THE
BRONCO GUIDE

2026 - 2027

HIGH SCHOOL ADMINISTRATION, FACULTY & STAFF

The Main School telephone number is 395-0500, followed by the extension listed below. Calls requiring immediate attention should be directed to the High School Office, ext. 2261.

High School Administration

Raymond Loverso, Ed.D., Principal, Ext. 2227
Connor Mitchell, Assistant Principal, Ext. 2404
Aaron Kind, Director of Counseling, Ext. 3292
Anthony Vaglica, Director of Physical Education, Health & Athletics, Ext. 3216
High School Office Assistant /Attendance: Luisa Colarusso, 2261

Art
Courtney Alan……1240
Rachel Vining ……3807

Counseling
Ellen Cohen……2258
Marina Ford……2353
Deana Hasandjekaj……..2234
Aaron Kind……3292
Alyssa Levy……2232

English
Samantha Abel……..2158
Rob Cross ……2106
Sarah Cumiskey……...2777
Lara Dearman……2456
Alyssa Dioguardi……2235
James Goldmann……..2507

Foreign Language - French
Toby Gillen……2443

Foreign Language - Latin
Denise Flood……...1423

Foreign Language - Spanish
Alexandra Gidaly……2411
Denise Napolitano……2464
Cesar Sanchez……2132

Health/Physical Education
Matthew Fisher……1246
Erin Greer……3804
Michael Marino……..1429
Gillian McGovern……..3621
Brian Senior…….. 3317
Patsy Manganelli……..2252

Library/Media Center
Eileen Mann, Librarian……3243

Mathematics
Zhana Cabrera…….. 3810
Seamus Coons……..2459
Aaron Ginsburg..……..1207
Brian Halling……..3813
Justin O'Brien……3830
Juan Ruiz……3829

Music
Matthew Dell..……2251
Hannah Geiling……2457
Uma Karkala……..3819

Psychology & Social Work
Lauren Keschner…… 2355

Science
Kristen Bizenza……2501
Jiyoon Bussiere……2210
Ben Cornish ……...……....2010
Rebecca Dai……...2505
Ibrahim Dincer……...2351
Sally Dion……2455
Anna Dowd……2352
Stephen Kovari……3803

Social Studies
Christopher Doyle……3639
Eva Gambino……2115
Patrick Henderson……...2460
Dana Landesman……1422
Martin Patmos……..2253

Special Education
Julie Clarke ……..1425
Timothy Horgan……1723
Aimee Gowans……3453
Dan Martin…… 3417
Michael Whelan……..3294

Technology
Brad Ashley……..2256

Support Staff
Camilla Relucio (Data Spec & IC)....2100
Ms. Roseann Silves (Counseling)... 3305

HIGH SCHOOL INFORMATION

ATTENDANCE PROCEDURES

Absences

Instructional time is an irreplaceable component of a student's education. Frequent absences adversely affect academic performance. Further, excessive absenteeism is a class distraction which interferes with the learning process. Considerable teacher and class time is required to help students understand material presented during their absence, thus reducing the time for regular class instruction or extra help. When a child is absent parents are asked to telephone the High School Office between 7:00 a.m. and 9:00 a.m. at 395-0500. Ext.2261. If not notified the Attendance Officer will call home.

Returning to School Following an Absence

Upon returning to school a student must bring a note within 48 hours written by a parent or guardian, addressed to the attendance officer, and stating the cause and exact date(s) of the absence. When students have been absent for three or more days, they must bring the note to the Health Office to secure an admission slip.

Legal Absences

The only legal reasons for absence from school are illness, death in the family, religious observance, required court appearance, college visits, quarantine, impassable roads or weather making travel unsafe. All other absences are illegal.

Illegal Absences

There are two categories of illegal absence. Absence with the knowledge and permission of a parent, such as early departure for vacation, is considered a planned absence. *Students who intend to miss school with their parent's permission must complete a planned absence form at least one week prior to missing school.* Absence without the knowledge and permission of a parent is truancy. Truancy that results in a student missing more than ten minutes of a 40-minute class period or twenty minutes of an 80-minute class period is considered a class cut.

Consequences for Truancy and Class Cuts

Students who are truant or cut class will be placed in after school detention and restricted from participation in Extra-Curricular activities. Their parents will be notified immediately. Students who cut a class will receive 60 minutes of detention.
An ongoing pattern of truancy/class cuts will lead to additional disciplinary action including a parent conference with the Assistant Principal after the second cut, the loss of open campus privileges, and suspension. (See Co-Curricular Code of Conduct for Participation in Co-Curricular Activities.)

Absences in Physical Education

Required Attendance:
All students must attend 80% of their regularly scheduled Physical Education classes. Make-up classes will only be accepted if the student was legally absent. Illegal absences cannot be made up. If a student falls below 80% because of illegal attendance, he/she will fail for that marking period.
Temporary Excuse:
Students whose parents wish them to be excused from physical education participation for a day or two because of a cold or minor illness must present a written request from their parents to the physical education teachers prior to class. Students are still required to attend class on that day.
Long Term Excuse:
Students must have their doctor's orders in writing stating reason and length of time they are to be excused from physical education participation. This should be done before school at the Health Office. At this time the student's program will be modified to meet specific needs. The student is still required to attend his/her regularly scheduled physical education classes.

Early Dismissal

If a student must leave school early, he/she should bring a parental note to the High School Office
The note should state the reason and exact time of early dismissal. A student who feels ill during the school day must go to the Health Office to get permission to leave. A student who wishes to leave for any reason other than illness must obtain permission from the High School Office. If a student does not return to school after lunch, the High School Office must be notified by phone. A student who leaves the school before dismissal without permission is considered truant. The "cutting" of classes will result in after school detention and may result in suspension.

Make-up Work Due to Absences

It is imperative that students make up all missed work promptly. Generally, students are expected to obtain missed assignments from the Portal, Google

Classroom or reliable classmates. Students are encouraged to make up work while they are convalescing to the extent that it is possible to do so. If an assessment occurs during an absence, a student is expected to be ready to take the assessment upon return to school.

***Planned Absence**:*

A planned absence is an absence with knowledge and permission of parents:
Planned Absence Forms must be completed at least one week in advance of your absence in order to provide teachers with sufficient notice to adjust your assignments.

***Truancy/Class Cuts**:*
Truancy/class cuts are illegal absences without knowledge or permission of the school and parents.

- Tests and quizzes cannot be made up. Students will receive a failing grade.

Note: The faculty does not assume any responsibility for assignments or make-up work for illegal absences.

Student Responsibility for Work Missed Due to Absence

All make-up work is the student's responsibility.

- On the day following an absence, students should arrange a meeting with their classroom teachers in order to create a plan to make up all missed work.
- If the student fails to arrange to make up work at that time or doesn't complete the make-up work by the agreed upon time, the student may receive up to a full grade penalty (A to B) for each day the commitment is not fulfilled.
- Teachers are responsible for announcing and posting their policies on make-up work at the beginning of the school year and/or semester. These may include, but are not limited to, homework, papers, lab reports, tests, college visits, illness, and early dismissal/late arrival.

TARDINESS

Students who arrive late to school should report directly to the attendance office for an admit slip and should present their note to the attendance officer at that time. The Assistant Principal will review all excuse slips to determine if the lateness is a legal tardy. The only legal excuses for school tardiness are the same as those for legal absences.

Late to School

Students are late to school if they arrive illegally after the start of their first period class (8:30 a.m.)

Students are permitted to be late to school once per Quarter. The second, third and fourth illegal tardy will result in detention for 15 minutes. The fifth illegal tardy and all subsequent tardies will result in students being assigned detention for 30 minutes.

Late to Class

Students are late to class if they arrive after the start of class without a note from a member of the faculty or staff. Students who are late to class will be assigned 15 minutes of detention for the second, third and fourth illegal tardy. The fifth illegal tardy will result in students being assigned detention for 30 minutes.

Class Cuts Due to Lateness

When a student has illegally missed either ten minutes of a 40-minute class or twenty minutes of an 80-minute class, he/she will be considered to have cut that class. Insofar as the work is concerned, the student has forfeited the right to take a test or to make up work unless the teacher decides otherwise.

DISCIPLINE PROCEDURES

It is the goal of Bronxville High School disciplinary procedures to teach responsibility and self-discipline. We expect student behavior to reflect a concern for the rights of everyone involved in the educational process. A positive school climate is a shared responsibility of students, parents, school staff, and community. (See Code of Conduct) Our disciplinary procedures reflect this shared responsibility by seeking the support of all concerned in correcting student behaviors that disrupt our school.

It is important to realize that in responding to individual student behavior, the school looks at the overall picture of the student's life at Bronxville High School. Individual infractions of the rules are treated more seriously when they are part of a continuing pattern of behavior that disrupts the school's educational process. The accumulation of several incidents will result in more vigorous disciplinary action than what would have been called for if an incident were considered in isolation.

Procedures for Initiating Disciplinary Proceedings

Any adult employee of the Bronxville School who observes student misconduct has the responsibility to attempt to correct that behavior at once. If the student's behavior is not corrected and the infraction is serious it must be reported to the building Principal or the Assistant Principal immediately. The Principal or the Assistant Principal will meet with the student to discuss the nature of the misconduct and the consequences associated with the offense. The Principal or the Assistant Principal will undertake to determine a possible penalty, taking into account all relevant facts surrounding the misconduct. Appropriate records of such disciplinary action will be kept.

Due Process

In the event of discipline for serious infractions (suspensions in excess of five school days), students are entitled to:

- Notification of specific charges
- An opportunity to present a defense
- Notification of the decision reached
- An opportunity to appeal the decision to the Superintendent of Schools, and finally to the Board of Education.

Students have the right to appeal disciplinary actions for minor infractions taken by a member of the staff at BHS. The Appeal Process begins with the Assistant Principal and moves in turn to the Principal.

Students with Handicapping Conditions

In accordance with the Individuals with Disabilities Act (IDEA), students with disabilities can be disciplined in the same manner and with the same protections as a non-disabled student who exhibits the same behavior as long as the behavior is not a manifestation of the disability. The District will comply with the disciplinary procedures as outlined in the New York State Education Department Procedural Safeguards Notice Rights for Parents of Children with Disabilities. (Adopted by the Board of Education: July 10, 2000)

Detention Rules and Procedures

Detention is intended to be a punishment for infractions of attendance or disciplinary rules at Bronxville High School. For every violation of school rules, the Assistant Principal will notify students of the time to be served. Students are required to report to detention on the day it is assigned. Students who need to reschedule their detention must receive approval from the Assistant Principal prior to not attending detention.

Students who fail to report to detention without being properly excused will be given an additional 60 minutes of detention, have their open campus privileges revoked until their detention is served, and have their parents notified immediately**.** In addition, students who skip detention continually risk being placed on in-school suspension and/or being declared ineligible to participate in co-curricular activities.

