occur. Let's continue this trend of student ownership!

DIGNITY FOR ALL STUDENTS ACT (DASA)

The New York State Dignity for All Students Act (NYS DASA) prohibits discrimination and/or harassment of students on school property and at school functions by students and/or employees. The Dignity Act provides that it is the duty of all school personnel to report incidents of any such behavior to their building principal, another administrator, or the Dignity Act Coordinator (Ms. Castaldo) in their building.

BOARD OF EDUCATION

Ms. Marlo Dickman - President
Mrs. Jennifer Hodge - Vice President
Mr. Jason Andert
Ms. Roxanne Bryan
Mr. Thomas Donnelly
Mr. Darrell L. Frasier
Mr. Paul Shapiro

ADMINISTRATION

Dr. P. Erik Gundersen, Superintendent of Schools
Dr. William Castellane, Assistant Superintendent for Finance and Business Operations
Mr. Lawrence Mautone, Assistant Superintendent for Administrative Operations and Human Resources
Mr. Kevin McCahill, Assistant Superintendent for Instruction
Dr. Patricia Balbuena-Rivera, Director of ENL
Mr. Patrick Breen, Director of Safety and Special Projects
Mr. Eric Coronado, Director of Technology
Mr. Andrew Guccione, Director of Athletics, Physical Education, Health and Wellness
Mrs. Sarah Kern, Director of School Counseling and Wellness
Ms. Dominique Marable - Director of Pupil Personnel Services
Dr. Wellinthon Garcia-Mathews - Associate Director of ENL
Mr. Paul Zeller - Chief Technology Officer

Dr. Paul Adler, Principal
Ms. Danielle Castaldo, Assistant Principal
Dr. James Douglass, Assistant Principal
Ms. Melissa Monaco, Assistant Principal

SCHOOL COUNSELORS

Mrs. Meredith Reddy, Department Chairperson
Mr. Alexander Ayer
Mrs. Ann Marie Casarella
Mrs. Kerry Dolan
Mrs. Amanda Engleman
Mrs. Janet Leale
Mr. Robert Schelling

NURSES

Mrs. Meghan King
Ms. Janet Winkelhoff

SECRETARIAL STAFF

Ms. Iris Barillas
Mrs. Melanie Ibsen
Mrs. Kathryn Masilotti
Ms. Maribel Morgese
Mrs. Linda Ricciuti
Mrs. Ashley Saber
Ms. Judith Santana
Mrs. Andrea Steinhardt
Ms. Mariela Vasquez

CUSTODIAL STAFF - DAY

Mr. Lou Iannaccone - Maintenance Mechanic
Mr. Anthony Buret - Head Custodian

GROUNDKEEPER

Mr. Tom Phillips

FACULTY

A successful year at Suffern High School relies not only on the student body, but on the faculty as well. As the school year progresses, the interaction between student and teacher becomes a valuable part of the learning experience. Therefore, it is important for each student to become familiar with the faculty.

ART DEPARTMENT

Mrs. Tracy Berges
Mr. Edward Karen
Ms. Isabella Leisengang
Mrs. Danielle Ross
Ms. Susan Wickes

AVID

Mrs. Mary Amodeo
Mrs. Colleen Annunziata
Ms. Elizabeth Borczyk
Mrs. Kathryn Girardi
Mrs. Cassandra Leiken
Mrs. Eileen Staker

BUSINESS DEPARTMENT

Ms. Nancy Struhar

ENGLISH DEPARTMENT

Mrs. Mary Amodeo
Ms. Elizabeth Borczyk
Mrs. Elizabeth Coletta
Mr. Nicholas Deming
Mr. Ian Diamond
Mrs. Christina Edelman
Mrs. Kathy Farrow
Mrs. Kathryn Girardi
Ms. Cassandra Leiken
Mr. Kendrick Madronero
Mrs. Jessica Minick
Mr. Brian Murray
Mrs. Kim Palmiotto
Mrs. Eileen Staker
Mr. Michael Tully
Mrs. Kimberly Wojehowski
Ms. Liseth Yoel

ENL- English as a New Language

Mr. Robert Mariani
Ms. Stephanie Powell
Ms. Emily Schoenbach
Ms. Milagros Vega

FAMILY AND CONSUMER SCIENCES

Mrs. Tina Schwartz
Mrs. Shawna Strenfel

FAMILY RESOURCE COORDINATOR

Ms. Mariela Gutenberger

LIBRARY

Mr. Dominick Martiniello

MATH DEPARTMENT

Mr. Michael Cronin
Mrs. Jenna Denman
Mrs. Amanda Fishkin

Ms. Adriana Giano Ravelo
Mrs. Sarah Horn
Ms. Colleen Marzolla
Mr. George Mugno
Mr. Daniel Muller
Mr. Edward O'Connor
Mrs. Kathryn O'Connor
Ms. Gail Picciano
Ms. Sabrina Ruckel
Mrs. Stacey Samora
Mr. Brian Schwartz

MUSIC DEPARTMENT

Ms. Alice Biss
Mr. Peter Kincaid
Mr. Daniel McCarter
Mr. Aaron Minsky
Mr. Randall Schwartz

PHYSICAL EDUCATION/HEALTH DEPARTMENTS

Ms. Rachel Adams
Mr. Robert Addon
Mrs. Susan Delaney
Mr. Jeffrey Dempsey
Ms. Yordalis Hernadez
Mr. Joseph Lofberg
Mr. Giancarlo Palumbo
Mrs. Tina Schwartz

SCIENCE DEPARTMENT

Mrs. Colleen Annunziata
Mr. William Ballerine
Ms. Christie Barricella
Mr. Ryan Beaudoin
Mrs. Rebecca Blide
Mrs. Natascha Bota-Thaxton
Mr. James Donovan
Mrs. Norma Fennell
Mr. Jason Flach
Mrs. Adriana Gheta
Ms. Angela Greer
Mr. Wendell Hala
Mr. Daniel Johnson
Mr. James Marina
Mr. Robert Marina
Mr. Stephen Marx
Mr. Ryan Phelps
Mr. Michael Purdy

SOCIAL STUDIES DEPARTMENT

Mr. Matthew Biggar
Mr. John Callanan
Mr. Andy Ceballos
Mrs. Kimberly Cleary
Mrs. Kristin Connolly
Mr. Michael Corini
Ms. Sarah Guerra
Mr. Scott Kaplan
Mr. Christopher Mitariten
Mr. Luis Olavarria
Mr. Edward Provanzana

Ms. Kim Lori Sokol
Mr. Mark Vasco
Mr. Jason Whalen
Mrs. Michelle Woods

SPECIAL EDUCATION DEPARTMENT

Mr. Benjamin Battles
Mr. Matthew Chanowsky
Mrs. Sherlin Cruz
Mrs. Jana Edelman
Mrs. Kathy Farrow
Mr. Craig Jacoby
Ms. Erin Linehan
Mr. Robert Lyons
Mr. Kendrick Madronero
Mr. Timothy Mendolia
Mr. Jason Miller
Mr. Richard Murray
Mr. Saif Rahman
Ms. Ariel Sanzo
Mrs. Tracy Sheridan
Mrs. Carolyn Skoglund
Ms. Altagracia Taudel
Mr. James Wetzel

SPECIAL SERVICES DEPARTMENT

Ms. Bonnie Felber-Regina
Ms. Marlin Gramajo-Lopez
Dr. Taina Ortiz-Velez
Mr. Joshua Pilgrim
Mr. Jason Silver
Mrs. Jane Taylor

TECHNOLOGY/ENGINEERING DEPARTMENT

Mr. George Mugno
Mr. Robert Quinn
Ms. Ariel Sanzo

WORLD LANGUAGES DEPARTMENT

Ms. Laura Alessi
Ms. Carolina Castro
Mrs. Jennifer Crespo
Mr. Christopher DeRosa
Ms. Marianna Feger
Ms. Michelle Hahn
Mr. Dannes Morales
Ms. Kimberly Sullivan
Ms. Michelle Sullivan
Dr. Rita Taylor
Mr. Michael Tepper
Mr. John Youssis

SUFFERN HIGH SCHOOL POLICIES AND PROCEDURES FOR ACADEMIC PROGRAMS

CLASS TRANSFERS

Students are scheduled for courses and programs in the spring of each year for the following year. The placement in these courses is based upon teacher recommendations, student goals, academic achievement and standardized test results. After the student selects courses for the following year, the parents/guardians approve the selection. These courses then appear on the student's schedule the following September. Changes to a student's program are generally not necessary after the start of the school year. In very few cases, changes in course level may be made during the first semester after close scrutiny of the student's academic performance and consultation with, when appropriate, the parents/guardian, teacher(s), department chairperson and counselor. These changes are usually minimal. Some students may opt to drop a course with their parent/guardian's permission. Class transfers may affect a student's grade. Students are strongly urged to read the section entitled *Grading Procedures* for a full understanding of the impact on class grades due to a course change or transfer.

Students may also be transferred from one teacher to another, in the same track, for the following reasons:

1. Student previously failed the course with the presently assigned teacher.
2. Another family member had a major problem with the presently assigned teacher.
3. Need to balance class size or teacher load after the year begins.
4. Student's schedule does not include courses required for graduation.
5. Principal's discretion. In all cases, principals, counselors and department chair people will discuss and review the request before a change is approved. The teachers involved will be consulted in a timely manner to contribute to the final decision. A parent may appeal a transfer decision to the principal.

COURSE DROPS, ADDS, AND TRANSFERS

Registration for elective courses will generally be closed after the first eight days of school, requiring a discussion with your counselor. All requests to drop or add an elective course after this point requires a Change of Program Form with the signatures of the parent/guardian, existing teacher, and proposed teacher. See your school counselor for all schedule changes.

GRADING

The following grades will be used to indicate student academic performance on all report cards:

SYSTEM OF WEIGHTED GRADES FOR RANK

GRADE	Numerical Equivalent	AP	Honors/ College/ University	Regents	Key
A+	97-100	4.500	4.250	4.000	<u>AP</u> - Advanced Placement (AP) Courses, Cambridge <u>Honors/College</u> - Coll/Univ Courses, Honors Courses, Proj Adv <u>Regents</u> - Regents/College Prep Courses in addition to: Music, Art, Technology, Physical Education, Business Education, Family & Consumer Sciences
A	93-96	4.306	4.028	3.750	
A-	90-92	4.111	3.806	3.500	
B+	87-89	3.917	3.583	3.250	
B	83-86	3.722	3.361	3.000	
B-	80-82	3.528	3.139	2.750	
C+	77-79	3.333	2.917	2.500	
C	73-76	3.139	2.695	2.250	
C-	70-72	2.944	2.472	2.000	
D	65-69	2.750	2.250	1.750	
F	64 and below	0.000	0.000	0.000	

In addition to academic grades, students may receive comments by teachers regarding progress, motivation, work ethic, and citizenship.

GRADING PROCEDURES

- A. In addition to our alpha grades, DP (drop pass), DF (drop fail), EP (passing with effort), INC (incomplete), P (pass), F (fail), PH (passing with honor) designations may also be used.
- B. The following grades will be assigned to those students who leave a class:

Full-Year Course →→ Beginning of the course until two weeks after the second quarter ends, no grade will be recorded on the student's transcript. After this period of time, a DP or DF will be recorded on the student's transcript.

Half Year Course →→ Beginning of the course until two weeks after the first quarter of the course ends, no grade will be recorded on the student's transcript. After this period of time, a DP or DF will be recorded on the student's transcript.

DP - Dropped passing. DP appears as final grade but is not included in GPA determination.

DF - Dropped failing. DF appears as final grade but is not included in GPA determination.

EP - Passing with effort. EP appears as a final grade but is not included in GPA. Students who receive an EP as a final grade in an elective course will generally not be permitted to continue in a related sequential area of study.

PH - Passing with honor. PH appears as final grade but is not included in the GPA determination.

P&F - Students may elect to be graded on a pass/fail basis in certain elective courses, as indicated in our school's policy available in the main or guidance office. The P&F designations are used for grades but are not included in GPA determination.

INC- The student has failed to complete certain requirements in a subject during a given time period. To rectify an incomplete grade, the school counselor and administrator will determine the time that will be provided to a student after the marking period ends to make up the work on a case by case basis. After this determined time, the teacher will make an appropriate grade change.

Whenever a student transfers from one teacher to another, the previous report card grade and current quarter averages will be used by the final class teacher in determining the student's final course grade. All final course grades will be recorded on student permanent record cards.

PASS/FAIL OPTION

Students may choose to be graded on a pass/fail basis in certain elective courses rather than receive a specific grade. Permission for this grading option must be obtained within 10 days after the course begins. It is the student's responsibility to meet with the school counselor and teacher to discuss the pass/fail option. **Forms are available in the guidance and subject area offices.**

FAILURES

Course Repeats

1. In order to remain with their graduating class and peers, students who fail a course are strongly encouraged to consider repeating the course in summer school. Failed courses not repeated in summer school, and required for graduation, will be scheduled for the next semester/school year. Courses failed must be repeated for the entire year or in summer school.
2. Students repeating a course to raise a grade must remain in the course for the full duration of the course. The two final grades are averaged in determining the student's GPA. Students may also attend summer school if the course is offered.
3. Students who attend summer school to raise a passing grade must enroll and remain in a course of study commensurate with the course taken at Suffern High School. In all cases, the high school principal must approve the student's summer school program.

COURSE DOUBLING

Although not encouraged, Suffern High School recognizes that some students, under certain circumstances, may benefit by the opportunity to double (i.e., take two courses at the same time) in a department. Approval to double will be determined by review with the student's school counselor and the appropriate department chair. If not approved, the student may appeal the decision to the principal.

If approved, the student's progress will be monitored in both courses. A failing quarter grade in either of the courses will place the student on academic probation. Any subsequent failing quarter grade will cause the student to be removed from the course with the grade of "Dropped".

REGENTS EXAMS, FINAL EXAMS, & FINAL PROJECTS

1. Final exams are only partial measurements of achievement. **A student does not automatically earn credit for a course by passing the Regents exam.**
2. A student may earn school credit even if they fail the Regents exam.
3. Students granted the privilege of auditing a course to raise a Regents grade will be dropped if they fail to meet all course requirements.
4. Final exams, Regents exams, and final projects are course requirements. Students who refuse to meet these requirements will fail the course.

COMMUNITY SERVICE

Suffern High School recognizes and values the many community service contributions of our students. Students involved in approved community service activities may earn a maximum of two high school credits (not to be used to meet graduation requirements, nor used in GPA determination). Information regarding this initiative including possible community service sites and how to secure approval for community service may be obtained in the main offices.

HOMEWORK

Homework provides students with excellent opportunities for developing good study habits, reinforcing class learning experiences, providing for individual differences and abilities, and encouraging self-initiative on the part of the student. Parents and the school share in the responsibility for student learning. Parents can assist their children with homework by: providing a study area free from distractions, asking questions about the assignment, giving requested assistance – but letting the student do their own work, avoiding undue pressure and encouraging that homework be done at the same time each day. Depending upon the level of complexity of the course, students can expect a minimum of thirty minutes of homework from each class.

INDEPENDENT STUDY

Independent study of subjects not offered by the high school, or available to the student, is desirable and presents students with unique opportunities for flexibility in our curriculum for meeting their individual needs and interests. Students interested in pursuing an independent study should see their school counselor. Advanced Placement/Cambridge Pre-U and College credit bearing courses may not be taken as independent study.

ACCELERATED GRADUATION REQUEST

The advisability of an accelerated graduation is best determined by consultations among the student, parent, and school counselor. Meeting the graduation requirements in three years is academically demanding and is possible only if the student is conscientious, has good study habits, maintains a good attendance record and has been a resident of the district for the past two years. Acceleration for students may be approved within the following guidelines:

1. To initiate a program of accelerated graduation, a student must first consult with his/her school counselor and be in good academic standing.
2. The parents, student, and school counselor will meet to discuss the ramifications of acceleration.
3. Acceleration programs should be submitted to a building principal no later than May 1st of the student's sophomore year. The student will be notified of the designated principal's decision within three weeks of the submission date.

4. Accelerated students may take English 101 and 102 at R.C.C. or enriched English 12 at an approved summer school in lieu of English 12. Accelerated students may take Participation in Government and Economics in summer school or in a college program. All courses taken outside of Suffern High School must have the prior approval of the Suffern High School principal.
5. The Request for Accelerated Graduation form must be completed along with two teacher recommendations. If it is assessed that a joint conference of the two teachers would be worthwhile in reaching a final decision, the designated principal would call such a meeting. All forms may be secured in the guidance office.

A. Full-Time R.C.C. Students

It is possible to enter some colleges including R.C.C. after only three years of high school without meeting the graduation requirements. After successfully completing one year of college, the principal may award the high school diploma.

1. A student carrying 12 semester hours or more will be considered to be a full-time college student.
2. A student should apply by May 1st of his/her junior year.
3. Applications may be secured in the guidance office.
4. A principal's approval is mandatory.
5. A student who elects to become a full-time college student will not be permitted to engage in high school activities except commencement. It is the student's responsibility to make arrangements for commencement with his/her school counselor prior to the beginning of the second semester.
6. The student's college grades will not count in his/her GPA.

B. Part-Time College Students

1. A high school student who is a part-time college student may not earn high school credit for any course taken at the college, which is offered at Suffern High School.
2. Applications should be made by May 1st of his/her junior year.
3. Applications may be secured in the guidance office.
4. A principal's approval is mandatory.
5. The student may engage in any or all high school activities.
6. The student's college grades will not count in his/her GPA.

LEVEL CHANGE REQUESTS

Included in this group are students who were recommended for a particular level and choose to move to a higher level. A letter indicating parental approval is on file in the guidance office for all students who requested a level change. The letter clearly indicates that the parent signing the form assumes all responsibility for the planned move. It further indicates that it may not be possible to change levels at a later date due to high class enrollments. A list of such students will be given to each department chairperson in September.

GRADUATION REQUIREMENTS

Regents Diploma Required Courses		Advanced Designation Regents Diploma Required Courses	
English	4	English	4
Social Studies	4	Social Studies	4
Math**	3	Math	3
Science**	3	Science	3
World Language	1	[a] World Language	3
Art/Music	1	Art/Music	1
Health	.5	Health	.5
Physical Education	2	Physical Education	2
Sequence/Electives	4.5	Electives	1.5
Total	22.0	Total	22.0

Required Exams (Passing score of 65 and above)	Required Exams (Passing score of 65 and above)
English Language Arts	English Language Arts Exam
Common Core Algebra	Common Core Algebra, Geometry, Algebra 2
Regents Global Studies	Regents Global Studies Exam
Regents U.S History	Regents U.S. History Exam
Regents Science	Two Regents Science Exams
	[a] Checkpoint B World Language Exam

* Students are required to have completed one unit of credit in a world language by the end of their freshman year.

** An integrated course in mathematics/science/technology may be used as the third required unit of credit in mathematics or science.

[a] Students acquiring 5 units of credit in Art, Music, Business, Technology, or Vocational Education may be exempt.

- General education students must pass all five required Regents exams at a score of 65 or above.
- For students with documented disabilities, the option of obtaining a score between 55-64 on all required Regents exams continues to be available to students entering grade 9 in September 2018. Students who use this option will receive a local diploma

RANK IN CLASS

Rank is reported in deciles on transcripts for seniors only.

Rank is determined by the weighted grade point average (G.P.A.). The purposes of weighted grades are:

- To establish a more equitable method of ranking based upon student performance.
- To establish a method of grading which will serve as an incentive for a student to undertake as demanding an academic program as they have the ability to handle, while not being penalized for expending such efforts.

Weighted grades are used only for the purpose of determining class rank and teachers will continue to assign grades consistent with the performance of students in their classes, regardless of the level of difficulty of a given course.

The guidance department will carefully note the system of weighted grades and the determination of class rank in documents related to college admission applications.

PROMOTION

Students will be assigned grade level according to the following number of earned credits:

9th:	0 to 5
10th:	5 1/2 to 10 1/2
11th:	11 to 16
12th:	16 1/2 or eligible for graduation

ADVANCED PLACEMENT COURSES

Suffern High School offers advanced placement courses in several disciplines: English, social studies, math, science, foreign language and art. These courses are offered to 10th, 11th, and 12th grade students. These courses are enriched upper level courses which are evaluated in accordance with established grading policies. Each student is expected to take a school designed final exam to obtain a final grade and credit for the course. Those students who enroll in the course in order to obtain advanced placement in their selected disciplines must also take the advanced placement exam published by the Educational Testing Services of the College Board. Students are required to pay the fee established by the testing service for the advanced placement exam. Students who earn a good performance grade on the advanced placement exam may thereby earn advanced placement at a designated college. In order to earn credit for an advanced placement course each student is required to take the school-designed final exam.

HONOR ROLL AND HIGH HONOR ROLL

To qualify for Honor Roll for a given marking period, a student must have no letter grade lower than a B-. To qualify for High Honor Roll during a given marking period, a student must have no letter grade lower than an A-.

MARKING PERIODS

Grades are issued quarterly. Reports on a student's progress are sent home and posted on the parent portal at the midpoint (five weeks) of each 10-week marking period.

GUIDELINES FOR PARTICIPATION IN COMMENCEMENT EXERCISES

In order to participate in the commencement exercises conducted by Suffern High School, a student must have completed all of the requirements for a high school diploma as per the Minimum Requirements for Schools in New York State and as provided by local school policy.

Exceptions to the above rule may be granted by the Principal under the following conditions:

1. Any student whose application for an accelerated program has been approved by the high school administration and will complete all graduation requirements that summer by taking a maximum of 1.5 credits may go through graduation ceremonies with the permission of the principal.
2. The student has a minimum of 19 credits and is seeking course recovery to gain the minimum number of credits required by New York State for a high school diploma, and has a good attendance and discipline record. (see attendance policy)
3. The student has presented to his/her counselor an approved summer school program that will allow him/her to meet all credits and requirements by the end of August. Student/parent must also provide evidence of registration.

If a student meets these conditions, the counselor will present the student's request to participate in the commencement exercises to the high school principal for final approval.

SUMMER SCHOOL

- Summer school is typically offered through the Rockland BOCES. Students and families will be updated regarding the location and dates of summer school when they become available in Spring 2025.
- All students must register for the regional summer school through their *school counselor* by designated deadline. Registration beyond that deadline is done through the summer school office. Updated information regarding cost will be posted by June on the SHS web site.
- A student who passed the course and passed the Regents exam may retake the Regents exam in August without attending Summer School. The higher Regents exam grade will appear on the transcript but the final average grade will not be changed.
- A student who passed the course and failed the Regents exam may retake the Regents exam in August without attending Summer School. The higher Regents exam grade will appear on the transcript but the final average grade will not be changed. It is highly recommended that all students attend Summer School or participate in the BOCES review session before retaking the Regents exam.

STUDENT GOVERNMENT

UNITED STUDENT ORGANIZATION

The purpose of the USO is to unify the student body of Suffern High School and to provide them with an expanded means of communication. In order for this organization to function efficiently and best serve the students, its members (the entire student body) must be active participants. The U.S.O. hopes to promote an effective and constructive student government.

The following is a copy of the USO's constitution. Amendments will be announced and published as they occur. Among some of the features of the plan are the following:

An all-for-one, and one-for-all philosophy is prevalent - each student activity will be responsible to the U.S.O. and the U.S.O. will be responsible for each activity.

Cooperation among various school groups is built into the plan.

Each activity remains autonomous in terms of operating its own program.

All budgeting functions are administered by the U.S.O.

The structure provides for constant communication between the U.S.O. and the school administration; it will also provide for communication among students, teachers, and parents.

Each group has the right of petition to the U.S.O. for fund raising - as long as it is a group that participates in the activities of the U.S.O.

USO CONSTITUTION

UNITED STUDENT ORGANIZATION OF SUFFERN HIGH SCHOOL

ARTICLE I

Section I

The government powers herein granted shall be vested in a body which shall be known as the United Student Organization.

Section II

The purpose of the United Student Organization shall be:

- A. To participate in the control of all activities that belong to the school as a whole and to provide general regulations for the conduct of such activities.
- B. To make all contracts and agreements not otherwise provided for between the student body and all other firms, corporations, or persons.
- C. To disburse funds to groups in need of such aid. The amount shall be contingent upon that group's involvement in student government. No school organization may receive funds unless they are officially registered with the United Student Organization.
- D. To act as an intermediary between the students, the faculty, the administration, and the Board of Education through its appropriate committees.
- E. To transact all other business of general interest to the student body of the school, not otherwise provided for.
- F. To instill a spirit of school loyalty and pride into every student of Suffern High School and to continuously work at improving the school and its environment.