Detention is scheduled from 3:00-4:00 p.m. every afternoon**.** Students must check in with the detention supervisor and only then will detention start. Students may not leave the room for any reason once they have started serving detention time. Should a student leave the room, detention time will restart upon reentry (no time already served will be counted). Talking is not permitted nor are disturbing activities of any kind. No cell phones, iPods or other forms of entertainment are permitted. If any prohibition is violated, the student's detention time will be restarted from the time of the infraction. Students should bring enough work to last the full hour or the amount of time they are scheduled to serve.

Students who are scheduled for detention may not participate in any co-curricular activity or practice until they have finished serving their detention. Students who have more than 30 minutes of detention may not participate in or attend a competition, game, production, or school-sponsored activity. (Adopted by SFL: 10/26/93; Amended by the Principal 7/1/99)

Suspension

The Superintendent of Schools or the High School Principal may, at his/her discretion, suspend a student for 5 days or less for any of the reasons outlined in the State Education Law. No student may be suspended for a period exceeding 5 school days unless he and his parents or guardians have had an opportunity for a hearing. All conditions of such hearing must conform to state law and State Education Department guidelines. The Superintendent will report all details to the Board.

This procedure also applies to students with handicapping conditions. If a student is suspended for more than one 5-day period, written notice will be sent to the parent stating and indicating that this suspension constitutes a change in placement and will therefore result in a referral to the Committee on Special Education. If a suspension hearing must be

conducted, a member of the Committee on Special Education will be invited to attend.

Students who accumulate 360 minutes of detention will be placed on suspension for one day. **(**Adopted by the SFL: 10/21/97)

Early Identification and Resolution of Discipline Problems

The administration will engage all of the necessary measures and resources of the District to identify, prevent, and resolve disciplinary problems as early as possible. These means may include child study team meetings, teacher meetings, and parent conferences, among others. Alternative educational programs may be provided in order to meet individual student needs.

STANDARDS OF BEHAVIOR

Dignity for All Students Act (2012)
The Bronxville USFD is committed to providing a positive, safe & supportive learning environment where students are free from bullying, harassment and discrimination.
The Board of Education reviewed and approved our District Policy in August 2012. Details are in the District Code of Conduct.

Alcohol, Tobacco and Drugs

The possession, use, sale or presence under the influence of alcohol, tobacco or other drugs on or in school property is prohibited. Any student who possesses or consumes alcohol, tobacco or other drugs (including all tobacco products i.e., electronic cigarettes, Juuls, etc.) before or during school time, co-curricular activities or school sponsored functions will be in violation of school policy. Persons determined to be in violation of this policy will be subject to immediate disciplinary action and, if appropriate, legal prosecution. The consequences for violating this rule are:

- Any student believed to have consumed or be in possession of alcohol, tobacco or other drugs will be reported to the Principal or Assistant Principal.
- Whenever possible, the student will be assessed by the school nurse to determine whether or not the student has consumed, or is in possession of, alcohol, tobacco or other drugs. If the Principal, Assistant Principal, or Nurses are not available, the staff member in charge of the activity will determine to the best of his/her ability if the student is in violation of school policy.
- If a student is found to have consumed, or be in possession of, alcohol, tobacco or drugs, the Principal, Assistant Principal, or staff member in charge will contact the student's parents/guardians and arrange to have the student taken home. When drugs other than alcohol are involved the Principal or Assistant Principal may also contact the local law enforcement agency. [Note: If the Nurse or staff member in charge is unable to confirm that the student is in violation of school policy, but still suspects possible use, the Principal will contact the student's parents/guardians to advise them of the school's concerns.]
- Students found in violation of the school's policy on alcohol, tobacco and drugs will be suspended immediately from school for a minimum of one day.
- Students returning to school following a suspension for violating the school's policy on alcohol, tobacco and drugs are required to meet with the school's psychologist or other designated staff member for up to three (3) sessions in order to assess their level of substance use and to make any necessary arrangements for follow-up counseling or referrals to outside agencies.
- Students found using alcohol, tobacco or drugs are ineligible to participate in co-curricular activities and must submit a plan to the Principal (designee) in order to regain their eligibility. (See: Eligibility Code for Participation in Co- curricular Activities.)

Cheating and Plagiarism

Please see the updated Academic Integrity Policy located in Addendum 1.

Computer and Internet Use

Students at Bronxville High School, as a condition of being granted access to the Internet and other computer resources by the Bronxville School, agree to abide by School District policies governing their use. Student responsibilities under this policy include, but are not limited to the following:

- Students will not use the school's facilities, computers or Internet access to publish any information or use language which violates or infringes the rights of, or threatens others, or which would reasonably be considered abusive, obscene or offensive.
- Students will not use the school's facilities, computers or Internet access for commercial purposes.
- Students will not remove software or data from school computers without proper authorization.

Students will not knowingly introduce computer viruses or pirated software to School computers or physically damage School equipment.
- Students will not use the school's facilities, computers or Internet access to tamper with computer software or hardware, to gain access to computers without authorization, or to vandalize or destroy computer files.
- **Students will not download software programs on school computers without permission.**
- Students will check all flash drives for viruses before inserting them into a school computer.
- Students will not reproduce any material obtained electronically without attribution.
- Students understand (and parents understand if a student is under 18 years of age) that the Bronxville School District and the BOCES Lower Hudson Regional Information Center do not control the content of other systems on the Internet. Students understand that some of these systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually- oriented, racially offensive or illegal material. Students recognize their obligation not to access such materials, and will not knowingly use the school's facilities, computers or Internet access to view or obtain such materials.
- Students will not give a password to another person or leave a password where it may be discovered. Students will use real names and will not act anonymously.
- Students will report any violations of this Policy to a school administrator. Students should understand that any violation of this Policy will result in the loss of their access and privileges as well as disciplinary and/or legal action.

Dress Code

Bronxville High School has always been proud of the discretion and good taste its students have demonstrated in their personal appearance. We expect all students to continue to give proper attention to personal cleanliness and to dress and groom themselves in an appropriate manner for school.

The following standards of dress have been drafted to assist students in making appropriate choices concerning their personal attire at school, inclusive of co-curricular activity time.

- Wear apparel and accessories that are safe, appropriate and do not interfere with or disrupt the education process.
- Ensure that underwear is covered with outer clothing.
- Wear footwear in the building and on campus.
- Avoid wearing extremely brief garments such as tube tops, shirts or tops with plunging necklines (front and/or back) micro-minis, outfits designed to show bare midriffs, see-through garments, or other apparel that is extremely revealing or provocative.
- Avoid wearing items that are vulgar, obscene, or libelous or that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability.
- Avoid clothing that promotes, endorses or makes reference to the use of alcohol, tobacco, illegal drugs, sexual acts or violent activities.

Note: Different guidelines, when necessary, will be provided concerning student dress at special events (e.g., Halloween, Prom, dances, etc.)

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

Free Time

Students at Bronxville High School spend some portion of their school day outside of class. During their free periods at School, students are expected to use their time productively in support of their educational program. The library IS available for quiet study and research. The cafeteria can be used for grabbing a bite to eat, relaxing or studying with friends. Students who fail to use their free time productively or who disrupt the school when they are not in class will be assigned to study hall during their free time. (See **Open Campus** Privileges.)

Gymnasium

Students may not use the gymnasium, weight room, or other athletic facility unless supervised by an adult member of the staff who is present with them.

Harassment

Bronxville High School has a diverse population. Harassment disrupts the educational process and violates the rights of others. It has no place at Bronxville High School. It is essential that all members of our school community treat each other with respect. Various School Board policies speak to the right of everyone to experience a safe and supportive learning environment. They also prohibit

harassment, in any form. Harassment is any unwelcome conduct directed at another with the purpose or effect of interfering with an individual's education or creating an intimidating, hostile or offensive educational environment. Harassment may include verbal, written, or physical conduct. It includes, but is not limited to, demeaning comments, behavior, slurs, mimicking, jokes, gestures, name calling, graffiti, and stalking.

Specific examples of harassment often include references to another person's race, national origin, gender, disability or handicap, age, religion, sexual orientation or behavior, or family status.

Open Campus Privileges

All students at Bronxville High School are permitted to leave campus during the school's lunch period in order to eat downtown or at home. In addition, students are permitted to leave campus during their free time. Students who leave campus during the school day are encouraged not to drive their cars.
In exercising the open campus privileges granted them by the school, students at Bronxville High School acknowledge their responsibilities as young members of the Bronxville community. As such, they must act in the same respectful and upstanding manner outside of school as is expected of them on school property. Their actions reflect not only on themselves, the faculty, and the Bronxville School but on our village as a whole. All students must strive to be good neighbors towards the residents, officials and citizens of both Bronxville and its surrounding communities.

The responsibilities of the student body include, but are not limited to:

- Not littering.
- Not loitering.
- Not blocking pedestrian or motor traffic.
- Not trespassing.
- Driving safely.
- Following all School Rules and Board of Education policies.
- Acting in a manner becoming a Bronxville High School Student.

Students must understand that an open campus is a privilege and not a right. To enjoy this privilege, students must maintain a solid school record and behave in a manner consistent with acceptable standards of school citizenship. If students do not follow these guidelines, the consequences of their actions include but are not limited to:

- Contacting a student's parents or guardians.
- Revoking a student's open campus privileges for a period deemed appropriate by the administration. (During this time the student will be assigned to the study hall and/or the cafeteria for lunch.)
- In school suspension for repeated offenders.

(Adopted by the SFL in 2000)

Sexual Harassment

The Board of Education is committed to safeguarding the right of all employees and students within the school district to an environment free of all forms of sexual harassment. Sexual harassment depends upon all relevant circumstances, including actions and words, the alleged offender's intention and how the alleged victim perceives the behavior or is affected by it, all judged by a reasonable person standard. The Board recognizes that sexual harassment can originate from a person of either sex against a person of the same or opposite sex and from students, teachers, administrators, subordinates, peers, supervisors, other district employees or the district's vendors.
Therefore, the Board condemns all unwelcome behavior of a sexual nature which is either designed to extort sexual favors from any person as a term or condition of employment, enrollment, grading, advancement or promotion, or which has the purpose or effect of creating an intimidating, hostile or offensive environment. The Board also strongly opposes any retaliatory behavior against complainants or witnesses.

Any person who believes he or she has been subjected to sexual harassment should report the alleged misconduct immediately in accordance with the following procedures:

- Anyone who believes he or she has suffered sexual harassment may request a meeting with the Title IX Coordinator.
- If the Title IX Coordinator is the alleged wrongdoer, the complainant may request a meeting with the school's principal.

In the absence of a complaint by a victim, the Board, upon learning of, or having probable cause to believe in, the occurrence of sexual harassment, shall initiate an investigation in accordance with these procedures. (Adopted by the School Board: 7/8/97)

School Activities

School events (plays, games, concerts, dances) conclude at different hours. Parents are responsible for arranging transportation for their children to and from evening activities.