ARTICLE II

Section I

A. The United Student Organization shall consist of:

1. The president, vice-president, secretary, treasurer, and student liaison to the B.O. E. will be appointed by the USO advisor.
2. The Suffern High School Monetary Board made up of one administrator, the U.S.O. treasurer, and the four class treasurers.
3. One faculty member is appointed by the principal as advisor to the United Student Organization.

Section II

- A. The United Student Organization shall have meetings once a week during the school year, at a time it shall designate.
- B. The United Student Organization shall keep a journal of its proceedings.
- C. Meetings are opened to any member of the student body.
- D. Robert's Rules of Order will serve as a guideline for procedure at U.S.O. meetings.

Section III

The United Student Organization shall have the power to:

- A. Appropriate money for such purposes as it may be considered beneficial but no money shall be appropriated in excess of the amount in the treasury.
- B. Establish standing committees to deal with recurring issues.
- C. Make other by-laws, rules and regulations necessary and proper for carrying into effect all powers conferred upon the United Student Organization by this Constitution.

Section IV – Duties of Officers:

- A. The president has charge of all meetings. He/she occupies the chair, calls the meeting to order, adjourns the meeting, and conducts the business of the United Student Organization in accord with the Constitution and parliamentary procedure. He/she shall vote only in the case of a tie.
- B. The vice-president becomes chairman in the absence of the president. He/she oversees all committees and may also be given charge of a special activity by the president. He/she has no vote unless there is a tie vote in the absence of the president.
- C. The secretary records the minutes of each meeting. He/she is the official correspondent of the United Student Organization. He/she also keeps on record all correspondence, contracts or transactions of the United Student Organization, book of minutes, copies of the Constitution and by-laws, and all other valuable paper that the organization owns.
- D. The treasurer receives all money and disburses it according to the United Student Organization's needs. He/she makes a financial report to the United Student Organization at each meeting.

Section V

- A. An officer or member of the U.S.O. may be expelled from service by the USO advisor or SHS administration for misconduct and/or neglect of official duties or for exceeding his/her duties.

ARTICLE III

All money given to groups or individuals within the school must be approved by a majority vote of the representatives. These monies shall be considered grants, and need not be repaid.

ARTICLE IV

School clubs and organizations must have a faculty advisor.

STUDENT SERVICES

MENTAL/EMOTIONAL/BEHAVIORAL SUPPORTS:

Suffern High School has a wide range of supports available to all students:

SCHOOL COUNSELORS:

Mr. Ayer	Ms. Dolan	Ms. Casarella	Ms. Engleman
Ms. Leale	Ms. Reddy	Mr. Schelling	

SCHOOL PSYCHOLOGISTS:

Ms. Marlin Gramajo-Lopez	Dr. Ortiz-Velez	Mr. Pilgrim	Mr. Silver
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SOCIAL WORKER:

Mrs. Taylor

STUDENT ASSISTANCE COUNSELOR:

Ms. Felber-Regina

SCHOOL RESOURCE TEAM (SRT)

The School Resource Team is composed of school clinicians, counselors, teachers, special service providers, and administrators. SRT accepts referrals directly from parents and staff members. The purpose of the *SRT* is to meet regularly with referring teachers to analyze and propose appropriate academic or behavioral interventions designed to improve a particular student's success through Response to Intervention (RtI). Follow up meetings are scheduled to monitor the progress of each initial referral. Please note that an SRT referral is NOT a referral to the Committee on Special Education (CSE).

EDUCATIONAL EVALUATOR

Educational evaluators are members of the Committee on Special Education (CSE). Students who are referred to the CSE are evaluated for academic achievement. In addition to the evaluation, the educational evaluator observes the student in his/her classroom. The evaluator is available for conferences with the student, family and/or teachers involved with each evaluation. All referrals should be channeled through the appropriate school counselor.

HEALTH SERVICES

The objectives of the school health program are to provide for the development of good health habits through provision of educational materials and individual counseling, and to carry out screening procedures designed to safeguard the health of all students and staff. Vision screening is done for all students with the addition of screening for hearing defects in the 7th and 10th grades. Scoliosis screening is done in grade 9. State law requires that all new students and 10th graders have a physical examination. Green physical forms should be completed and returned to the nurse's office by October 15th. Students not returning physical forms will be examined by the school doctor.

Students should come to the health office to get first aid, to arrange for transportation home, or to rest if they are feeling ill. Students need a pass from their teacher to go to the nurses' office, except in the case of an emergency. All students who leave school because of illness are to sign out through the health office.

A parent/guardian may write a note excusing a student from physical education for one day. Students needing to be excused from physical education for longer than one day will need a doctor's note. A form can be obtained from the nurses' office if the student's activities during Physical Education (PE) need to be limited or modified. All PE excuses and doctor's notes should be brought to the nurses' office and copies will be sent to the PE teacher and counselor.

Students are not allowed to carry any medication in school, including over the counter medication. If your physician directs that medication be administered to your child during the school day, he/she must provide written authorization. A special form is available in the nurses' office. It must be completed and signed by the physician and the parent/guardian for this purpose. The medication must be brought to the nurses' office by the parent/guardian in its original container, where it will be secured. Students may carry and self-administer inhalers/Epipens by obtaining and returning the proper consent form, available in the nurses' office. Medication orders must be renewed each school year.

At the nurses' office students can obtain information about proper diets for gaining or losing weight, information about prevention and care of illness or injury, and counseling for any health problem.

EMERGENCY INFORMATION

It is important that you fill out your child's emergency information on the parent portal for two purposes:

First, the school needs to know how to contact parents/guardians during school hours in an emergency. Names and phone numbers of at least two additional adults who can act as parent substitutes, and provide transportation and care for your child in case of serious injury or illness need to be updated on the Parent Portal.

Second, the school will use this information for the purpose of ensuring that your child is dismissed, for any reason, only to authorized contacts. Please list the names of all authorized contacts to pick up your child at school.

LIBRARY RESOURCES

Hours:	The library is open every morning at 7:30am and remains open every period throughout the day including unit lunch until 2:05pm.
Pass System:	Students are required to have a pass to come to the library during the school day with the exception of unit lunch. Study hall teachers must limit library passes to five students per period on a rotating basis.
Library Cards:	Students will receive a borrower's card at the beginning of the ninth grade year. This card is to be used for borrowing library materials for four years. If the card is lost, please report this to the library at once and a replacement will be issued for a fee of \$5.00.
Computer Usage:	Students who need the computers for school-work have priority over other users. Browsers are to release computers to those who need them for assignments and classes.
Printing & Photocopies:	Computer printouts and photocopies are available. Please print/copy ONLY is needed..
OPAC Catalog:	The Online Public Access Catalog (OPAC) contains the description and availability of all library materials. Books may be searched by subject, author or title.
E-brary Collection:	The E-brary contains an extensive collection of subscription web-based research databases and ebooks across all curriculum areas. The E-brary databases are accessible from school and home with your logon and password.
Book Collection:	The print collection contains approximately 20,000 fiction and non-fiction titles relating to the curriculum as well as general reading interest.
Periodical Collection:	The library subscribes to a variety of periodicals across many interests.
Reference Collection:	The reference collection is a comprehensive collection of books which is particularly strong in the arts, literature, constitutional law, religion, science and health.
College & Vocational Collection:	College and career information can be found in this up to date collection of books and guides.

LIBRARY CIRCULATION POLICY

Circulation:	Books circulate for two weeks and can usually be renewed.
Overdues:	Overdue notices will be mailed or emailed to student's homes periodically. Overdue materials will cause loss of borrowing privileges.
Lost or Damaged Materials:	Lost or damaged materials are to be paid for or replaced as soon as loss is discovered.

LIBRARY CODE OF CONDUCT

All Library materials must be checked out at the Circulation Desk prior to leaving the library.

The following is prohibited:

- Loud noise or conversation;
- Profane and/or abusive language;
- Eating or drinking in any part of the library;
- Littering;
- Tampering with computers as well as removing equipment;

Disruptive students will be sent out of the library. Continual disruptions will result in loss of library privileges.

Suffern Free Public Library

210 Lafayette Avenue
Suffern, NY
(845) 357-1237

Monday-Thursday
Friday and Saturday
Sunday

9:30AM - 8:00PM
9:30AM - 5:00PM
12:00PM - 5:00PM
(closed during summer)

Sloatsburg Public Library

1 Liberty Rock Road
Sloatsburg, NY
(845) 753-2001

Monday-Thursday
Friday and Saturday
Sunday

10:00AM - 9:00PM
10:00AM - 5:00PM
Closed

Both libraries are affiliated with the Suffern Catskill Library System and are open to residents of the Suffern Central School District. The Suffern Free Public Library has over 60,000 volumes and the Sloatsburg Public Library collection contains over 16,000 volumes.

ATTENDANCE

ATTENDANCE POLICY

Every student has a right to educational opportunities that will enable the student to develop to his or her fullest potential. Attendance policies are based on the principle that regular school attendance maximizes the student's interaction with his or her teachers and peers and is a major component of academic success. Improved school attendance generally increases student achievement and reduces the drop-out rate. Additionally, timeliness and attendance are a key part of career and life success. Therefore, attendance policies that provide for the early identification of attendance problems and effective methods with which to address them are most likely to succeed. Successful implementation of any attendance policy requires cooperation among all members of the school community, including parents, teachers, administrators, and support staff.

Student attendance in class is not optional; it is a requirement of every class. Every effort should be made to make appointments after the school day. The Board of Education believes that the administration and staff have a duty to enforce rigorously and consistently school regulations dealing with class attendance and punctuality. These regulations require that all student absences be verified by phone by the student's parent or legal guardian.

- A. Excusable absences - an excused absence carries with it the privilege of making up work under teacher direction and assistance. The principal or his designee shall excuse a student only if sufficient evidence is presented to substantiate one of the following reasons:

- | | |
|---------------------------------|---------------------------------------------------------|
| 1. Sickness | 7. Necessary medical appointments |
| 2. Religious observance | 8. Court appointments |
| 3. Impassable roads | 9. Driving Test appointments |
| 4. Family illness or death | 10. Approved college visitations |
| 5. Mandatory school conferences | 11. School-sponsored extracurricular trips/competitions |
| 6. Suspension | |

- B. Leaving school during school hours:

Permission required: No student may leave school during regular school hours except with the permission of the principal or her/his designee. The parent/guardian or designated person for pick-up must sign the student out in the main office for all students in grades 9-11.

1. Illness: Students who become ill during the school day and wish to go home should be checked by the nurse and sign out in the nurse's office. Students will be allowed to depart only after the nurse has obtained permission from the student's parent/guardian. Parent / guardian must sign out all students in grades 9-11 in the main office.

2. Early Dismissal: For reasons other than illness, the parent/guardian must contact the attendance line and leave a message when prompted, including the name of the student, and time and reason for dismissal. The number to call is (845) 357-3800, option #1. The parent must then come into the office to sign out all students in grades 9-11

Please Note: Students who are dismissed from school early are ineligible to participate in any after school activities/events for that day unless official documentation is provided.

- C. Tardiness - Timely arrival to school is crucial for learning and is an important life habit we want to encourage for all our students. Students who arrive at school after 7:30 must report directly to the main office and sign in. The consequence for 8 unexcused late arrivals will be a lunch detention, and the consequence for 12 unexcused late arrivals and every 5 thereafter will be at the discretion of the administrator. Consequences may include, but are not limited to: a meeting with counselor, multiple days of lunch detention, After School Detention (ASD), In School Suspension (ISS), and/or referral to the Attendance Committee or School Resource Team (SRT).

Consequences for unexcused late arrivals for students in 12th grade who have the privilege of a parking pass will be as follows:

- 8 unexcused tardies = lunch detention and warning of potential loss of privilege and parent/guardian contact
- 12 unexcused tardies = Two-week parking permit suspension and parent/guardian contact

- 15 unexcused tardies = One-month parking permit suspension and parent/guardian contact
- 20 unexcused tardies = Two-month parking permit suspension suspension and parent/guardian contact
- 25 unexcused tardies = Loss of privilege until further notice and parent/guardian contact

- D. Student and parent responsibilities - It is the student's responsibility to ensure their parent/guardian notifies the school of all absences by using the Synergy Parent Portal (ParentVUE) or calling the answering machine in the Attendance Office prior to or within 24 hours of the absence. Absences will only be excused if parents provide a valid reason (see line A. above) and notify the school within 24 hours of the absence.
- E. Vacations - Students who miss school for personal vacations are marked absent unexcused. Teachers are not required to provide work or an opportunity to make up a test when absent because of a vacation.
- F. Unexcused absences (cuts) - No work may be made up and no credit may be earned for work due that class period.

****PLEASE NOTE: As of the 2025-2026 school year, any student with 18 or more absences are at the risk of losing eligibility in school related activities events, including, but not limited to: athletic events, music/theater productions, homecoming, prom, etc.***

PARENT RESPONSIBILITIES

For non-emergency full or partial day absences that are anticipated, the parent/guardian is requested to notify the Attendance Office as soon as possible. In the case of consecutive days of absence, one call will suffice if all dates are specified at that time. The telephone number for this purpose 845-357-3800 option #1 is available 24 hours a day, 7 days a week.

- A. Illness or emergency absence - When absences are due to illness or an emergency, the parent/guardian must communicate this via the Synergy Parent Portal (ParentVUE) or call the attendance office within 24 hours of the day of the absence. If notification is not received within 24 hours, the absence cannot be excused. The attendance phone number is (845) 357-3800 option #1.
- B. The following information must be provided by the parent for all absences:
1. Student name
 2. Student grade level
 3. Name of person calling
 4. Phone number where the parent or guardian can be reached during school hours (7:00 am-2:00 pm)
 5. Date and time (periods) of absence

EXCUSED TARDY TO CLASS

In order for a lateness to class to be excused, a student must provide a dated, time stamped, and signed pass from a staff member.

RELEASE TIME

Attendance in class is a very important component of the learning process. Excusing a student prior to the end of the school day should only be requested in special circumstances. A child may be excused for one hour per week for private music lessons. A note from the parent, submitted to the main office prior to the day in question, stating the day and hour for dismissal must be submitted. A child may be excused for not more than one hour per week for religious education. Absences for other reasons should always be discussed in advance with the administration. Parents should make every attempt to schedule non-educational activities after school or on weekends. Students may not leave school during lunch unless they are half-day students or have an early dismissal. Students may not arrive late or leave early when they have a study hall at the beginning or end of their school day.

EARLY DISMISSAL

Attendance in class is very important and students and/or parents/guardians should make every attempt to schedule necessary appointments (i.e. doctor's appointments, court hearings, driving tests, etc.) during non-school hours.

In the event early dismissal is unavoidable:

Grades 9-11: A parent/guardian must report to the Main Office at the time of pick up. The student will be called down to the Main Office at that time. Please note: if a person on the emergency contact form (not the parent/guardian) is picking up the student, the parent/guardian must call the main office to notify the school of this arrangement.

Grade 12: A parent/guardian must call the Main Office at their earliest convenience to notify attendance that their child has permission to leave school early and specify the exact time. The student must report to the Main Office at that time to pick up their pass prior to leaving the building.

Seniors who are assigned a Study Hall at the start or end of the day may arrive late and/or be dismissed early only once a "Late Arrival/Early Dismissal Form" has been submitted to the Guidance Department. Students who fail to follow the above protocol will be marked *absent unexcused*.

CLASS CUTS

All students are required to attend all classes, including, but not limited to homeroom, study halls, academic, and elective classes, labs, etc. Upon the occurrence of a class cut, the following steps will occur:

<u>STEP 1</u> First cut	First Referral: <ul style="list-style-type: none">• Teacher notifies the parent/guardian.• Administration assigns <u>one</u> lunch detention and sends letter home.
<u>STEP 2</u> Second cut	Second Referral: <ul style="list-style-type: none">• Teacher notifies the parent/guardian.• Administration assigns <u>two</u> lunch detentions and sends letter home.
<u>STEP 3</u> Third cut	Third Referral: <ul style="list-style-type: none">• Teacher notifies the parent/guardian.• Administration assigns <u>one</u> In School Suspension (ISS), notifies the parent/guardian, and sends letter home.
<u>STEP 4</u> Fourth cut	Fourth Referral: <ul style="list-style-type: none">• Teacher notifies the parent/guardian.• Administration assigns <u>one</u> In School Suspension (ISS), schedules a meeting with the student, parent/guardian, and teacher (if applicable), and sends letter home.• Additional Administrative action may include the <u>restriction of student privileges to participate in extracurricular activities, including but not limited to prom and homecoming.</u>

SUSPENSION FROM ATTENDANCE

A. Permanent

The Board of Education, on recommendation of the Superintendent of Schools, may suspend the following minors from required attendance as prescribed by statute:

1. A minor who is insubordinate or disorderly, or whose conduct otherwise endangers the safety, morals, health or welfare of others.
2. A minor whose physical or mental condition endangers the health, safety, or morals of himself or others.

B. Temporary

The principal has the authority to suspend a pupil from attendance for a period not to exceed five school days for any of the reasons stated above in paragraphs A, 1-2

1. Prior to a student being suspended from school by a principal or designee, the principal shall: meet with the student, advise the student of the charges and evidence against him, afford the student an opportunity to express his version of the incident and to orally refute the evidence, make a determination regarding suspension only after having conferred with the student and evaluated the seriousness of the offense.

2. In cases where the summary suspension of a student by a principal without a conference is necessary because an immediate threat to the health, safety, or morals of other persons exists, the principal may hold the conference with the student at a later time, but as soon after the summary suspension as possible.
3. When a student is suspended by a principal, his name, address, telephone number, and the date and duration of the suspension shall be recorded in writing and submitted to the Superintendent of Schools, and his parent or guardian will be notified as soon as possible.
4. The superintendent of schools shall report all cases of suspension to the Board of Education.

RIGHTS AND RESPONSIBILITIES

STUDENT BILL OF RIGHTS AND RESPONSIBILITIES

This bill is not designed to expand the rights or the responsibilities of the student, as the rights described below are guaranteed by law, nor to serve as an exclusive list of all student rights and responsibilities. Rather, it is designed to provide a clear understanding among students and faculty of their mutual rights and responsibilities, and how, concurrent with rights, there exist responsibilities which must be respected to prevent infringement of the rights of others.

STUDENT INQUIRY AND EXPRESSION

RIGHTS:

The First Amendment to the Constitution guarantees the right of freedom of speech to all Americans, including students.

RESPONSIBILITIES:

Students have the responsibility to refrain from interfering with the orderly conduct of classes and other school activities, from coercing others to participate in a particular mode of expression, and from violating the rights of those who disagree with a given point of view. A student may be subject to disciplinary action if such expression is obscene; slanderous (spoken maliciously without regard to the truth of the assertion); clearly and immediately incites others to damage property or physically harm others or materially and substantially interferes with the normal operation of the school.

SCHOOL COMMUNICATION FACILITIES

RIGHTS:

Students must post approved materials in areas which will be provided by the school.

RESPONSIBILITIES:

Students have the responsibility to abide by regulations imposed by school authorities concerning the time, manner, place, and duration for distributing material on school grounds and employing the school communication facilities. However, the content of such communication may be regulated only to the extent necessary to avoid material and substantial interference with the requirements of appropriate discipline in the operation of the school. Students have the responsibility to use discretion while designing materials to be presented through school communication facilities. Students have the responsibility to refrain from interfering with classes or other school activities while using school communication facilities.

STUDENT PRESS

RIGHTS:

Students have the right to a free student press through a school authorized newspaper in which student editors may present their points of view. School authorities may prohibit distribution of student originated material only when such material would materially and substantially interrupt the educational process or intrude upon the rights of others. Students have the right to be protected from removal from the staff or reprisal from groups or individuals who disapprove of editorial policy or content on other than legal or ethical grounds. The United States Constitution guarantees the freedom of public school students to publish newspapers other than those sanctioned or authorized by the school. The school has no responsibility to assist students in publishing such newspapers, nor may the school be held responsible for their content.

RESPONSIBILITIES:

Student editors are legally accountable for all that they print. Students may be required to present authorized materials to school officials for approval before distribution. Students have the responsibility not to distribute materials which would materially or substantially interrupt the educational process or intrude upon the rights of others. Libelous or slanderous

materials may also be prohibited. Students have the responsibility to refrain from libel and obscenity, and to observe the generally accepted rules of organized journalism. Students have the responsibility to make the student press a valuable learning device and an important educational resource. Although in the interests of sound education, students should present both sides of an issue, the school cannot require them to do so as a condition for publication in the authorized press. Student editors are responsible for considering public opinion in developing policy. Student editors are responsible for presenting a forum for students not associated with the authorized press to present their views; students who are not members of the newspaper staff should have access to its pages. Students may not use school facilities or supplies in publishing unauthorized materials. Staff members of any unauthorized publication have sole responsibility for any statements published. Although they are not sanctioned by the school, unofficial publications have ethical and legal obligations to observe the accepted rules of responsible journalism.

PERSONAL APPEARANCE

RIGHTS:

A student will not be prohibited from participating in school activities because of his dress or appearance unless they constitute a danger to health or safety, or prevent his full participation by physically impairing his ability to perform. School authorities may prohibit dress so distracting as to interfere with the learning process. While school authorities may require students in physical education classes to wear certain types of clothing (e.g., sneakers, white socks, etc.), they should not prescribe a specific brand which students must buy. Students have the right to wear or display buttons, armbands, flags, decals, or other badges of symbolic expression where the manner of expression is not offensive and does not materially intrude upon the orderly process of the school or the rights of others. Such display may not be prohibited merely because the subjects dealt with are controversial or undesirable. Where a clear danger of disruption of the educational process exists, restrictions on symbolic expression may be made.

RESPONSIBILITIES:

Students have the responsibility to choose clothing which is not intended to disrupt the educational process and that is not a danger to their health and safety. Students have the responsibility not to wear buttons, armbands, or other badges or symbolic expressions which contain material which is obscene or libelous, or which advocates prejudice or intolerance.

PATRIOTIC CEREMONIES

RIGHTS:

Students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag without securing parental permission. A student who chooses not to recite the Pledge is not required to stand during the ceremony.

RESPONSIBILITIES:

Students have the responsibility to respect the rights of others who do wish to participate in the ceremony. Students have the responsibility to refrain from belittling students acting out of conscience. Students have the responsibility to seriously consider the importance of patriotic ceremonies and act accordingly.

EXTRA-CURRICULAR ACTIVITIES

RIGHTS:

Any group organized for a purpose not prohibited by law, and which has a faculty advisor, has the right to be registered with the school and the U.S.O. Student groups must have a faculty advisor. Student organizations have the right to set a meeting place and time.

RESPONSIBILITIES:

Student organizations are responsible for having an advisor and registering with the U.S.O. if they wish to obtain available school funds or have a fundraiser. Student organizations may not restrict membership on the basis of race, sex, or national origin. Student groups have the responsibility to make clear to the public that their programs do not necessarily reflect the views of the institution as a whole.

Students have the responsibility to maintain their meeting place. Students engaged in extracurricular activities have the responsibility to obtain supervision while within the school building. Students have the responsibility of consulting with their advisor.

Students have the responsibility to maintain citizenship and academic standards consistent with school eligibility requirements. It is the responsibility of each student to work towards a diploma. The school will not withhold a student's diploma or limit a student's academic progress in any way because of non-academic factors, such as political activity.

RULES AND REGULATIONS

RIGHTS:

Students have the right to be informed of the rules and regulations of the school.

RESPONSIBILITIES:

Students have the responsibility to abide by the rules and regulations which govern them. Students have the responsibility to work towards changing rules with which they disagree by cooperating with the student government. Students have the responsibility to abide by federal, state, and local laws while in school.

STUDENT PROPERTY

RIGHTS:

Students have the right to an investigation of stolen or vandalized property by school officials.

RESPONSIBILITIES:

Students have the responsibility to respect the property of others as well as school property. The school has the authority to search a locker without prior notification.

Students have the responsibility to cooperate in any school investigation involving stolen or vandalized property.

COUNSELING

RIGHTS:

Students are entitled to academic, career, and personal counseling.

RESPONSIBILITIES:

Students are encouraged to seek counseling when they have problems. Students should encourage their peers (who are in need of counseling) to seek appropriate assistance.

STUDENT RECORDS

RIGHTS:

A parent or legal guardian is entitled to inspect their student's cumulative record. Students 18 years of age or older have the right to inspect their school records. Students have the right to inspect matters of their school records as allowed by law. A parent (or student 18 years of age or older) has the right to challenge the content of records and seek the correction of inaccurate, misleading, or otherwise inappropriate information.

RESPONSIBILITIES:

Students should act prudently and with discretion in challenging school records.