- All school rules apply during school events.
- Students may bring a guest to any school party or dance if previously arranged with faculty sponsors. No student outside the school may come to a school party or dance unless accompanied by a Bronxville School student with special permission given by the faculty sponsor prior to the activity.
- No student may be admitted to a school activity if he or she is under the influence of alcohol or other drugs. These students will be asked to leave, and their parents will be notified.

Dismissal of Classes in Event of Teacher Absence

AP classes, classes of all Juniors and/or classes of all Seniors (or a combination of Juniors and Seniors) will be dismissed in the event of a teacher absence. The teacher will post an assignment for the class on Google Classroom and/or the Portal. Students are responsible for completing the assignment. If a student's class is dismissed due a teacher absence, that student may use common spaces in the building (Learning Commons, library, cafeteria, atrium, etc.) to complete the class assignment.

Teacher Not in the Classroom

There may be instances when teachers/substitutes cannot arrive at their assigned classes on time. In such cases, the Administration of the High School needs to be notified. The necessity for notification is brought about by the possibility of a teacher emergency situation; it is understood that such notification is not for the purpose of penalizing students. Accordingly, the following procedure is adopted. If there is no teacher or substitute after 15 minutes, then the following steps will be taken:

- One student will report the absence to the High School Office and students will wait for his return.
- If the office does not know where the teacher or the assigned substitute for that class is, then students will receive a free period with any instructions that the office may have.

Vandalism and Destruction of School Property

Any student found guilty of vandalism or willful destruction of School property will be subject to immediate disciplinary action and prosecuted to the fullest extent the law allows, at the discretion of the superintendent. The student will be liable for commensurate restitution. Parents and police will be notified.

Weapons

The possession or use of explosive devices, firearms, dangerous knives or any other weapon or item used as a weapon anywhere on School property is strictly prohibited. Violators will be subject to immediate disciplinary action and prosecuted to the extent the law allows, at the discretion of the superintendent. Parents and police will be notified.

Criminal Behavior

Criminality will not be tolerated anywhere on school property. Violators will be subject to immediate disciplinary action and prosecuted to the extent the law allows, at the discretion of the superintendent. Parents and police will be notified.

ACADEMIC INFORMATION

Graduation Requirements

The New York State Education Department requires that a student earn a minimum of 22 units of credit for a HS Diploma. Specific graduation requirements will be explained to each student by the counselor and progress towards fulfilling these requirements will be monitored carefully. Students must be enrolled in 5 credits plus PE each year.

Grades

The school year consists of 4 nine-week grading periods. The grading scale for all courses is as follows:

Numerical Average	Letter Grade	GPA Equivalent
98-100	A+	4.33
93-97	A	4.0
90-92	A-	3.67
87-89	B+	3.33
83-86	B	3.0
80-82	B-	2.67
77-79	C+	2.33
73-76	C	2.0
70-72	C-	1.67
67-69	D+	1.33
65-66	D	1.0
Below a 65	F	0

Note: Pass/Fail grading may be used in some courses.

Grades are calculated with the following percentages unless otherwise noted. If a midterm or final exam is not given in a course, the quarter weights are recalculated to be of equal weight.

<u>Year-long Courses</u>
Q1: 20%
Q2: 20%
Midterm: 10%
Q3: 20%
Q4: 20%
Final: 10%

<u>Semester Courses</u>
Q1/Q3: 40%
Q2/Q4: 40%
Final: 20%

Report Cards and Progress Reports

Report Cards

Report cards are emailed to parents and posted to the Portal four times a year at the end of each quarter. During the 2026 - 2027 school year, Quarterly Marking periods end:

1st Quarter November 10, 2026
2nd Quarter January 29, 2027
3rd Quarter April 16, 2027
4th Quarter June 11, 2027 (Last day of classes)

Incompletes

A grade of Incomplete ("INC") is given to students who are legally absent from school and are unable to make up work missed before the close of the marking period. Incompletes must be made up as promptly as is reasonable usually within 10 school days.
If a student has an incomplete beyond this date, the student is not eligible for Honor Roll consideration.

Regents Level Courses

Bronxville High School courses are all offered at an Honors level (H). In consultation with a student, parent/guardian, counselor and teacher, the same course may be taken at the 'Regents' level. The decision to move to Regents level must be made by the Add/Drop deadline (see below). When the decision to move to Regents level is made, the grades do not follow from the honors level course.
A student is evaluated based upon his/her/their performance in the Regents level of the course. If, for some reason, a student moves to Regents level after the Add/Drop deadline, the grades in the honors level course will be averaged with the grades obtained in the Regents level course. In semester courses, if the change is made after the Add/Drop deadline, the averaging of the grades will be at the teacher's discretion.

The curriculum and assessment structure in a Regents level course will vary depending upon the department. Texts will be modified as possible, additional scaffolds, starters and templates may be incorporated into writing assignments. In terms of assessments, tests may include fewer choices, reduced numbers of questions, etc. The teacher of the course will be able to explain the specific modifications being made for students deciding to take the course at the Regents level.

ACADEMIC AWARDS

Academic Honors and Activities Awards

Certificates of Merit are awarded to selected students for outstanding classroom achievement.

1. **Innovation:** Awarded to a student for innovating and creating something new from what one knows.
2. **Critical Thinking:** Awarded to a student for thinking critically, gaining understanding and having the courage to change one's mind.
3. **Leadership:** Awarded to a student for finding his or her voice, communicating clearly, leading passionately with persistence.
4. **Engaged Citizenship:** Awarded to a student who collaborates and serves and engages the world to make it a better place.

Academic Awards Assembly

On the last day of School before final exams in June, a special assembly is held to present Academic Honors and Activities Awards.

Tests and Exams
School Test Policy

No student is expected to have to take more than two tests on a given day.

When a teacher assigns a test, he/she should ask whether any students already have two tests on that day. Students already scheduled for two tests should arrange a mutually convenient time with their teacher for the test to be made up. There should be no punitive aspect to making up the test.

Add/Drop Policy

If a student decides to drop a course, he/she must meet with his/her Counselor. Also, a parent must agree with the decision. Please be aware that the Add or Drop period for a semester course ends October 13th. For a full year course, the Add or Drop period ends on October 13th. For second semester courses, the Add/Drop period ends March 5th. If a student drops a course after the period noted, except in the case of a change in levels, a W for withdrawal will be noted on his/her transcript.

Final Exam Policy

All students are expected to take Final Exams on the day designated for the test. Students who miss a Final Exam due to illness may take the Exam on the designated Make-up date. If a student must miss a Final Exam for a reason other than illness, he/she will receive an Incomplete grade in the class and must take the Final Exam in August before the start of the next school year.

Final Exam Exemption Policy

Exempting seniors from final exams is intended to reward students who maintain a maximum effort throughout the school year until the last day of school.

- Seniors who maintain a B or better average during the second semester of a two-semester course may be considered for an exemption from taking a final exam in that course.

The classroom teacher is the final authority on whether a student may be exempted. Exempted students will be notified at least one week before the final exam period begins. There are no exemptions for one- semester courses.

SAT and Achievement Test Dates

The Counseling Office posts the SAT and ACT test dates for the school year on the District calendar. The registration deadlines are most important. Bronxville High School is not a test center and students are responsible for registering for a test directly through the SAT or ACT website. One cannot register for both the SAT I and the SAT Subject Tests on the same day.

Note: Bronxville's CEEB Code is 330540. Check the school website for updates throughout the year.

STUDENT LIFE

Co-curricular Programs - Statement of Mission

The Co-curricular program at the Bronxville School plays an essential role in fulfilling the school's mission of helping all students, including students with disabilities, "reach their highest potential" by providing a broad range of athletic, artistic, civic, and social activities through which students can explore their world, discover their unique interests and abilities as individuals, develop their talents, nurture close friendships, build a rich sense of community, and contribute to the cultural life of our school.

Students with Special Needs - Access to Co-curricular Programs

To assure that students with disabilities have access to the school's co-curricular programs, all activities are periodically reviewed by the school's Administrative Team to ensure that appropriate accommodations or programs are available. A list of current offerings is available in the high school office. Students with disabilities who are in need of special accommodations in order to participate in the school's athletic programs should contact the school's Director of Physical Education, Health & Athletics, Mr. Anthony Vaglica. Students who need special accommodations to access the school's other co-curricular or social activities should speak to the school's Assistant Principal, Mr. Anthony Vaglica. Students or parents who would like to propose additional program offerings designed to meet the special needs of students with disabilities should direct their requests to the school's Assistant Superintendent, Ms. Ann Meyer.

Athletic Activities

In addition to Physical Education, the School's Athletic Department sponsors and conducts a voluntary interscholastic sports program. All students are encouraged to tryout for and participate in the school's athletic program. All information pertaining to interscholastic athletics is available on the Athletic Department webpage, which is linked to the school's main webpage.

Directions to Athletic Contests

Directions to athletic contests can be found on the Athletic Department webpage, which is linked to the school's main webpage.

Eligibility Code for Participation in Co-Curricular Activities

Co-curricular activities at Bronxville High School play an essential role in our School's educational program. The privilege of participation in the school's co-curricular program is extended to any student who meets the individual criteria for participation and agrees to abide by the rules and regulations for eligibility, by signing off on the Acknowledgement Form, in order to be eligible.

ALL RULES REGARDING CO-CURRICULAR ELIGIBILITY CAN BE FOUND IN ADDENDUM 2 OF THE BRONCO GUIDE.

Class Officers/Class Activities

Statement of Purpose

- To provide students with opportunities to experience the democratic process.
- To provide students with opportunities to exercise leadership.
- To create a sense of grade unity and spirit.
- To generate funds needed for grade events.
- To contribute to the welfare of the school
- The community through service projects.

Structure

- Each class is led by eight officers (President, Vice President, Secretary, Treasurer, and four SFL Representatives) who are guided by a Faculty Class Advisor assisted by a Parent Class Chairperson
- The officers, elected in the spring of each school year, form the Class Executive Council
- Each class is represented in the Student-Faculty Legislature and uses class meetings to consider issues being considered in the Student-Faculty Legislature.

Meetings and Responsibilities

- Each class convenes regular meetings, usually monthly. The Executive Council and the Faculty Class Advisor develops an agenda for class meetings.
- At each class meeting, the Class Secretary takes minutes, and a financial report is presented by the Class Treasurer.
- The Class President presides over class meetings.
- The Executive Council meets regularly, with the Faculty Class Advisor and the Parent Class Chairperson.
- Orientation and training is provided annually, usually in September, for the class officers, Faculty Class Advisors and Parent Class Chairpersons.
- All fund-raising and service projects must be approved by the Principal

Roles:

Class Officers provide leadership in helping members of the class democratically arrive at decisions concerning class activities. Faculty Class Advisors provide guidance and ensure compliance with School regulations and procedures. Parent Class Chairpersons provide support for class activities.