STUDENT BEHAVIOR

1. The administrative officers of the school shall promulgate, adopt, publicize, and enforce adequate rules and regulations affecting the school and which shall govern the conduct, control, and safety of students on school grounds, premises, and buildings.
2. Every student shall obey direction of bus drivers, teachers and principals, be orderly and courteous in behavior, be neat and clean in dress and person, exercise proper care in the use of textbooks and supplies, refrain from damaging property of the school or of others, and be conscientious in the completion of school work and assignments.
3. Every student shall conform to the rules and regulations of the school.

ACADEMIC HONESTY POLICY

Suffern High School is committed to providing an environment dedicated to the personal, social, and intellectual development of each enrolled student. In order to achieve this goal, the school shall seek to establish an atmosphere in each classroom that actively fosters academic honesty. Suffern High School believes that academic dishonesty degrades students' characters and reputations and impedes the teaching-learning process. An atmosphere of academic honesty must, therefore, be established and maintained by everyone associated with the school: students, faculty, administration, parents, and the community. Students must conduct themselves according to the rules prohibiting dishonest academic

behavior and must resist peer pressure to violate those rules. Students must not use dishonest methods to fulfill their school responsibilities.

Teachers should advocate academic honesty by discussing with their students the difference between honest and dishonest work, by employing teaching and testing strategies that reduce the opportunity for dishonesty to the maximum extent possible, and by following consistent procedures when dealing with dishonest behavior.

The administration is responsible for establishing and enforcing fair procedures that cultivate an academically honest environment. Parents and residents of Suffern Central District must be ready to support the enforcement of the rules prohibiting academic dishonesty and reinforce the efforts of the administration, faculty, and students of Suffern High School to maintain an honest school environment. Procedures implementing this policy shall be written to include examples of academic dishonesty, methods to prevent dishonesty, penalties for violations, and strategies to educate students about the virtue of honesty. Academic dishonesty occurs when students obtain or assist others in obtaining credit for work which is not their own.

Common examples of academic dishonesty include, but are not limited to the following:

- A. Using hidden notes, copying from another student, or helping another student during an examination.
- B. Giving test questions or answers to members of a later class or receiving test questions or answers from a member of an earlier class.
- C. Submitting another student's work as one's own.
- D. Stealing or accepting stolen copies of tests or answer keys.
- E. Stealing or copying another student's written assignment, paper, project, report, or take-home test.
- F. Permitting another student to copy one's homework assignment, paper, project, report, or take-home test.
- G. Falsely claiming illness to avoid taking an examination or turning in a paper, project, report, or take home test.
- H. Plagiarizing: Presenting material taken from another source without adequate documentation.
 - 1) Failing to cite with quotation marks the written words or symbols of another author.
 - 2) Failing to footnote the author and source of materials used in composition.
 - 3) Failing to cite research material in bibliography.
 - 4) Failing to name a person quoted in an oral report.
 - 5) Failing to cite an author whose works or ideas are paraphrased or summarized in oral or written work.
 - 6) Presenting another person's creative work or ideas as one's own in essays, poems, music, art, computer programs, or other projects.
 - 7) Copying or paraphrasing ideas from literary criticism or study aids without acknowledgment.
- I. Impersonating another student in taking an examination.
- J. Changing answers and seeking credit on an examination after the examination has been graded and returned.
- K. Changing grades in a teacher's grade book.
- L. Changing the results on performance examinations, e.g., Physical Education Fitness Test.
- M. Falsifying information for applications, i.e., college, scholarships, National Honor Society, etc.
- N. Utilizing computers and programmable calculators in violation of guidelines established by the teacher.
- O. Utilizing professional help such as an author, expert, or purchased service, in violation of guidelines established by the teacher.
- P. Using electronic signaling devices to share information.

NOTE: Studying with other students to prepare for class assignments or examinations is not academic dishonesty unless such actions are prohibited or limited by procedures established by the teacher.

PENALTY: Penalties are assigned for the semester in which the violations are committed. The penalties may include the following: a grade of zero for the assignment and parent notification; a failure for the marking period and parent notification; exclusion from courses with the principal's approval and a parent conference; and suspension from school. The seriousness of the infraction will determine the severity of the penalty. A report of the incident will be placed in the student's discipline file.

NOTE: The classroom teacher will submit this form to the department chair who will arrange for a conference regarding the issue.

You may **not** use any communications device while taking a quiz or examination, either in the room where the test is being administered or while on a supervised break (such as a bathroom visit). Such devices include, but are not limited to radios, cellular telephones, MP3 players, video devices, and associated headphones, headsets, microphones, or earplugs.

If your cell phone rings, you may not answer it. If your phone vibrates, you may not look at it. You must therefore turn these and other such devices **OFF and secure them underneath your desk** [or in the location specified by the teacher away from your desktop. Your quiz or examination will be invalidated and no score will be calculated for you if you use any such device or related communications technology or if you wear headphones while in the testing room.

Some students with disabilities may use certain recording/playback devices **ONLY IF** this accommodation is specifically required as a provision of the student's Individualized Education Plan (IEP) or Section 504 Accommodation Plan. If not, the general policy on communications devices as provided above is in effect, and the school may not allow the use of any such equipment.

PASSES

- Students arriving late to school must report to the main office, sign in, and obtain a pass.
- Teachers should write a hall pass for any student who leaves their classroom with permission.
- Students in the halls, during class periods without passes, are subject to disciplinary action, including the possibility of pass restriction (loss of privilege to leave assigned area unaccompanied).
- When a student is sent to the main office for disciplinary reasons, they must:
 - a) Go directly to the office (no stops on the way).
 - b) Fill out the Student Statement form and submit it to a secretary.

PARTICIPATION GUIDELINES, ATHLETICS/EXTRACURRICULAR ACTIVITIES

To be a member of an athletic team or extracurricular activity program at Suffern High School such as:

- | | | |
|-----------------|-------------------------|----------------------------|
| • Marching Band | • Chess Competitions | • Heroes & Cool Kids |
| • Robotics Team | • Computer Competitions | • Select Choir |
| • Twirling | • DECA Competitions | • Science Olympiad |
| • Cheerleaders | • Forensic League | • Fall Play/Spring Musical |

To participate in any extracurricular activity at Suffern High School is a privilege for each student. With this privilege comes the responsibility of the student to be at all practices, games, performances, and functions. Each student is expected to comply with the guidelines that have been established to reflect the complete student athlete or activity participant. Our goal is to provide opportunities that will allow the program to serve as a laboratory where students may learn to cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world. Our goal is to develop the total student and we expect compliance with the standards.

I. Academic Eligibility

- If a student is failing or in danger of failing any course at the time of any interim progress report or quarterly report card, a student will be placed on academic probation.
- Once on academic probation, students will be required to submit progress monitoring reports to the Athletic Office. This report will be completed by the teacher(s) of the area(s) of concern and will indicate the student's current progress in the course(s) and documentation of one supervised study hour. If a student does not submit their progress monitoring report to the Athletic Office on the day it is due, the student-athlete becomes ineligible to compete in contests until the form is received.
- Students will become ineligible to participate in athletic contests if they are failing one or more courses after two weeks of academic probation.
- Students will be removed from academic probation and/or resume participation in contests once they achieve and maintain a passing grade for two consecutive weeks.

Students who consistently fail to meet our academic eligibility requirements will be at risk of losing the privilege of participating in our athletic program.

II. Training Rules

Suffern High School athletes/extracurricular participants will not:

1. Smoke, chew or possess any tobacco/nicotine substances.
2. Consume or possess alcoholic beverages, drugs, or foreign substances (inhalants, glue, etc.).
3. Participate in any form of hazing of another student.

III. Citizenship

Student athletes/extracurricular participants are expected to exhibit responsible citizenship qualities. Students are expected to follow all school rules and procedures and be exemplary role models at all times. Students must meet the following standards:

1. No referrals for behavior problems that result in suspension from school.
2. No referrals for excessive unexcused lateness (5 times during the current sports season) to classes, truancy, or unexcused absences (cuts). Students who violate the SHS attendance policy will be suspended up to one competition.
3. No incidents of theft or vandalism.

IV. Consequences

1. Non-compliance with the training rules listed in part II will result in suspension of up to 25% of competitions/performances.
2. Non-compliance with citizenship rules listed in part III numbers 1 and 3 will result in:
 - a. For a violation warranting in school suspension (ISS), the student will be required to meet with the coach/advisor and an administrator.
 - b. For a violation warranting one day of out of school suspension (OSS), the student will be suspended up to one competition.
 - c. For a violation warranting two to four days of OSS, the student will be suspended up to three competitions/performances.
 - d. For a violation warranting five days of OSS, the student will be suspended up to five competitions/performances.
 - e. For each suspension after the first, the review board will convene to discuss the appropriate consequence, which may include removal from the team and a rehabilitation plan.
 - f. If a violation is committed out of season, including summer and all vacations, the same guidelines will apply to the student's next season.
 - g. A player suspended from school is not allowed on school grounds for the length of their suspension, and will not be allowed to even attend practice or competitions/performances until their school suspension is completed.

V. Pink Slips for Athletes

An athlete found to be practicing without medical approval, including questionnaire and "pink slip" from the nurse, will be suspended from participating in practice for a period of one week. The athlete will be allowed to attend practice to watch during this time period. After one week, the athlete will be allowed to return to full participation if they have attained medical approval.

VI. Participation in Outside/Off-Season Teams/Events

These rules are a minimum standard. A coach may exceed these rules and deny an athlete's request to miss a game or practice.

If an athlete misses a Suffern High School practice/game to attend a practice/game with an outside or off-season team/group, the following will result:

- a. First offense: Athlete will meet with the coach and/or Athletic Director.
- b. Second offense: Athlete will be suspended for the next scheduled Suffern High School athletic competition.
- c. Third offense: Athlete may be suspended from additional competitions or removed from the team.

VII. Athletes Leaving a Team

Athletes who join an interscholastic team at Suffern High School are expected to remain a member of the team until the season is completed and players are released by the coach.

- a. If an athlete wishes to transfer to another sports team during the same sports season, he/she must have permission from both coaches before making the change.
- b. If an athlete chooses to leave a team within the first two weeks of that sport season, he/she will be able to do so without consequence.

- c. If an athlete receives permission to leave a team from the coach and Athletic Director, he/she will be able to do so at any time without consequence.
 - d. If an athlete leaves a team without permission after the first two weeks of that season, he/she will be suspended from 25% of all competitions in his/her next sport season.
- * Sport season begins with the Section I mandated first legal day of practice.

VIII. School Attendance

1. High school students must report to school by 11:05 AM in order to participate in a practice/competition/performance that day.
2. Students must attend and participate in scheduled Physical Education classes in order to participate in athletic competitions that day.
3. Students who are dismissed from school early are ineligible to participate in any after school activities/events for that day unless official documentation is provided.
4. Students must maintain at least a 90% attendance rate to be eligible to participate in Athletics. If a student begins a season below this requirement, they will be placed on attendance probation. The probation will be lifted when the student attains a 90% attendance rate over a two week period.

Please Note: Any student with 18 or more absences are at the risk of losing eligibility in school related activities events, including, but not limited to: athletic events, music/theater productions, homecoming, prom, etc.

IX. Attendance to Team Events

1. A student who misses a scheduled practice or competition *without prior consent* from the coach may be suspended from participating in the next competition.
2. A student who misses five consecutive days or more of scheduled practices/competitions may be asked to recertify with the school nurse.

X. NCAA Eligibility Standards

NCAA standards for participation are listed in our Student-Athlete contract, which can be found on the main Suffern Central School District Athletics web page. For further information, go to: www.ncaa.org or contact the Athletic Director's office at ext. 41329.

TECHNOLOGY ACCEPTABLE USE POLICY

Students who fail to abide by Board of Education Policies 4526 and 4526.1 will be subject to disciplinary and legal action. Infractions requiring disciplinary and/or legal action include but are not limited to the following:

Infraction

Disciplinary Action/Penalties

(Any or all of the actions listed may be applied to all of the requirements contained in policies 4526 & 4526.1)

I. On Line Conduct

- Publishing information on the District Network which violates or infringes upon the rights of any other person or any information which would be abusive, profane, or sexually offensive to an average person, or which, without approval of an administrator, contains any advertising or solicitation of others to use goods or services.
- Using the System to conduct personal or business activities.
- Verbal and written warnings

II. Security

- Using a password other than your own. Attempting to log in as a systems administrator or any other unauthorized access.
- Bringing unauthorized equipment to school, including personal laptops and tablet devices.
- Detention
- In-school suspension (ISS)
- Termination of member account
- Suspension from school (OSS)
- Legal action
- Financial restitution

III. Vandalism

- Attempting to harm or destroy data, software or equipment.
This includes, but is not limited to, the uploading or creation of computer viruses.