Criteria for Success:

- High participation in both fund-raising and service projects.
- Sufficient funds to support class activities.
- Maintenance of cooperation between and among the four classes.

These guidelines were developed during the 1989-90 School year in a series of discussions involving the faculty Class Advisors, parent Class Chairpersons, President of the High School Council, and the Executive Councils of the four classes.

Performing Arts

Performing arts activities include a drama club that produces school plays and musicals, instrumental and vocal groups that perform at evening recitals, athletic contests, the Memorial Day Parade, and Graduation, and an art club that organizes special arts programs for senior citizens.

The **Fall Play** is produced by the drama club during the 1st semester and is open to all students. Auditions are held in September and rehearsals begin immediately. Production date is late fall.

The **Winter Musical** is a project of the Performing Arts Department. The production is an all-School effort encompassing all technical, theater, and performing arts. Casting is competitive and any student may audition if academically eligible.

The Music Department sponsors three after-school instrumental groups (Jazz Band, Pep Band, and String Quartets) and one after-school vocal group (Select Choir).

The Art Department sponsors an Art Club that engages in a variety of community service projects designed to bring art activities to members of the greater Bronxville community.

Publications

The Yearbook is published annually and includes stories and pictures from grades 9-12. The yearbook's editorial staff is selected from members of the senior class who apply in the spring of their junior year. The yearbook's faculty advisor chooses the editorial staff with assistance from members of the faculty. Underclassmen are encouraged to assist the book's senior editors in putting together each year's book. Yearbook orders are taken in the fall.

Religious Education

New York State Law provides that students may be excused for one hour per week for religious education in the church of their parents' choice.

Social Activities

The SFL hosts a number of activities throughout the school year. These activities are open to all high school students.

Homecoming Weekend The school's Athletic Council sponsors a Homecoming Weekend every fall.

Special Events

Annual Awards Assembly

The high school holds its Annual Awards Assembly on the last day of school prior to the start of final exams. Notification that a student will be receiving an award goes out to parents via e-mail in early June.

Back to School Night for Parents

Parents are invited to the school to follow their children's daily schedule on the evening of September 17, 2026. The program affords parents an opportunity to meet their children's teachers and hear firsthand about the educational goals and academic expectations for each of their children's courses.

Baccalaureate

The Baccalaureate Exercise is planned by the High School Council. The Baccalaureate Exercise, attended by members of the graduating class, their parents and friends, takes place in the Auditorium the Friday before Graduation. A reception hosted by the High School Council follows the exercise.

Graduation

The last event of the school year, Graduation is marked by a traditional evening ceremony on the school lawn. Parents, friends, and the community-at-large are invited to attend.

Athletic Council

The Athletic Council is open to students in grades 9-12 who have achieved 2 junior varsity letters or one Varsity Letter. The aims of the organization are to promote worthy leadership, help create enthusiasm at all sports events, coordinate athletic activities, and provide an opportunity for service.

World Language Exchange Programs

In alternating years, foreign language students enrolled in French and/or Spanish will have the opportunity to travel to the country of the language which they are studying. They will be hosted by

students of their "sister" school for a two-week period and will, in turn, host the foreign students during their visit to the Bronxville School of the same academic year. Participating students will not only be able to use their target language in real-life situations but will also be experiencing firsthand what it is like to be a student in France or Spain today. The exchange program is open to level III, IV and V students in French and Spanish. Details regarding eligibility, application procedures, dates and expenses will be provided by the faculty advisors.

French Club

The French Club is open to all enrolled in French from grades 9-12. Club members participate in a wide variety of social and educational activities scheduled throughout the year. Typical activities include a French film evening; a French cooking demonstration; attendance at a French play; a French opera and a French ballet; a holiday celebration for Noel and an end-of-the-year picnic. Club members are also active in planning activities to host the Foreign Exchange Students from France during their stay in Bronxville.

Model UN

In the Model UN Club, students research the political, economic, and moral issues facing the world community. Taking on the role of delegate from their assigned country, students prepare position papers for "mock" sessions of the United Nations attended by students from around the world.

Spanish Club

The Spanish Club is open to all students in Grades 9-12 currently enrolled in Spanish. The club's goal is to enrich and enliven our appreciation for and awareness of the variety of Hispanic cultures worldwide as well as the Spanish language that unites them. Activities include trips to relevant Spanish plays and concerts, video parties, Hispanic luncheons and dinners as well as assisting our Spanish visitors during the exchange program this coming year.

Youth Council

The Bronxville Youth Council is an organization open to all students in grades 9-12. The purpose of the Youth Council is to promote and enhance the life experiences of Bronxville's young people by providing a vehicle for interaction and communication with the community and for channeling their energies, ideas and contributions. Activities include the Children's Village Tutoring program, Community Service Day, Talent Night, Guest speakers and educational programs, holiday hospital visits, and small group trips the WARC and the Valentine's Day Party.

Starting a Club or Team

Any member of the school community may propose new programs. All proposals for new activities must be filed with the Assistant Principal (clubs, arts, civic and social activities) or the Athletic Director (athletic programs). Proposed additions to the school's co-curricular program will be reviewed by the school's full Administrative Team once per year.

The evaluative criteria outlined below and in the school's Co-Curricular Evaluation Rubric will serve as the basis for all program recommendations and evaluations. These criteria include:

- The degree to which this program provides a meaningful co-curricular experience *for all students including students with disabilities* as defined by the programmatic goals and objectives outlined in the school's Mission for Co-Curricular activities.
- The balance and breadth of the school's current co-curricular program in light of its mission to provide a broad range of athletic, artistic, civic and social activities for *all* students *including students with disabilities of all ages in the* Bronxville schools.
- The impact that any proposed activity will have on the ability of existing programs to provide a meaningful, high-quality experience for participants as defined by the goals and objectives outlined in the school's mission statement for co-curricular programs. (In addressing these criteria, the school will consider projected student enrollments as one factor in assessing the impact on current programs by proposed activities.
- The number of students who have participated, are currently involved, and/or are projected to sign-up for any given activity to ensure that there is sufficient interest in the student body, both in the short and long term, to pilot or maintain a program.
- The capacity of the school to provide / schedule facilities necessary for the effective administration of both current and proposed programs.
- The capacity of the school to provide the leadership and oversight necessary for the effective administration of both current and proposed programs.
- The capacity of the school to provide for the financial, facility, personnel, administrative,

competitive, equipment, and transportation needs of existing and proposed programs.
- The degree to which current and proposed programs insure gender equity (athletic programs).
- The degree of support within the community for both current and proposed programs.

To ensure that students with disabilities have access to the school's co-curricular programs, all new and existing activities will be reviewed by the Administrative Team to ensure that appropriate accommodations or programs are available.

All clubs and teams will be reviewed annually based on the above criteria to ensure they continue to serve the school community.

STUDENT INFORMATION

Bicycles

The school cannot be responsible for bicycles left on school grounds. However, bike racks are available, and bicycles should be locked in them when they are not being used. Students are encouraged to wear helmets as per NYS law.

Cafeteria

A variety of hot and cold lunches as well as breakfasts and snacks can be purchased in the cafeteria for reasonable prices.

The cafeteria is available to all students during their lunch and free periods. All students who have lunch at School are to use the cafeteria or the courtyard except in the case of committee or club luncheon meetings. Students are expected to clean up after themselves when they have finished eating and dispose of/recycle their trash.

Care of Textbooks

The classroom teacher distributes and collects textbooks. Students are responsible for covering their textbooks. No writing is to be done in School-owned textbooks. A statement of charges will be issued for each textbook not returned or returned in a condition that is judged by the subject area teacher to be unsuitable for further student use. Students must pay the replacement cost of these textbooks to the Business Office prior to being admitted to the final exam in that subject area.

Cell Phone Policy

Cell phones are not to be used during the school day under any circumstances. There are no exceptions to this rule. Cell phones must remain off and away for the entirety of the school day 7:45 - 3:00 PM.

Consequences for Violating Cell Phone Policy

Students who violate the cell phone policy will have their phones taken by the Assistant Principal, serve detention, and parents will be required to pick up the phone. Students will be required to serve 30 and 60 minutes of detention for the first two violations respectively. A parent meeting will be required following the second violation. After three violations, students will lose all personal device privileges.

Delayed Opening of School

In the event that the opening of School is delayed until 9:00 or 10:00 a.m. due to poor weather, a Special Schedule for the day will be posted on the website.

Emergency Closing of School during the Day

If it is necessary to close School early during the school day, students will be sent home without notifying parents. Family members are urged to inform each other of each day's plans so parents and children can reach each other in the event of a change.

Field Trips

To qualify for participation in a school field trip a student must be enrolled in the class for which the trip is planned as part of the curriculum. No student is to go on a school trip without the written consent of his/her parent or guardian. The cost of the field trip is shared by the participating students. Student financial aid is available where necessary. Requests should be made to the principal or counselor. Such requests will be kept strictly confidential. It is the responsibility of the student to make up work missed in other classes due to participating in the field trip. It is suggested that students obtain assignments from teachers before the field trip. This is particularly important in the case of extended trips.

Fire and Emergency Drills

Fire and emergency drills are held regularly during the school year. Prompt and orderly exit from the school building during the drills will result if all students observe the following rules:

- Everyone must evacuate the building. Students will remain under the supervision of the professional staff member whose class they were attending when the alarm sounded.
- Students on a free period should move to the nearest area where students and faculty are assembled and remain there in single file until the drill is completed.
- No talking at any time during drills.
- Walk briskly to the designated exit. No running.
- Stay in single file at all times, both inside and outside the building. Stopping at the water fountain, etc., is not permitted.
- Return to the building single file, without talking.

Fire and emergency drills are held regularly during the School Year.

Lost and Found

Money, keys or articles of value should be turned in to the High School Office. Textbooks should be returned to the appropriate teacher or the High School Office.

Parking

Parking on school grounds is reserved for school staff only. Space for parking in the vicinity of the school is extremely limited and students are encouraged not to drive to School. Student vehicles in staff parking may be towed from premises.

Skateboards

Students are not permitted to have a skateboard on School property. If a student is found to have a skateboard, the skateboard will be confiscated.

Student Employment

The Registrar issues working papers, applications and certificates verifying student ages to members of the student body under the age of 18.

Student Accident Insurance

The Board of Education subscribes to a student accident insurance plan which provides limited insurance for excess costs not covered by family insurance for student injuries sustained while participating in a school sponsored activity. See the health office for details.

Visitors

A person who is not a registered student or an employee may not enter the building or be on grounds without signing in and receiving a visitor's pass from a guard at one of the entrances to the school. Visitors may only enter the school from one of the three main entrances, the Elementary Entrance located at the rear lot off of Midland, the Middle School Entrance located in the front of the school on Pondfield near the flagpole, or the High School Entrance located at the Auditorium Lobby (until the Atrium entrance reopens on Meadow Avenue). Visitors must present identification to the on-duty guard. All visitor arrivals will then be announced via phone call to the expected staff member. Visitors are not permitted to roam the school or visit classrooms, staff or students unannounced. Students cannot host a visitor during the school day.