- Verbal and written warnings
- Detention
- In-school suspension (ISS)
- Termination of member account
- Suspension from school (OSS)
- Legal action
- Financial restitution

IV. Copyrighted Material

- Reproducing copyrighted materials without authorization.
- Placing copyrighted materials on the District Network without the author's and the school's permission.

- Verbal and written warnings
- Detention
- In-school Suspension (ISS)
- Termination of member account
- Suspension from school (OSS)
- Legal action
- Financial restitution

DISCIPLINE CODES FOR STUDENT BEHAVIOR

Disciplinary Consequences

Students are expected to exercise good judgment and concern for others, and those who engage in behavior that is disruptive, unsafe, or illegal will be disciplined in a manner that is appropriate to the particular offense. If such an offense occurs, the students have the right to:

1. Be notified of specific charges;
2. Present their defense in an informal hearing with a building administrator;
3. Receive notice of the decision reached;
4. Appeal a decision to the principal.

To maintain discipline in the school, the following penalties may be enforced, ranging from least to most severe:

Unit Lunch Detention (ULD) – For first offenses of minor disciplinary infractions, a student is assigned to detention during Unit Lunch. Failure to appear for detention will result in the student's assignment to additional in-school or after-school detention.

In-School Suspension (ISS)– Reserved for more serious or persistent breaches of school rules, in-school suspension means that a student remains in-school but is excluded from school privileges and does not attend any classes. Instead, the student is restricted to the in-school suspension room to do academic work under adult supervision. Students under in-school suspension may not participate in any school activities on the days of such suspensions. Students are permitted to make up any academic work missed during the period of suspension, but the responsibility for the completion of the make-up work rests with the student.

Out-of-School Suspension (OSS) – Utilized when less severe consequences have not resulted in improved behavior or when there have been egregious breaches of the rules. Drug and alcohol violations, theft, destructive vandalism, possession of a weapon, fighting, and verbally abusive behaviors are examples of some causes for immediate out-of-school suspension. While under OSS, a student may not come upon school grounds either during school or for any after school activity and may not participate in any school function off school grounds. When the period of suspension includes a weekend, the student is barred from participation in that weekend's activity as well.

VIOLATION

RANGE OF PENALTIES

Truancy
Refusal to serve Teacher Detention

1 day of detention/suspension
1 day of detention/suspension

Disruptive behavior in class/school

Parent/guardian conference
Teacher detention
1-5 day(s) of suspension

Possession or use or under the influence of alcohol	School Community Counselor referral 5 day suspension (OSS) Possible Superintendent's Hearing Possible police referral
Theft and vandalism	Parent/guardian conference - Restitution 1-5 day(s) suspension Possible Superintendent's Hearing Possible police referral
Possession or use or under the influence of prescription drugs, marijuana, Salvia (other synthetic drugs) and/or illegal drugs	Mandatory parent/guardian conference Social Worker referral 5 day suspension (OSS) - Police referral Superintendent's hearing
Bomb scare, false alarm, firecrackers, smoke bombs, stink bombs, knives, firearms, weapons	Mandatory parent/guardian conference minimum 5 days of suspension, Police referral, Superintendent's hearing
Insubordination towards school personnel	Parent/guardian conference 1-5 day suspension
Leaving campus without authorization	Loss of driving privilege 1 day suspension
Misuse of car or driving privilege	Parent/guardian conference Loss of driving privilege 1-5 day suspension
Forgery, cheating, and plagiarism	Parent/guardian conference - loss of credit for assignment
Littering the school building or grounds - writing graffiti	Parent/guardian conference - clean-up duty after lunch or school, restitution - 1-5 day(s) suspension
Loitering in SHS or on the grounds	1-5 day(s) suspension
Tobacco/nicotine use or possession in school or on school grounds	1-5 day(s) suspension
Harassment/bullying/cyberbullying in any form (written, spoken, physical contact, gesture, innuendo, etc.) for any reason (physical, sexual, racial, religious, cultural, etc.) is strictly prohibited. Cyberbullying is bullying through email, instant messaging (IMing), chat room exchanges, Web site posts, or digital messages or images sent to a cellular phone. Cyber bullying, like traditional bullying, involves an imbalance of power, aggression, and a negative action that is often repeated.	Referral to Dignity for All Students Act (DASA) Coordinator 1-5 day(s) suspension
Possession or use of a noxious substance	1-5 day(s) suspension
Abusive or obscene language or gestures	Conference with student Parent/guardian conference 1-5 days suspension
Trespassing on neighboring properties and wooded areas	Mandatory five days suspension

Fighting	Parent/guardian conference 1-5 day(s) suspension Police referral Superintendent's Hearing
Possession or use of lasers	1-5 day(s) suspension
Possession or use of lighters or matches	1-5 day(s) suspension
Refusal of a directive to go to the main office or to move away from an area	1-5 day(s) suspension
Unauthorized use of any camera/video device.	1-5 day(s) suspension
All other violations of school rules or acts of insubordination	Administrative discretion

CELL PHONES

Suffern High School, in accordance with the Board of Education and NYS Education Law 2803(c), recognizes that student use of cellular phones and other internet-enabled devices in our schools may distract our students from learning and not allow them to be their best selves. As per state law, and as set forth in greater detail below, the school prohibits student use of internet-enabled devices during the school day.

Definitions:

1. **Internet-enabled devices:** Any smartphone, tablet, smartwatch, or other device capable of connecting to the internet and enabling the user to access content on the internet, including social media applications; provided, however, that internet-enabled devices shall not include:
 - a. non-internet-enabled devices such as cellular phones or other communication devices not capable of connecting to the internet or enabling the user to access content on the internet; or
 - b. internet-enabled devices supplied by the school district, charter school, or board of cooperative educational services that are used for an educational purpose.
2. **School day:** The entirety of every instructional day, during all instructional time and non-instructional time, including, but not limited to, homeroom periods, lunch, recess, study halls, and passing time.
3. **School grounds:** In or on or within any building, structure, athletic playing field, playground, or land contained within the real property boundary line of a District elementary, intermediate, junior high, vocational, or high school, a charter school, or a board of cooperative educational services facility.

Parent/Person in Parental Relation Contact: A parent/person in parental relation may contact their child or relay a message during the school day as follows:

1. Call the main office of the school or use the Synergy Parent Portal (ParentVUE) to leave a message and describe whether the situation requires:
 - a. immediate attention (e.g., family emergency and the parent/guardian is picking the student up early),
 - b. a return call from the school office phone because of a change in situation (e.g., student is taking a different bus to a secondary caregiver's home at the end of the day), or
 - c. a reminder to the student that needs to be relayed (e.g., music lesson after school). These calls should be limited.
2. Email the main office and describe whether the situation requires:
 - a. a return response because of a change in situation (e.g., student is taking a different bus to a secondary caregiver's home at the end of the day), or
 - b. a reminder to the student that needs to be relayed (e.g., music lesson after school). These emails should be limited.

Unless the situation is an emergency requiring immediate contact with a student, the student will not be called to the main office until passing or a break in instruction.

Storage of Devices: Students who choose or whose parents/persons in parental relation allow students to bring their internet-enabled devices to school must store them in their locker from 7:30 a.m. until 2:05 p.m. unless there is explicit exception from the school principal to use a device during the school day. The district is not responsible for lost or stolen devices.

Exceptions: Students may use internet-enabled devices during the school day in the following circumstances:

1. if such use is explicitly included in their individualized education program or 504 plan, and/or if otherwise required by law;
2. if authorized by a principal or the school district in writing for a specific educational purpose including specialized classes or course projects, or for preparation for post-secondary time and resource management;
3. where necessary for the management of a student's healthcare based on medical documentation specifying why the device must be used;
4. in the event of an emergency as determined by the Superintendent of Schools, building principal and/or their designee;
5. for translation services, upon prior written authorization by a principal or the school district; or
6. on a case-by-case basis, upon review and determination by a school psychologist, school social worker, or school counselor, and approved in writing by the building principal and/or their designee for a student caregiver who is routinely responsible for the care and wellbeing of a family member.

Enforcement:

Students who do not adhere to this policy may have their devices confiscated, may be subject to stricter rules for storage (e.g., office storage only), and/or may be subject to discipline up to and including suspension for failure to adhere to the reasonable directions of teachers, administrators, and/or other school employees; or for being disruptive. The District may not suspend a student if the sole basis for the suspension is the student having accessed an internet-enabled device in violation of this policy.

AREAS OFF LIMITS AND NEIGHBORHOOD TRESPASSING

The surrounding wooded areas are off limits. From corner to corner the area behind the pool is off limits. Students found in these areas will be automatically suspended. In addition, students reported to the administration as trespassers on neighboring properties adjacent to or near the high school campus will be suspended for five days and a mandatory meeting with parents.

DRUGS/ALCOHOL AND RELATED PARAPHERNALIA

Any use, possession of, or attending school or school functions under the influence of drugs, inhalants, or alcohol (or in possession of any related paraphernalia) is strictly prohibited and will result in immediate suspension from school and activities. In addition, a Superintendent's Hearing and/or appropriate criminal prosecution may occur.

TOBACCO/NICOTINE POLICY

Suffern High School recognizes its responsibility to promote the health, welfare and safety of students, staff, and others on school property and at school-sponsored activities. In light of scientific evidence that the use of tobacco/nicotine, as well as second-hand smoke are hazardous to health, and to be consistent with school curriculum and federal and state law, it is the intent of Suffern High School to establish a tobacco/nicotine-free environment.

DEFINITIONS

Tobacco/nicotine: means any cigarette, cigar, pipe, bidi, clove cigarette, electronic cigarette, and any other tobacco/nicotine product; as well as spit tobacco/nicotine, also known as smokeless, dip, chew, and snuff, and any other tobacco/nicotine product in any form, as well as any other substance containing tobacco/nicotine or tobacco/nicotine by-products.

School Property: means any building, structure, grounds or vehicle owned, leased, or contracted by Suffern Central School District.

School Grounds: means property surrounding buildings and structures, athletic grounds, parking lots, or any other outdoor property owned, leased, or contracted by Suffern Central School District.

TOBACCO/NICOTINE USE & POSSESSION PROHIBITED: No person is permitted to use tobacco/nicotine in any way at any time, including non-school hours, on school property or grounds. Tobacco/nicotine use is also prohibited by all individuals at any school-sponsored event or activity off campus. Students may not use or possess any tobacco/nicotine product on any school property or at any school event or activity off campus.

TOBACCO/NICOTINE EDUCATION: Instruction shall be an integral part of a required health education program. Related courses in secondary school curriculum should be taught in a manner supportive of health education regarding tobacco/nicotine.

TOBACCO/NICOTINE PROMOTION: Students are prohibited from wearing or having in their possession any item that promotes tobacco/nicotine use, including but not limited to clothing, bags, lighters, and other personal articles on school property, grounds, or at any school-sponsored event or activity off campus.

TOBACCO/NICOTINE CESSATION: Anyone that seeks help to overcome tobacco/nicotine use or addiction may see our Student Social Worker or our school nurses for information and referrals to community resources.

ENFORCEMENT: Enforcement of this policy shall be equitable and consistent. Student violations of this policy will lead to disciplinary action up to and including suspension from school. Students that are disciplined may be offered an educational component.

DISTRICT POLICY: See the District Tobacco Policy for additional information.

GIFTS

No gifts of any kind, including but not limited to, balloons, flowers, candy, etc. are to be delivered to Suffern High School.

RELATIONSHIPS/PUBLIC DISPLAYS OF AFFECTION

Students are expected to act respectfully in their relationships with all adult and student members of the school community. Public displays of affection, which include but are not limited to, kissing, hugging, embracing, etc., are considered inappropriate actions which may cause embarrassment to onlookers and interfere with everyone's right to an orderly business-like educational atmosphere and are therefore not permitted.

VANDALISM

Vandalism refers to the willful destruction or defacing of personal or school property. Students found guilty of vandalism will be required to make restitution and may face further penalties depending on the seriousness of the offense.

AFTER-SCHOOL EVENTS

Students in attendance at afternoon, evening, weekend, vacation period events such as games, dances, concerts, and field trips, etc. are subject to the same disciplinary code as they are in school. Students should leave the premises immediately after the completion of an event. Transportation should be arranged beforehand.

CONTRABAND

When school officials have reasonable suspicion that contraband is located on/in a student's person, possession, locker, car, etc., they may act upon that suspicion and conduct a search without the student's consent. Contraband includes, but is not limited to, weapons, drugs/alcohol, drug paraphernalia, stolen property, school property, items considered health/safety risks to others, etc. Depending upon the type of contraband found, the appropriate disciplinary/police action will occur.

FIGHTING/ASSAULT

A fight is a verbal or physical confrontation which leads or can lead to physical contact. An assault is a willful, physical attack upon another person. Under no circumstances will these behaviors be tolerated. When a fight or assault seems imminent, it is the responsibility of each student to do everything in his/her power to avoid a physical confrontation, including, but not limited to, leaving the scene immediately, summoning the nearest staff member, consulting with a parent, etc. Students engaging in either activity will face severe administrative action including out-of-school suspension, superintendent's hearing, and police referral depending upon the involvement level of each student.

AEROSOL CANISTERS

No aerosol canisters are permitted on school grounds, including but not limited to deodorant, "silly string", hair coloring, hair spray, paint, etc.

INAPPROPRIATE LANGUAGE, GESTURES, INNUENDO, ETC.

The use of inappropriate language, gestures, innuendo, etc. at school or during any school-related activity on or off school property is prohibited. Disciplinary action up to and including suspension may result if a violation occurs.

CORRIDOR RULES

Walk in the halls - don't run!

Avoid disorderly conduct - don't push, shout, use inappropriate language, etc.

Walk in small groups - not in large groups.

Keep moving - do not loiter in the halls or on the ramps.

Take the most direct route to your destination.

Keep to the right.

School corridors are traffic arteries; they are not sylvan retreats for displays of affection.

PANHANDLING BEHAVIOR

Panhandling behavior can intimidate and harass others and is therefore prohibited. Students who engage in panhandling behavior may be suspended from one to five days.

LASER POINTERS

No laser pointers or light generating devices may be carried by students. Students found in possession of laser pointers or light generating devices may be suspended.

FALSE FIRE ALARM

Any student involved in "pulling" or reporting a false fire alarm will be automatically suspended for five days out of school and reported to the superintendent of schools, police department, and fire marshal's office for criminal prosecution.

FIREWORKS/EXPLOSIVE DEVICES/SMOKE BOMBS/NOXIOUS SUBSTANCES, ETC.

Any and all forms of fireworks, explosive devices, smoke bombs, stink bombs and noxious substances, etc. are strictly prohibited. Any violations of the above may result in appropriate disciplinary and criminal prosecution actions.

GAMBLING/BETTING

Any and all forms of gambling are strictly prohibited and may result in suspension and criminal prosecution.

GANGS

Any and all related forms of gang fighting, membership, recruiting, intimidation, coercion, etc., are strictly prohibited. Any gang symbols, clothing, colors, insignias, accessories, drawings, materials, etc., are prohibited as well. Any violations of the above may lead to suspension from school, superintendent's hearing, and criminal prosecution.

HARASSMENT/BULLYING/CYBER BULLYING

Harassment/bullying/cyber bullying in any form (written, spoken, physical contact, gesture, innuendo, symbols, etc.) for any reason (based on a student's race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (defined to include gender identity or expression), or sex is strictly prohibited. All students are expected to avoid any behavior or conduct toward another student or staff member which may be interpreted as harassment/bullying/cyberbullying.

Cyberbullying is bullying through the internet, email, instant messaging, texting, chat room exchanges, web site posts, or digital messages or images sent to a cellular phone or personal digital device. Cyber bullying, like traditional bullying, involves an imbalance of power, aggression, and a negative action that is often repeated.

If a behavior is obviously harassment or if a person is told that a particular behavior is harassment and continues to persist, that student will be subject to appropriate disciplinary action. Any student who feels that they have been the victim of any form of harassment should notify an administrator immediately.

INSUBORDINATION

Disrespectful or disobedient comments, gestures, actions, etc. directed toward any staff member or employee of the district, are inappropriate and insubordinate. If any student defies or ignores a responsible person's request or direct order, he/she will be considered insubordinate. Any violations of insubordination will be subject to administrative action.

INTIMIDATION/HAZING/INCITING TO FIGHT/THREATENING/PRANKS/ETC.

Any act of intimidation, hazing, inciting, threatening, or pranking, etc. is strictly forbidden. Every student has the right to pursue his/her education free of fears about personal safety, security, and property. Any of the above acts by way of written, electronic, verbal, innuendo, or gesture format is strictly prohibited and may result in suspension and/or legal action.

LITTERING/THROWING FOOD

Any form of littering or throwing of food or garbage or silly string, etc. is strictly forbidden. Any acts of the above will lead to disciplinary action.

LOITERING

Loitering is not permitted in the building or on the grounds. Students found loitering are subject to suspension. Non-students found loitering are subject to arrest.

SKATEBOARDS/INLINE SKATES

No skateboards or inline skates are permitted on the property or in the building. Violators are subject to suspension.

SNOWBALLS

Making, possessing, or throwing snowballs on school grounds can result in injury or destruction of property and is therefore strictly prohibited.

SPECTATORSHIP/GENERAL CONDUCT

All students, club members, team members, spectators, participants, etc., are required to conduct themselves as good citizens in school, out of school, in the community, at other schools, etc. at all times. Students are expected to act appropriately when visiting other schools for competitions or activities. Conduct unbecoming a good student will result in appropriate disciplinary action and/or participation sanctions.

CHAINS

No chains are permitted on school property, including but not limited to, bike locks, belts, wallet chains, etc.

SPITTING

Spitting is a health hazard and is prohibited.

STEALING/POSSESSION OF STOLEN PROPERTY

No person may steal from the school or from any individual or be in possession of stolen property or be in possession of property they are not authorized to have. Students who steal or possess stolen property are subject to school and police referrals.

THREATS

Any student who threatens the safety and welfare of students and staff or threatens to damage the building or property may be suspended and reported to the police.

FOOD PREPARED AT HOME

No food that is prepared at home may be shared with other students.

WEAPONS

Use, possession, or threat of any form of weapon or imitation weapon is strictly prohibited by all students at all times at any location. The safety of all people is paramount. The possession or use of any weapon, real or imitation will result in automatic suspension/expulsion from school and appropriate criminal prosecution.

LOCKER SEARCHES

Student lockers are subject to inspection by school officials at any time. Lockers are the exclusive property of the school district and are made available to students for authorized purposes only. Students should not share lockers. Locker searches can be conducted by school district officials without any prior notice to students. Any violation of school rules could result in a student losing the privilege of having the use of a locker. While the school district will take reasonable precautions to ensure that your locker is a safe place for your property, in no event will the school district be responsible for any property that is stolen from your locker. If property is stolen from your locker, you should notify the Main Office immediately. School officials will investigate the incident but in no event does the school district assume any responsibility for any property stolen from a student's locker. In addition, if a student's locker is broken into and textbooks belonging to the school district are stolen as a result, the student will continue to be fully responsible for their replacement. Students are advised to keep their locker and locker combination strictly confidential. If you have any questions regarding the school district's right to inspect your locker at any time or if you have any questions about the use of your locker, then you should speak to an administrator.

STUDENT DRESS CODE

Students at our high school are expected to use good judgment in selecting attire for school. No clothing or makeup that would endanger a student's health and welfare or that would cause damage to the school building or furnishings should be worn. School clothing may not cause a disruption to the educational process by distracting teachers or students from the conduct of educational activities. A student's dress, grooming, and appearance, including hair style/color, jewelry, make-up and nails, shall:

1. Recognize that extremely brief garments such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines, (front and/or back) and see through garments are not appropriate.
2. Ensure that underwear is completely covered with outer clothing.
3. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
4. Not include items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability or which is otherwise disruptive to the educational process.
5. Not promote and/or endorse the use of alcohol, tobacco/nicotine or illegal drugs and /or illegal or violent activities.
6. Wearing of gang related paraphernalia.

The wearing of hats, coats, rainwear, or other garments in class is up to the discretion of each instructor.

Students who violate the dress code shall be required to modify their appearance by covering or removing the offending/prohibited 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 ISS. Students who repeatedly fail to comply with the dress code shall be subject to further discipline, up to and including OSS.

There is a dress code for seniors who participate in the commencement ceremony. It reflects dignified attire befitting the occasion. This information is given to the graduates and their parents prior to graduation day. Those students who do not adhere to the dress code are not allowed to participate in the ceremony.

TABLETS/LAPTOPS

Students are prohibited from bringing personal laptops or tablets to school for personal use. Only district issued/approved equipment may be used on the school's network.

CAMERAS, CELL PHONE CAMERAS, VIDEO RECORDERS

No imaging device (INCLUDING CELL PHONE CAMERAS) may be used unless it is under the supervision of a teacher. Using a camera device of any kind to violate an individual's reasonable expectation of privacy is prohibited and subject to disciplinary action, which may require police interaction.

GENERAL INFORMATION

STUDENT DRIVERS/PARKING

Parking on the grounds of Suffern High School is a privilege limited to senior students with a valid parking permit.

SCHOOL PARKING REGULATIONS

1. Lack of a valid parking sticker after the 1st full week of school will be considered a first offense violation of driving regulations.
2. All vehicles parked on school grounds must be registered with the school and must display the current decal on the inside rear driver's side window.
3. Parking is strictly limited to the student parking area which is located adjacent to the baseball fields. Student spaces are numbered and **DO NOT** have a painted letter "T". Spaces painted with a "T" are *off limits* to students. No parking along yellow painted curbs or yellow painted blacktop. All parking spaces in front of the school and at the tennis courts are off limits to students including the designated visitor's spots. If there are no student spaces available on a given day, an Administrator should be contacted immediately.
4. Drivers are not to leave the grounds during the school day including unit lunch and study hall without permission from an Administrator and an *Early Dismissal Pass*.
5. Students are not to visit their cars at any time during the school day. There is to be no loitering in the parking lot.
6. The speed limit on school property is 15 mph. There will be no speeding on school property, or any form of reckless driving. All NYS traffic rules and regulations are to be obeyed.
7. If you wish to register more than one car, a second application must be obtained and submitted with registration before a duplicate sticker will be issued. Registered cars must be the property of the student or the student's family.
8. Permits are not transferable under any circumstances.
9. Cars will be towed at the owner's expense if parked anywhere other than designated student spaces.
10. Consequences for unexcused absences and late arrivals for students in 12th grade who have the privilege of a parking pass will be as follows:
 - Eight (8) unexcused tardies = lunch detention, warning of potential loss of privilege and parent/guardian contact
 - Twelve (12) unexcused tardies = two week parking permit suspension and parent/guardian contact
 - Fifteen (15) unexcused tardies = one month parking permit suspension and parent/guardian contact
 - Twenty (20) unexcused tardies = remainder of the quarter parking permit suspension (minimum one month) and parent/guardian contact
 - Twenty-five (25) unexcused tardies = loss of privilege until further notice and parent/guardian contact
 - Attendance below 90% will result in a suspension of parking privileges until attendance reaches 90% or better.
11. Taking another student off campus without permission will result in a loss of the parking permit.
12. A copy of the driver's license and registration must be provided at the time of permit request.
13. If leaving before 2:05 p.m., students must show an *early dismissal pass* to the security guard at the main entrance.
14. Any violation of the parking regulations will result in a minimum of a two (2) week suspension of parking privileges. A second offense could result in revocation of privileges for the remainder of the year.

15. Signing this form indicates to the school that parent/guardian and student agree to abide by all of the parking regulations.
16. Student must have no outstanding obligations.
17. In return for the privilege of parking on school property, parent/guardian and student consent to searches of vehicles for which permit has been issued by School District officials for alcohol, weapons, drugs and drug paraphernalia without prior notice.

SCHOOL PUBLICATIONS

Inasmuch as the public schools are supported by public funds, school personnel are expected to exercise greater discretion and prudence in publishing material than may be required in private institutions. At the same time, students must have some freedom of expression if they are to produce purposeful materials.