STUDENT/FACULTY LEGISLATURE

The Student-Faculty Legislature, established in *1985/86, is designed to allow students, faculty and* support staff to make decisions on non-curricular issues that affect daily life in School. The democratic principle that the members of a community ought to have the privilege and responsibility to govern that community is the foundation of the Student-Faculty Legislature.

CONSTITUTION

PREAMBLE

Bronxville High School is a community consisting of three main groups: students, faculty and staff, and administration. As with all communities, a system of governance is necessary for equitable, efficient, and humane operation. This constitution is written to provide the documentary basis for this system of governance. However, a written document cannot convey the spirit that is embodied in the community. A spirit of cooperation and enthusiasm among the various groups is the essence of the drive that caused the establishment of this system of governance. While the individuals may change, and this document may evolve, it is hoped that the spirit of co-operation within the community will remain the foundation of the system of governance. To that end, we offer this constitution which defines roles and powers, but, more importantly, rests on mutual respect and trust for its effectiveness.

ARTICLE I: Organization of the Student / Faculty Legislature

The Student/Faculty Legislature of the Bronxville High School is the main governing body of the school community and consists of representatives from each of the major constituencies in the high School. The Student/Faculty Legislature meets weekly during School hours in either open or closed forums to discuss School issues and establish School rules.

MEMBERSHIP

The Student-Faculty Legislature consists of representatives from each of the major constituencies in the high School community.

Voting Members: 40
1 President
1 Vice-President
1 Treasurer

1 Secretary
4 School-Wide Representatives
4 Grade Presidents
8 Grade Reps (2 per grade level 9-12)
1 Music/Drama Representative
1 Publications Representative
1 Athletic Council Representative
4 At-Large Representatives
1 School Board Liaison
1 Village Board Liaison
10 Faculty Representatives
1 Staff Representative

Non-Voting Members
Administration Representatives
Chief Justice
Parent Representative

STANDING COMMITTEES

At-Large Representative will be voted in by the general members of the SFL to enhance the SFL in versatility of thought and diversity of personality.

Executive Committee: This committee will consist of the SFL President, Vice President, Secretary, Treasurer and faculty advisor.

SFL Day Committee: This Committee will plan activities for SFL Day. It will consist of volunteer students and faculty chaired by the Vice-President of the Student-Faculty Legislature.

Agenda Committee

This committee will meet weekly to plan the agenda for the next SFL meeting. The Agenda Committee will consist of the President, Vice-President, Secretary, Faculty Advisor, and SFL volunteers. Agenda Committee meetings are open to any member of the school community who would like to attend.

MEETINGS

The Student-Faculty Legislature shall meet weekly during regular School hours. A Quorum, defined as two-thirds of the total SFL Members, is necessary to take a vote. Any student or faculty member in the Bronxville High School may attend meetings and join in discussions by means of the speaker's list; however, that individual has no vote.

Position Descriptions

President: The President of the Student-Faculty Legislature shall be a 12th grader and will preside over meetings; start them, keep order, count votes, and hold all proxy notices. The President shall represent the Student-Faculty Legislature in all cases when it is not in session and no standing committee exists on the matter. The President may propose members to any committee with the advice and consent of the Student-Faculty Legislature. The President will preside over the elections for Student-Faculty Legislature offices for the following year.

Vice-President: The Vice-President of the Student-Faculty Legislature shall be an 11th grader and will assume the tasks of the President if he or she is absent. The Vice-President will serve as chairperson for the SFL Day Committee.

Treasurer: The Treasurer shall be a 12th grader and will serve as chairperson of the General Association (Social Committee). The Treasurer will be expected to plan the festivities for social events and fundraisers that support School and community activities. The Treasurer, along with the President, will also preside over the elections for Student-Faculty Legislature offices for the following year.

Secretary: The Secretary shall be an 11th grader and will take notes and record votes at each meeting. He or she is responsible for providing the previous meeting's minutes and the day's agenda to each Student-Faculty Legislature member at every meeting and taking attendance of the voting members at Student-Faculty Legislature meetings.
School-wide Representatives: These positions shall be held by students from any grade level (9-12) to provide further representation of the student body.
Grade Presidents: Each Grade President shall represent his or her own grade at Student/Faculty Legislature meetings in addition to presiding over his or her separate grade council.

Class Representatives: These students, two from each grade (9-12), shall represent the interests of their particular grade level.

Music & Drama Representative: One student shall represent these two activities and will be chosen or elected to fill this position by members of these two activities only.

Publications & Representative: This student shall represent all school-sponsored student publications and will be chosen or elected by the staff of these publications or by a subcommittee representing all School-sponsored publications.

Athletic Council Representative: The president of the Athletic Council shall select a member as representative for the Athletic Council.

Village Board Liaison: The Village Board Liaison shall be an eleventh or twelfth grader and shall be responsible for knowing the events of the Village of Bronxville that involve the high School or be of interest to the Student-Faculty Legislature. He/she shall be chiefly responsible for communicating the Student-Faculty Legislature's interests on the Village level.

School Board Liaison: The School Board Liaison shall be an eleventh or twelfth grader and shall be responsible for knowing the events of the School Board that concern the high School and the Student-Faculty Legislature. Also, he/she shall be chiefly responsible for communicating the Student-Faculty Legislature's interests to the School Board.

At-Large Representatives: These representatives shall be students who either represent a certain unrepresented faction of the student body or have a special talent to offer the Student -Faculty Legislature. Candidates shall submit applications to the At- Large Committee and will be selected as further representation of the student body.

Faculty / Staff Representatives: These members shall be chosen by their respective constituencies to serve on the Student-Faculty Legislature.

Requirements for Office

Any student may run for an office if he or she is in the designated grade required to hold that office. All potential SFL members will understand that the positions they are applying for are of a serious nature and will require a significant amount of time and effort. If there is no candidate from the designated grade, the Election Committee may approve a candidate from another grade.

Election and Selection Process

Responsibilities for Running Elections

Student-Faculty Legislature President and Treasurer will run SFL Elections with the assistance of Faculty members. Grade-wide elections shall be run by grade advisors.

At Large Representatives: These representatives shall be determined by submitting applications in September to the SFL. This committee will then nominate At-Large representatives accordingly and submit their choices to the SFL for approval after the selection process has been completed.

Impeachment

Any member of the Student-Faculty Legislature, faculty or student, who has abused his/her powers, including but not exclusive to falsifying attendance records or having more than three unexplained absences, will be reviewed by the Executive Board of the SFL. If the Executive Board, which consists of the President, Vice-President Treasurer, Secretary and faculty advisor, finds it necessary, it will bring the case before the entire Student-Faculty Legislature. The entire SFL will then vote on whether the member will continue to hold his or her position. If a member is impeached and convicted by the Student-Faculty Legislature, that person will be removed from office.

ARTICLE II. Legislative Process

Passing a Bill

A majority vote of the Student-Faculty Legislature is necessary to pass a bill. For a bill to become law, the Principal must sign it before the next regularly scheduled Student-Faculty Legislature meeting. Any legislation not signed by the Principal within the required time period will be considered vetoed. The Student-Faculty Legislature can override the Principal's veto with a 2/3 majority of its voting membership.

Areas of Jurisdiction

The Student-Faculty Legislature recognizes a formal jurisdiction and further understands that its informal influence may be exercised on a regular basis.

Formal Jurisdiction:

- Rules other than Board policies regarding student behavior in School.
- Issues of fair and equal treatment of members of the school community.
- The operation of the Student-Faculty Legislature.
- Quality of life issues.

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Informal Jurisdiction

- Recommendations and suggestions for School-related issues.
- Expressions of matters of public concern.

Non-Jurisdictional Areas

The Bronxville Student-Faculty Legislature recognizes that it does not have jurisdiction over the following areas:

- Federal and State laws.
- Board of Education policy.
- Allotment of budget funds to various departments or areas of the school.
- Contractual agreements between the Board of Education and the Bronxville Teacher's Association.
- Matters of curriculum and pedagogy.
- Staff evaluation.
- Issues of health, safety, and welfare.

The Bronxville Student-Faculty Legislature recognizes that the final decision in all matters governing the school rests with the Board of Education.

ARTICLE III. Amendment Process

To make an amendment to the Constitution, the amendment must first be proposed in the Student-Faculty Legislature and must pass by a three fourths majority of the members. The amendment then goes to the student body that must pass it by a two thirds majority of the students who vote and then to the faculty who must also pass it by a majority of two thirds. Finally, the Board of Education must approve the Amendment. The amendment then becomes part of the Constitution and shall be added to the document in a manner that best preserves the original wording and intent of the framers.

ARTICLE IV: Ratification

This Constitution shall be ratified by a three fourths majority of the members of the Student-Faculty Legislature. It shall then be sent to the student body that must ratify by a majority of two thirds, and likewise to the faculty, who must also ratify by a majority of two thirds. The Constitution shall then be sent to the Board of Education for approval.

AMENDMENT #1: BILL OF RIGHTS

We, the Student-Faculty Legislature, believe no member of the community shall be subject to discrimination based on gender, race, creed, sexual orientation or gender identity. All members of the community shall be treated with dignity and respect, and no one shall have these rights abridged. Rights include, but are not limited to:

- Learning in a positive and supportive environment.
- Voicing concerns regarding issues of fairness within the school community.
- Being afforded a fair hearing in the event of disciplinary action. This includes the opportunity to appeal a case through established procedures for such an appeal, including access to the Bronxville Student Court of Appeals.
- Electing representatives for the Student-Faculty Legislature who will communicate the community's interests on a School-wide level.
- Enjoying freedom from physical or verbal abuse, harassment, or coercion by others.

These rights are granted with the intent that members of the community will uphold their own responsibilities. These responsibilities include, but are not limited to:

- Developing a supportive climate within the community that allows all to realize their full potential.
- Participating in the development of the school community through participation in student government.
- Respecting one another and behaving with a high standard of decency.

AMENDMENT #2: Bronxville Student Court of Appeals

Note: This Amendment is intended to replace Article III. Judiciary: The Student Court.

Purpose

The Court of Appeals is a place for resolving issues/situations, which come under SFL jurisdiction, in which members of the school community feel they may have been treated unfairly and have exhausted all other possible means of resolving the situation. The court will base the decisions on the standing rules of the SFL, the Bill of Rights, the SFL Constitution, and on the Court's perception of what leads to a just community.

Jurisdiction

The Court can hear appeals only in those cases involving the formal jurisdiction of the SFL (see Article II, Section B.) It may not rule on any case involving those non-jurisdictional areas outlined in Article II, Section C. of the SFL Constitution.

Within its jurisdiction, the court has the right to handle all appeals involving due process and all cases involving the application of SFL policy. If there is no SFL policy concerning a matter within its jurisdiction, the court may only hear the case where the defendants believe the punishment to be excessive. All cases in which facts are in dispute may not be brought to the court, as the court does not have the power to rule on matters of guilt or innocence or in cases where the facts are uncertain.