1. The advisor assigned to the supervision of any publication within the school system shall have responsibility for judging the contents according to the criteria listed below. In case of doubt regarding the suitability of material, the advisor shall consult with the building principal.
2. The following criteria shall apply to all printed, video, and audio material published or distributed in the school.
 - a) No materials shall be printed or posted that are discriminatory, pornographic, libelous, subversive, or offensive.
 - b) No supplies/equipment shall be used for any activities not sponsored by school or approved by an administrator.
 - c) In any situation in which a faculty advisor has not been employed to aid in judging content, materials shall be examined by a building administrator before publication, posting, or distribution.
 - d) While unofficial student printed materials may be distributed, the contents of such printed materials shall be in conformance with the same criteria set forth herein above.
 - e) No one may add, delete, or tamper with a publication without approval from the advisor.

WORKING PAPERS

Required for anyone under age 18 in order to be employed. Three types of Employment Certificates (working papers) are available:

1. Student Non-Factory Employment - for 14 and 15 year olds.
2. Student General Employment - for 16 and 17 year olds attending school.
3. Full-Time Employment - for 16 or 17 year olds, who, for reasons of health, are limited to certain employment provisions.

The procedure for seeking working papers is:

1. Secure application in the high school guidance office.
2. If an applicant has had a physical examination by a school doctor within the past twelve (12) months, have it certified by the school nurse. Otherwise, a medical examination must be received from a school doctor or family physician.
3. Return completed application and medical forms to the high school guidance office.

LOST AND FOUND

Lost and found articles are sent to the main office in the high school. Clothing and all valuables should be marked.

LUNCH

Students may go outside during lunch but must stay in front of Suffern High School. No rough games (e.g. tackle football) may be played at any time. Forms for free and reduced priced meals are available in the guidance office for students in need of public assistance.

VISITORS

All visitors must report to the main office upon entering SHS. **Students may not bring guests to SHS at any time.** Anyone found criminally trespassing on school property may be prosecuted to the fullest extent of the law. High school students may not visit the middle school or elementary schools without securing prior permission from the high school administration and the administration of the particular building one wishes to visit.

DANCES

School dances and other special events are held periodically throughout the school year. Attendance at such events is restricted to members of the student body presently enrolled at Suffern High School. **No tickets will be sold at the door.** All tickets must be purchased in school prior to the dance. No one may return to the dance or activity once they have left the building.

DAILY OPENING EXERCISE

Subsection 1, Section 802 of the Education Law states that the opening exercises in each classroom at the beginning of each school day must provide: "for a salute to the flag and a daily pledge of allegiance to the flag."

Teachers are urged to make good use of this time for setting a tone of purpose for the day and for promoting patriotism, good manners, personal pride and school spirit in our students.

TEXTBOOK, MATERIAL AND EQUIPMENT OBLIGATIONS

It is the student's responsibility to care for all textbooks, school materials, and equipment and to return such at the end of the school year. All student obligations must be fulfilled before a student may obtain a parking permit (grade 12 only).

ACADEMIC/WEST WING

The academic/west wing of the school is locked at 4:15 p.m. daily. Therefore, students have no access to their hall lockers after 4:15 p.m. Plan accordingly.

STUDENT RESIDENCY REQUIREMENTS

1. Children may attend Suffern High School (SHS) if they live with their parents or legal guardians and their parents or legal guardians are residents of the Suffern Central School District (SCSD).
2. Administrative approval is required for a senior to complete his/her graduation requirements at SHS when his/her parents or legal guardians have moved from the SCSD.
3. New SCSD residents must accompany their child/children to the SCSD registrar office for registration purposes. No student will be admitted without a parent or legal guardian.
4. District residents who assume responsibility for children who are not their own, must obtain legal guardianship papers prior to registration. No student will be registered without legal papers.
5. Parents of foster children must have written documentation that they are the legal guardians of these children and must accompany these children to the SCSD registrar office for registration.
6. No students residing outside of the district may attend Suffern Central (except for BOCES placements).
7. If a resident student moves from the district after February 1, he/she will be allowed to finish the school year and must transfer to the new school of residence at the end of that school year.

BUSES - P.M.

There are three separate bus runs every day after school at 2:10 p.m., 4:15 p.m. and 5:45 p.m. Students may only take the bus home. Buses may not be used to go to work, a friend's house, etc.

EMERGENCY CLOSING

Parents and students should go to the SHS website or refer to auto-call or email from SHS.

The web site and auto-call concerning the operation of the schools will state one of the following:

1. **No school for Suffern Central School District.** On such days all school activities are canceled.
2. **Delayed opening of one or two hours for Suffern Central School District.** Bus pick-up will then be delayed one or two hours. On such days, parents are asked to continue listening to the radio in the event that continuing or changing bad weather conditions force a no-school announcement. On any days that the one-or two hours delayed opening takes place, schools will dismiss at regular times.

3. **Early dismissal for Suffern Central School District.** When conditions are such as to warrant sending students home early, announcements will be made on the web-site and via the auto-call system. In homes in which both parents work, parents are asked to make arrangements with neighbors and instruct children where they should go if an early dismissal occurs.

EMERGENCIES

In case of an emergency where it is necessary to send a child home, we must have an Emergency Information Card on file for each child listing the names, addresses, home and work telephone numbers for both parents and/or guardians as well as nearby relatives or neighbors who are available to assume temporary care of your child if the parent/guardian cannot be reached. Emergency Information Cards are mailed home every August and should be returned by your child on the first day of school. If there are any changes in information during the school year, parents must notify the school nurse and the Information Services Specialist at (845) 357-3800 x 41318 immediately.

FIRE DRILL PROCEDURES

These procedures are the responsibility of both teachers and students during a fire drill or emergency. Please read all procedures carefully, review with students, and follow with extreme care.

At the sound of the fire alarm, **STUDENTS WILL FOLLOW YOU QUICKLY AND SILENTLY** to the exit designated for the room/area of the building you are in at the time of the drill.

Be sure to:

1. **Take your class roster with you.**
2. Close the classroom door and windows as you lead the students from the room. Escort your students from the building.
3. Exit the building by using the designated staircase posted in your room.
4. Assemble with your students in the designated grassy areas being at least 100 feet from the building and not occupying the central driveway area of the school.
5. At the designated area, take attendance of your students and have them remain with you. Staff members are expected to form a perimeter around the students for appropriate supervision. Immediately at the end of the drill, inform the office of any missing students.
6. Chairpersons/SADS and unassigned staff are to assist in evacuating the building area they are in. Once outside the building, these staff are to assist in supervising students and keeping them sequestered within the designated areas.

PHYSICALLY IMPAIRED STUDENTS – EMERGENCY EVACUATION FROM THE BUILDING

The following procedures are designed to provide for a safe and efficient egress from the building for those students who use crutches, canes, wheelchairs, etc.

Exiting From the Second and Third Floor - When the fire alarm signal sounds, and you have a student class member who uses a cane, crutches, wheelchair, etc., please direct the other students in your class to leave the building by following the students in the adjacent classroom. Please also give that teacher your class roster. He/she will take your class attendance and supervise your students until you arrive. Stay with the handicapped student and escort the student to the nearest staircase – **staying in the hallway**. Wait there for assistance from either custodial and/or administrative staff. If the student is able to use the stairs with assistance, please use ordinary and prudent care in helping the student to exit the building. Exit the area after all other students have left and other students have left and rejoin your class.

Exiting from the 200 Wing – Follow the above procedures but use the ramp, if available. If the ramp is not available, use the nearest staircase, following the above procedures. Exit the area after all other students have left and rejoin your class.

Exiting from the First Floor – Follow above procedures but use the assigned doorway. Exit the area after all other students have left and rejoin your class.

PHYSICALLY IMPAIRED STAFF – EMERGENCY EVACUATION FROM THE BUILDING

If the alarm sounds when teaching students, please close your class windows and doors and direct your class to follow the adjacent room's class as they evacuate the building. Please give that teacher your attendance book. He/she will supervise your students until you rejoin them. If no assistance is required, evacuate the building. If assistance is required, please proceed to the nearest staircase/ramp – **stay in the hallway area** – and wait for assistance.

LOCKDOWN PROTOCOL:

- **IF SAFE**, immediately gather students from hallways and areas near your room into the classroom or office. This includes common areas and restrooms immediately adjacent to your classroom.
- Lock your door(s) and have students/staff move to the designated safe area of the room, ****REMAIN SILENT****
- Leave lights on and blinds as they are. Do not cover the door window.
- Teachers should position themselves in a location that gives them an advantage to manage their classroom effectively in the following manner during a lockdown:
 - Do not allow anyone, under any circumstance, to leave your secured area.
 - Do not answer or communicate through your door or classroom phone.
 - Silence cell phones and limit use to only relay pertinent information to 911, (i.e., description/location of active shooter/victim injuries).
 - Do not respond to fire alarms unless actual signs of fire are observed. Doing so could compromise the safety of those already secured.
 - Document and attend to any injuries to the best of your ability.
 - Take attendance and include additions and missing students' last known location.
 - Do not respond to the Public Address (P.A.) system or other announcements.
 - If an intruder enters the classroom, use **WHATEVER** means necessary to protect yourself and the students. You must be prepared to fight for your life and use physical forces or possibly deadly force to stop the intruder.
 - Potential tactics include:
 - Moving about the room to lessen accuracy.
 - Throwing items (books, computers, phones, etc.) to create confusion.
 - Assaulting the shooter/intruder – use whatever objects you have in the classroom as a weapon such as blunt force objects (fire extinguishers, chairs, etc.) to incapacitate the intruder – **FIGHT!**
 - Tell students to get out anyway possible – **RUN!**
- Staff/students participating in any outdoor activity upon the initiation of a lockdown should seek a safe location away from the building. Call 911 and report your situation including location and number of students.
- Procedures should be in place to re-direct buses in the event of a lockdown.

*** LOCKDOWN WILL ONLY END WHEN YOU ARE PHYSICALLY RELEASED FROM YOUR ROOM OR SECURED AREA BY LAW ENFORCEMENT.**

SCHOOL INSURANCE

Every student is covered by an accident insurance policy that supplements your own health insurance coverage. The policy covers students from the time they board the bus in the morning to the time they get off the bus in the afternoon.

THEFT INSURANCE

The school district carries no insurance to reimburse students for the loss of personal property. If your property is lost or stolen, you should report it to the Main Office, but we cannot reimburse you. Keep your valuables secure.

CONTACT DIRECTORY

Academic Problems.....	Teacher, Counselor
Activities Information.....	Ms. Monaco
Appeal Procedures.....	Dr. Adler, Mrs. Castaldo, Dr. Douglass, Ms. Monaco
Athletic Questions.....	Mr. Guccione
Attendance Problems.....	Dr. Adler, Mrs. Castaldo, Dr. Douglass, Ms. Monaco
Behavior Problems.....	Dr. Adler, Mrs. Castaldo, Dr. Douglass, Ms. Monaco
Bus Information.....	Main Office
Cafeteria Questions.....	Cafeteria Staff
Career Information.....	Counselors
College Information.....	Counselors
Computers.....	Library
Family Resource Coordinator ...	Ms. Gutenberger
Graduation Questions.....	Counselors
Harassment/Bullying.....	Mrs. Castaldo (Dignity Act Coordinator)
Homebound Instruction.....	Guidance
Library.....	Mr. Martiniello
Auditorium.....	Mr. McCarter
Locker Problems.....	Mrs. Saber
Lost and Found.....	Main Office
Medical Problems.....	Nurse's Office
Parking Permit.....	Ms. Monaco
Personal Problems.....	Counselors: Ms. Gramajo-Lopez, Ms. Felber-Regina, Dr. Ortiz-Velez, Mr. Pilgrim, Mr. Silver, Mrs. Taylor
Residency Question.....	Dr. Adler, Dr. Douglass
Transcripts.....	Mrs. Saber
Working Papers.....	Guidance

ROTATING SCHEDULE

Suffern High School offers its students many advantages other high school students do not experience. The rotating schedule allows the student to miss two class periods a day - one morning class period and one afternoon class period. This enables the student to catch up on class-work, work on extended assignments, or just take a "breather" from the class being missed. Most students find the rotating schedule a welcome change from the usual eight-period class day and feel it is a vital part of the uniqueness of Suffern High School.

	8		A	B	C	D	
7:30–8:15	1		1	4	3	2	7:30–8:25
8:20–9:00	2		2	1	4	3	8:30–9:25
9:05–9:45	3		3	2	1	4	9:30–10:25
9:50–10:30	4		LUNCH				10:25–11:05
10:30–11:05	LUNCH		5	8	7	6	11:10–12:05
11:10–11:50	5		6	5	8	7	12:10–1:05
11:55–12:35	6		7	6	5	8	1:10–2:05
12:40–1:20	7						
1:25–2:05	8						