Matters involving suspension from School are not within court's jurisdiction and should be appealed through the administrative appeal process outlined by the Board of Education. The burden of proof lies upon the individual who brings the case before the court, since he/she must demonstrate that the administration of policy upon him/her has been carried out in an unfair manner. The court may rule, on an advisory basis, in any case, or act as a mediator in certain situations.

Membership

The Court of Appeals will comprise nine judges: six student judges and three faculty judges. The Chief Justice will preside over the Court and be elected during SFL elections. One teacher representative will assume the role of Faculty Advisor and will assume all the responsibilities of the Chief Justice, if the Chief Justice cannot perform his or her duties for a certain case. The remaining five justices will be chosen through an application process which will be conducted by the Chief Justice and Faculty advisor. Both faculty judges will be chosen through a similar process and approved by the faculty.

Voting

The Court of Appeals, headed by the Chief Justice, will strive to reach a consensus on all cases brought before it. If the Chief Justice determines that consensus cannot be reached in a reasonable time period, then a majority of the Court must be in favor of the decision before it can stand.

If a majority cannot be achieved and a decision therefore cannot be rendered, the case will remain unchanged. Any justice who is directly involved in a case is not eligible to vote on the outcome of that case. A quorum of five justices is needed in order to rule in any case.

Impeachment

A justice can be removed by the Chief Justice (by the Faculty Advisor in the case of the Chief Justice) with the approval of the SFL for failing to attend court on a regular basis or for rendering a decision where they had a clear conflict of interest.

Appeals

Any decision of the court can be appealed by either the defendant or the administration through the administrative appeal process outlined by the Board of Education. Cases in which the court cannot achieve a quorum can also be appealed through this same process.

If a person believes the Executive has rendered an unfair decision in matters not handled by the court, then he/she may appeal the case through the administrative appeal process outlined by the Board of Education.

STUDENT SUPPORT SERVICES

Bronxville High School offers a full range of support services to address the academic, emotional and social needs of our student body. These programs seek to involve, whenever possible, parents as full partners in their child's education. Our student support programs are designed to identify and address the needs of individual students, to assist teachers in developing effective instructional and interpersonal strategies in support of their students, to build and enhance nurturing relationships between and among all members of our school community, and to create greater dialogue and awareness concerning the evolving educational and emotional needs of the young people we serve.

These goals are accomplished in cooperation with the school's faculty and administration, through a wide range of programs and services provided by:

- Counseling Department
- School's Psychologists
- Special Education Department
- High School Council's Health and Wellness Committee
- School Nurses
- Administrative Team

The delivery of these programs and services is coordinated by the high school's Student Support Team (SST) which is made up of members of the Counseling Department, the school Psychologist, the Assistant Principal, the Director of Special Education Services, and the Principal. The SST meets to address the needs of individual students referred because they are experiencing continuing difficulties at school. In addition, the SST acts as a planning team to consider programmatic changes designed to improve the delivery of services for all students. Academically these support services include:

- Extra Help
- Instructional Accommodations
- Instructional Aides
- Program Modifications
- Academic and Psychological Evaluations
- Special Education Services

Additional Student Support services include:

- Individual and Group Guidance
- Health and Nutrition Counseling
- Leadership Retreats
- Presentations and Workshops
- Out-of-School Referrals

Referral Process

For students who are experiencing internal or external stresses, achieving academic success is often difficult, if not impossible. These stresses can be related to substance abuse, dysfunctional family conditions, academic problems, peer relationships, handicapping conditions, and a wide range of other adolescent issues.

Teachers are organized by grade level. Each faculty team meets once a month with members of the school's Student Support Team. These meetings provide an opportunity for teachers to work together to support one another in creating successful instructional and programmatic accommodations for students having difficulty in school and/or to refer students who they believe are in need of additional follow-up and intervention by the school's Student Support Team. Referrals to the school's Child Study Team (CST) should be made through the student's counselor and can be made by individual teachers, parents, or students themselves.

Extra Help/Study Halls

Extra help is a time when students can get one on one help or instruction individually or in a small group from their teachers. The last block of the day is designed to enable most students to receive extra help from their teachers during the school day. Co-curricular meetings or sports practices may not begin before 3:00 p.m. to enable students to meet with their teachers.

Students who demonstrate that they need a structured time to study, or additional instructional support will be assigned to study hall during these periods. Failure on the part of a student to attend their study hall or to go to extra help after being requested to do so by a teacher will result in detention. Parents who would like their child assigned to a study hall should contact their child's counselor.

Special Education Services

The Assistant Superintendent who is in charge of Student Services and Special Education is Mrs. Christine Dowd.

School Psychologists are available for consultation on any student. They use tests, parent- teacher conferences, classroom observations, and school records to help them understand the student and aid parents and teachers in reinforcing positive behavior and, if needed, altering undesirable

patterns of behavior. Psychologists also meet individual students to discuss concerns they have.

If parents, teachers, school psychologists, or members of the School's Student Support Team suspect that a student has a disability seriously affecting his/her learning, a referral to the *Committee on Special Education* (CSE) is made. With the consent of the student's parents, individual testing is administered by a psychologist and by other specialists as indicated. Based on the test results and school performance, the CSE makes a recommendation. If a learning disability exists, the student will be eligible for special education services in Bronxville High School. The Resource Room is a class that typically meets one double block on alternating days to address the student's needs. However, the frequency of Resource Room is based upon the individual student's needs as outlined on the Individualized Education Program. The function of the Resource Room is both remedial and supportive of content area course work.

Student Support Programs

Programmatically the school Counseling Department, Health and Wellness Committee, and Student Faculty Legislature plan workshops and presentations for students, faculty members, and parents that address a broad range of issues facing young people today.

Counseling Services

The Counseling Department of the Bronxville School seeks to provide services that recognize and value the academic, social and emotional well being of each student. Counseling services play a crucial role in providing students with the knowledge and support they need to plan an individualized program of study that will lead to graduation and prepare them for college.

A student's counselor is concerned with his or her total development: intellectual, physical, emotional and social. In addition, counselors use special services offered by the school to assist students with special problems. The counselor confers with students, parents, teachers and other in-house support professionals, and interprets results from standardized tests and makes referrals for outside services as needed. The counselor helps the student plan a program of studies suited to the student's abilities and aims. All students are encouraged to meet with their counselor frequently throughout the year.

The Director of Counseling Services is Mr. Aaron Kind. The counselors are:

Ms. Ellen Cohen
Ms. Marina Ford
Ms. Deana Hasandjekaj
Dr. Alyssa Levy

Students and their parents are invited to meet individually with their counselor to discuss educational goals, future planning and course selection for each year. Additional individual conferences with students and/or parents are held as the need arises and may be initiated by the teacher, counselor, student, parent or administration. One of the main purposes for individual conferences is to exchange information about the child and to facilitate working together for the student's benefit. Appointments should be made through the Counseling Office.

The Counseling department provides group guidance on a broad range of issues. Transition into the ninth grade, developing four-year plans, honing study skills, advocacy training and focusing on becoming a contributing member of the high school community are important considerations. For sophomore year the focus is educational and social issues with an introduction to career exploration. During junior year, students begin to look at post high school options. A systematic approach for the college search and application process is emphasized.

Regarding off-campus **College Visits**, students are required to complete a Planned Absence form signed by their parents prior to the visit. A maximum of three days annually may be considered legal absences for this purpose.

The Maxwell Institute

The Maxwell Institute of Bronxville is a private, non-profit chemical dependency treatment center whose mission is to provide services to substance abuse clients and their families. The Maxwell Challenge is a community-based prevention/education program that focuses on what families and Schools can do to keep children safe from substance abuse. For further information call (914) 337-6033

(Confidentiality will be respected.)

HEALTH SERVICES

The school Nurses are on duty in the Health Office during school hours, Monday through Friday. Parents are notified if a child becomes ill or is injured and it is necessary for the child to go home

or to receive further medical care. If a parent cannot be reached the student remains in the Health Office until an authorized person can be contacted. It is important that two names of relatives or friends be on file at the Health Office in case of an emergency. Parents must keep this information current.

Any injury incurred in a School-sponsored activity must be reported to the Health Office. If a doctor is consulted, a medical clearance is necessary before the student may return to any physical activity.
It is the school nurse's responsibility to handle emergency situations. It is the parent's responsibility to have their own physician attend to the child if further medical attention is necessary.

Communicable Disease

Careful daily inspection of your child during the contagious period and keeping your child home when any symptoms appear will help curb the spread of the disease. Such communicable diseases are strep throat, chicken pox, conjunctivitis, pediculosis, and ringworm. Your child has already been vaccinated against measles, mumps and rubella.

Notify the School nurse promptly (395-0500) should your child contract a communicable disease so that others may be alerted.

Immunization Update

All new students must meet the required immunizations as outlined in the entrance forms.

LIBRARY & MEDIA SERVICES

The library is open Monday through Friday from 7:30 a.m. to 4:00 p.m. It serves as a research center where students may work independently and quietly under the guidance of a professional library media specialist. It also provides a place for formalized instruction in library science and study skills. Group study is permitted only in the reference room of the library. Computers are available in the library for student and staff use. Word processing, Power Point, and the Internet are easily accessible.

The computers are to be used for research, homework, or any other school related activity. The school website, www.bronxvilleschool.org includes a library page providing students and staff access through hyperlinks to many useful Internet sites. Several of these sites require IDs and passwords that may be obtained at the MS/HS Library.

Food and beverages are not permitted in the library.
Overdue Regulations and Fines

Overdue fines are charged for overnight materials only. The rate is ten cents per period. Overdue notices are sent to students' classrooms. No fines are charged for overdue items when students are legally absent from school. Students are expected to return overdue materials and settle unpaid fines promptly. Any student who has overdue materials of any kind or who owes an overdue fine will not be permitted to check out any library materials until the debt is satisfied.

ADDENDUM 1

Academic Integrity

The Bronxville School strives to foster academic integrity for all school community members. Everyone in our community is responsible to help in upholding basic expectations for academic integrity. This is a shared duty that requires the understanding of all stakeholders. To this end, we will define some terms and conditions related to academic integrity that hold true across both the Middle and High Schools below. Everyone needs to have an understanding of the role they play in the maintenance of a fair and balanced academic environment.

Responsibilities of Students
The related tenets of academic integrity reflect the high value our community places on self-regulation, honesty, and doing one's best at all times. The Middle and High Schools take infractions of the basic rules regarding academic integrity seriously and there are consequences for any student who breaks rules related to collaboration, cheating, and plagiarism.

Collaboration - ***To work with others on a goal or product where the connection of members is known and approved and where each member shares responsibility for the outcome.***

Our school recognizes the importance of being able to collaborate effectively as a life skill. There are moments where collaboration is encouraged and others where it is required. There are also times when collaboration is not allowed and if you work with others, it is a form of cheating. Unless specific permission is given to collaborate, assignments are given as assessments of your independent learning, including the completion of homework. Tests and quizzes, presentations, essays, and assignments are to be your own individual work unless otherwise noted.

It is your responsibility to check with the teacher if there is any question in your mind about how an assignment can be delivered. When submitting group or collaborative work, please list all member names. In the case of assignments where you received other outside help, you must let your teacher know what kind of help was given to you in order to complete the work (parent, friend, tutor, online resources, etc.) so that your teacher can better help you navigate future assignments.

Cheating - ***Anything that results in presenting work as your own that is not of your own individual effort is a form of cheating.***

Allowing anyone else to do your work (peer, parent, friend, tutor) or presenting someone else's work as your own is cheating. Cheating includes misuse of online or other resources, or use of any unauthorized materials during testing, too. It is important to note that if you help someone to cheat including offering answers, sharing screenshots of completed work, sharing questions from a test between class periods, etc. you are equally responsible for breaking academic integrity and will be held accountable for your part in breaking academic integrity. Penalties for cheating may vary by class but will generally result in minimum or no credit being given for the object of the infraction, which is likely to lead to a significantly lower quarterly grade as a result.

Plagiarism- ***Presenting written work as your own when the ideas or content is either copied word-for-word or otherwise paraphrased without proper citation are forms of plagiarism.***

It is your responsibility to present your own original writing every time you submit work. The importance of presenting your own thoughts in writing and how to properly quote, to paraphrase effectively, and how to correctly cite the ideas of others are part of what you learn more about each year in any number of classes. As your writing develops, so will your ability to use these components of written expression properly.

Learning to write and to perform research includes a large compendium of skills that are added to and refined through high school and beyond. MLA formatting is introduced in sixth grade. Proper citation and sophisticated writing techniques are part of the curriculum each year through middle and high school as well as learning ways to avoid copying or too closely mimicking the style of other writers is essential in becoming a self-reliant, sophisticated writer.

Incidental plagiarism may be the result of not knowing enough about a particular form of research or writing and should be considered a moment for focused learning. Your teacher may still require your work to be redone to match required conventions.

Blatant plagiarism is cheating. Work that has been copied from any source and presented as one's own will result in a student receiving a zero on the assignment until it is redone. The redone assignment, if accepted and based on effort by the student, will be recounted at a maximum of 64%.

Keep in mind that teachers have a wide range of tools available to them to help spot plagiarism. Turning in work that has been done by someone else including peers, siblings, parents, or tutors is always breaking the rules related to academic integrity.

Consequences for Cheating or Plagiarism
The consequences of breaking the rules related to Academic Integrity are not a single class issue. If a student breaks the rules, the consequences follow that student across the three years they are in middle school and then reset again for the four years of high school. The consequences are cumulative and are in place to remind all students that the potential outcome related to cheating or plagiarizing are not worth the associated risks. Cheating and plagiarism are often cause for dismissal at the college level and if a student doesn't internalize the importance of Academic Integrity while in our school, they will likely pay a very high price. Below are leveled consequences for cheating or plagiarizing in our middle and high schools.

First Offense: The first offense of our Academic Integrity policy will result in the student receiving a zero on the assignment, test, or other assessment. Only after parents have been notified and a meeting held with a counselor or other school official will the student be allowed to rewrite or retake an assessment to receive a revised score not to exceed 64%. This very low score will be averaged into the quarterly grade for the class.

Second Offense: A second instance of cheating and/or plagiarism in the same or any other class will result in a student having parents notified and a meeting held with a counselor or other school official. The outcome of this meeting will be an academic intervention plan to help the student to produce their own work and to ensure that they are not making bad decisions related to Academic Integrity. Only then will a student be allowed to rewrite or retake the assessment for credit. If the work is deemed acceptable by the teacher, the resulting grade for the quarter will be reduced by a full letter grade in that class.

Third Offense: A student who breaks Academic Integrity three times will require a meeting with district officials, school administration, teachers, and parents. The outcome of this type of meeting may vary depending on circumstances, but will include interventions such as: Issuing a report to all teachers that there is a need for specific oversight for the student in

testing situations, student tests may have to be taken in more controlled locations, the student may be required to pre-submit work to teachers in stages or in advance of deadlines, the student may need to attend ongoing academic counseling, and other related examples of interventions that may be recommended for the student.

Parent Responsibilities for Supporting Academic Integrity
It is critical that parents are aware that school is a process where growth is the goal, not perfection. By supporting your child's experience in school, you are also helping them to make good decisions when faced with choices that may have negative consequences. Helping your child to cope with competing demands and being conscious of how much time your child is booked with activities that may interfere with relaxation and schoolwork is an essential part of helping your child develop a connection to academic integrity. Working to attain higher goals will necessarily include moments where improvement is slow, and failure can be essential for future gain. Helping your child to navigate moments of concern about progress can be critical in reassuring them that progress is not always linear and that it is always preferable to present your best effort, even if it is somehow lacking.

Communication with Teachers
When you sense that your child is routinely reaching frustration when working on material for a class, it is important to communicate this with your child's teacher. If your child spends an inordinate amount of time on a subject, this is also important for a teacher to know. When there is a strong home-school connection, the temptation to look for shortcuts to work that may lead to consequences decreases.

Tutoring
Parents should let teachers know if a student is receiving tutoring in their subject area. Parents who engage the services of tutors should make clear what the intent of these sessions will be with the tutor as well. If the intent is to help with the completion of homework, this should be noted on the assignment so that the teacher knows extra help was given and that the assignment was not completed independently. While teachers will not communicate directly with tutors, it is important that teachers are aware of the kind of help students receive outside of school.

Encourage Attendance at Extra Help
Tutoring is not a substitute for extra-help, and it is critical that your child cultivate good working relations with teachers outside of class, too. This is a life skill that will pay dividends in future academic and job arenas and is another important connection that reduces the allure of taking the risk to act dishonestly.

Teacher Responsibilities for Supporting Academic Integrity
Teachers in The Bronxville School must act with academic integrity at all times. The source of content used in classes must always be properly described for students as part of the ongoing training students receive about the importance of citation. At the start of any new course, teachers will make every effort to ensure that specific rules regarding what constitutes plagiarism and cheating are reviewed with students for that class.

ADDENDUM 2

CO-CURRICULAR CODE OF CONDUCT

RULES AND REGULATIONS FOR THE PARTICIPATION OF STUDENTS IN CO-CURRICULAR ACTIVITIES

Co-Curricular Programs - Statement of Mission

The Co-Curricular program at the Bronxville School plays an essential role in fulfilling the School's mission of helping all students, including students with disabilities, "reach their highest potential" by providing a broad range of athletic, artistic, and civic activities through which students can explore their world, discover their unique interests and abilities as individuals, develop their talents, nurture close friendships, build a rich sense of community, and contribute to the cultural life of our School.

Co-Curricular programs include all Bronxville School-sponsored athletic and non-athletic student activities, such as athletic teams, clubs, trips, Bronxville School plays, and social activities, conducted on a non-credit basis. Not only do these activities enrich the community life of our School, but they also provide a unique opportunity for students to explore important personal values like DEDICATION, PARTICIPATION, HARD WORK, and a COMMITMENT TO EXCELLENCE.

Bronxville School is committed to providing our students with well-organized programs led by dedicated, talented, and caring advisors and coaches. We seek to ensure that activities have both the resources and community support needed to create a personally meaningful and rewarding experience for every participant - programs where individual and group excellence is recognized and celebrated.

As participants in our School's Co-Curricular program, the Bronxville School expects its students to uphold the highest standards of academic excellence, personal integrity, and School citizenship and to conduct themselves in a manner that reflects positively upon their School.

Participation in Co-Curricular activities is a privilege and not a right and is granted in return for compliance with certain rules and regulations governing student conduct. These rules and regulations are found in the Bronco Guide and are set forth below.

I. **Scope of Rules and Regulations**

- **A.** These Rules and Regulations shall apply to all students who participate in Co-Curricular activities.
- **B.** For purposes of these Regulations, except where otherwise indicated, the term "Co-Curricular activity" includes all clubs, student groups, School plays, and interscholastic

and intramural athletic programs and their associated activities that occur on or off campus. The term includes not only the activities themselves, but also includes participation as a spectator and passenger on Bronxville School-sponsored spectator transportation to and from Co-Curricular events.

II. These Rules and Regulations shall supplement, and not supplant or replace, rules, regulations and standards of conduct that the governing or supervising authority of each Co-Curricular activity lawfully imposes as a condition of participation in such activity. Discipline imposed as a result of a violation of this generally applicable policy shall not preclude additional discipline or consequences under the rules, regulations or bylaws of individual Co-Curricular activities. Coaches and advisors may establish reasonable expectations, rules and/or regulations for their Co-Curricular activities subject to the approval of the Athletic Director or the Principal for behavior not otherwise specified in this Code of Conduct. These additional programmatic expectations, rules and/or regulations must be clearly communicated to Co-Curricular participants prior to the commencement of the Co-Curricular activity General Principles

A. Participation in Co-Curricular activities is a privilege, not a right.

1. No student has any vested right to participate in Co-Curricular activities. However, the privilege of participation shall be extended to any student who meets the individual criteria for participation and agrees to abide by these rules and regulations. Students accused of violating these rules and regulations and facing disciplinary action hereunder shall be entitled to notice and an opportunity to be heard as set forth herein in Sections V.E & VI.H.

2. Participation in any Co-Curricular activity shall not create an entitlement to, or expectation in, continued participation in such activity or others. Any violation of these rules, the rules of the specific activity, or failure to meet the criteria for participation in a specific activity may result in suspension or dismissal from such activity or all activities.

B. Students who are allowed to participate in Co-Curricular activities, as representatives of the Bronxville School, are held to a higher standard of behavior and conduct than other students. All students who participate in Co-Curricular activities are expected to obey all School rules, as well as all state, local and federal laws, rules and regulations at all times, both on and off School property and both in and out of School.

C. Following a reported violation of the Code of Conduct, the Athletic Director, the Co-Curricular Advisor or a School Administrator will investigate the alleged violation. The student(s) involved will have the opportunity to talk with the Athletic Director, the Co-Curricular Advisor or the School Administrator and provide information regarding the alleged violation. Following the investigation and subsequent meeting(s) with the

student(s), the Athletic Director or the Co-Curricular Advisor and the School Administrator will determine whether or not a violation occurred. In situations in which the Athletic Director or the Co-Curricular Advisor and the School Administrator conclude that a violation did occur, (s)he will administer consequences that are consistent with those listed in this Code of Co-Curricular Conduct.

D. If a student must quit a sport or activity, he or she should do so in person to the coach or advisor, in a manner which is both dignified and respectful of the student and his/her coach or advisor. A student athlete who is dismissed from a squad for disciplinary reasons (e.g., violation of the Code of Conduct, School disciplinary suspension, etc.) shall not be allowed to participate in another sport for the remainder of that sports season or until the period of the suspension for disciplinary infractions, if any, expires.

E. Student athletes must also follow the guidelines set forth by the New York State Commissioner of Education and the New York State Public High School Athletic Association. Please see Appendix A for a summary of those guidelines.

III. Prohibited Conduct

A. Demonstration of Poor School Citizenship

1. The Bronxville School has expectations of behavior demonstrating positive School citizenship which are set forth in the Bronco Guide. Good citizenship includes:

   a. supporting the process of teaching and learning.
   b. working to create a positive School environment characterized by honesty, civility, and cooperation respecting oneself and the well-being of others, individual differences, other people's privacy, personal and School property.
   c. handling conflict through listening and negotiation.
   d. practicing good sportsmanship; and
   e. following the rules established for student conduct.

2. The rules and regulations relating to student conduct are set forth in the Student Code of Conduct and Discipline in the Board of Education Manual, certain portions of which are restated in the Bronco Guide. The rules for standards of behavior cover, among other things, attendance, use of illegal drugs, alcohol and tobacco, cheating and plagiarism, computer and internet use, the dress code, harassment, vandalism and weapons.

3. Failure to live up to expectations regarding School citizenship, which includes adherence to the Student Code of Conduct and Discipline, can lead to disciplinary consequences both in and out of School, and ineligibility to participate in Co-Curricular activities.

4. In addition to penalties imposed herein, no student subjected to suspension out of School or in School suspension for a violation of School rules shall be able to participate in any Co-Curricular activity scheduled during such period of suspension, including, but not limited to, practices, scrimmages, contests, meetings and rehearsals.

B. Conduct unbecoming an athlete or a representative of the Bronxville School.

"Conduct unbecoming" shall include the use of foul language, disrespectful comments, physical aggression or insubordination by a student, directed toward any other person, including, but not limited to, game officials, coaches, advisors, teammates, athletes, students or team members from opposing teams or schools, fans or spectators. This section applies to all practices and meetings

and all times before, during and after games or School-sponsored events, as well as to bus trips to and from games or School-sponsored events. In addition, this conduct may occur electronically and could include texts, posting on sites such as Facebook, Instagram and/or tweeting.

1. "Conduct unbecoming" shall also include harassment. The policies of the Bronxville School Board speak to the right of each member of the school community to experience a safe and supportive learning environment and prohibit harassment, in any form. This includes any unwelcome conduct directed at another with the purpose or effect of interfering with an individual's education or creating an intimidating, hostile or offensive educational environment. Harassment may include verbal, written or physical conduct.

2. Harassment is further defined to extend beyond the educational environment to encompass hazing. Hazing is defined by the Bronxville School as any behavior exhibited by students or other persons towards students arising in the context of so-called initiation rites for new club or team members, or students new to the Bronxville School or the Bronxville School District, or activities of a similar nature, whose intent or effect is to degrade, demean, humiliate, place at risk of physical or emotional harm, cause physical or emotional harm, or place at risk of punishment by Bronxville School or civil authorities and includes actions or situations intended to produce mental or physical embarrassment, discomfort, harassment or ridicule and actions which either intentionally or unintentionally endanger the health and/or safety and/or morals of any other person. Examples of hazing include, but are not limited to the following:

   a. Any type of physical brutality such as whipping, beating, shocking or placing a harmful substance on the body.

   b. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, rigorous calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

   c. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

   d. Any activity that intimidates or threatens the student with ostracism, which subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student, or that discourages the student from remaining in the Bronxville School or in the club, team or activity involved.

   e. Any activity that causes or requires the student to perform a task that involves a violation of state or federal law or regulation, or of the Bronxville School District's policies or regulations.

   f. Any of the above activities that singles out team, group or activity members and treats them differently based on grade level or seniority.

   g. Additionally, New York State Penal Law defines hazing as: during the course of another person's initiation or affiliation with any organization, he intentionally or recklessly engages in conduct, including, but not limited to, making physical contact with or requiring physical activity of such other person, which creates a substantial risk of physical injury to such other person or a third party, or in fact causes such injury.

C. Possession, sale, consumption and/or use of illegal drugs, alcohol or tobacco

1. Illegal drugs, alcohol and tobacco (including chewing tobacco, electronic cigarettes/Juuls, and snuff) present a significant health and safety risk to students. No student who participates in any Co-Curricular activity shall at any time be permitted to acquire, purchase, sell, possess, use or consume alcohol, tobacco or illegal drugs regardless of his or her age.

    a. For purposes of this Section, the term "illegal drugs" refers to any controlled substance or any drug, the possession or use of which is prohibited by state or federal law, including tobacco for students under the age of 18 and alcohol for students under the age of 21, and to any prescription drug which is used or possessed in a manner which is inconsistent with its label and indications and/or not prescribed to the possessor or user of such prescription.

    b. The term "illegal drug" shall also include any instrument, equipment or paraphernalia which is or could be used to facilitate the introduction or ingestion of illegal drugs into the body. Examples of such prohibited products include, but are in no way limited to rolling papers, "bowls" or smoking pipes of any kind, including bongs, needles and/or syringes or inhalation aids (electronic cigarettes, Juuls).

2. Any student who causes another student to possess or consume, or aids, abets or assists another student in the acquisition, purchase, sale, possession or consumption of any substance prohibited under this Section will be deemed to have violated this Section as if he or she acquired, purchased, sold, possessed or consumed such substance himself or herself.

D. Damage or Theft of Property

1. No student who participates in any Co-Curricular activity shall intentionally damage, or cause to be damaged, any personal or real property belonging to the Bronxville School District, or any other school district.

2. No student who participates in any Co-Curricular activity shall knowingly steal, convert or otherwise appropriate for his or her own use, or the use of other unauthorized person, personal property belonging to the Bronxville School District, or any other school district.

    a. This rule shall apply to all equipment and materials provided to the student in connection with his or her participation in any Co-Curricular activity.

3. A conviction of a crime shall not be required to establish a violation of this rule.

IV. Attendance at School

A. In order to participate in any Co-Curricular activity on any day, the student must be in attendance at School on such day. **Students who arrive at school late, leave early, or are absent from School without a "legal excuse" shall not be allowed to participate in any Co-Curricular activity scheduled for that day** – with one exception noted below.
Exception: Students can be late <u>one time per quarter</u> and retain their eligibility for that day – with a note from their Parent/Guardian.

B. This prohibition shall not apply to legal absences as approved by the school administration. A Legal Absence is defined as medical or dental appointments with Doctor's note, college visits, sickness or death of a family member, or religious observances. **When a student misses a class due to a medical appointment, they must bring a note from the Doctor's Office.**

C. In order to participate in weekend or holiday events, contests or activities following an absence on the preceding School Day, students must submit a note from their parents to their coach or advisor describing the nature of the absence. Coaches and advisors will use their reasonable discretion to determine whether the student will be allowed to participate.

D. Students who are scheduled for detention may not participate in any Co-Curricular activity or practice until they have finished serving their detention. Students who have more than 30 minutes of detention on a given day may not participate in or attend Co-Curricular activities or field trips including performances, social events, or games that take place on a weekend or holiday.

V. Academic Standards

Bronxville School recognizes the value of participating in Co-Curricular activities but holds that the primary purpose of a Bronxville School education is the academic development of each student. These academic standards are intended to ensure that all students maintain an appropriate balance in meeting their commitments to both the Bronxville School's academic and Co-Curricular programs.

A. Eligibility

In order to maintain their eligibility to participate in Co-Curricular activities, students at the Bronxville School must:

1. Carry the minimum course load defined in the Bronxville School's Program of Studies unless they are following a modified academic plan that has been approved by their CSE, 504, or Child Study Team. (In grades 9-12, students are required to carry at least six courses each semester whenever possible exclusive of Physical Education and Health.)

2. Be making acceptable progress towards graduation:
   a. five credits by the end of grade 9.
   b. ten credits by the end of grade 10.
   c. Fifteen credits by the end of grade 11.

B. **Academic Probation**

1. At the end of every quarter students who receive a grade of "F" in one course or are otherwise not meeting the standards for academic performance outlined in Section V.A. above will be placed on academic probation. Any student with two or more "F's" will be immediately ineligible.
2. Students on academic probation:
   a. will be assigned to study halls during their free periods.
   b. will meet with their teacher(s) to discuss the steps they need to take to address their academic performance.
3. Students who fail to meet the requirements set forth in Section V.B.2 above will immediately be declared ineligible.
4. Students who are ineligible will have their grades reviewed at the midpoint of the quarter. Upon successfully demonstrating that they have no grades of "F" in any of their courses and are otherwise meeting each of the academic standards for participation in Co-Curricular activities, they will be declared eligible.

C. **Academic Ineligibility**

1. Students on academic probation for receiving an "F" during the previous reporting period and who are still failing one or more courses at the next reporting period will be declared ineligible. At the end of the next reporting period, students still not meeting the academic standards for eligibility will remain ineligible until their academic performance can be reviewed again at the following reporting period.
2. Eligibility during the first quarter is determined by the grades earned at the end of the fourth quarter of the preceding year, not by the student's final grade in the course.
3. Summer work approved in advance by the Principal and Guidance Department may be completed to restore academic eligibility for the start of the first quarter, as determined by the School Administration.
4. Students found to be in violation of the Student-Faculty Legislature Honor Code may be declared ineligible for participation in their Co-Curricular activity in accordance with such Code pending review by the School Administration.

D. **What Does Academic Ineligibility Mean?**

Students who lose their eligibility by failing to meet one or more of the academic standards defined above are not allowed to practice, participate in, or attend any contests or events, including games and scrimmages with other schools, school productions, club activities, other co-curricular activities or school social events.

E. **Appeals**

Students wishing to appeal their loss of eligibility due to their failure to meet the Bronxville School's academic standards should submit their request in writing to the Principal. In the case of students with IEP's or 504 Plans, the Principal will consult with the Director of Special Education and Support Services prior to acting on the appeal.

VI. Penalties for Engaging in Prohibited Conduct:

A. **Rule of Construction: Guidelines for the Imposition of Penalties**

The following are guidelines reflecting minimum penalties which may be imposed on students who participate in Co-Curricular activities and who are found to have violated these Rules and Regulations. These penalties shall not be construed as a promise or guarantee of any particular form of discipline, as the Bronxville School District retains the right to impose discipline under these Rules and Regulations which it deems appropriate under the individual circumstances of each case.

B. Penalties and Consequences

1. **Violations of Expectations Relating to School Citizenship:**

a. Warnings Students who demonstrate a pattern of poor citizenship, including but not limited to, poor attendance, frequent tardiness, disruptive behavior, and cutting class, may be placed on warning by the Principal or Assistant Principal.

i. Students on warning are required to submit to the School's Principal a plan signed by their coach or advisor and their parent(s) detailing the steps they intend to take to address their behavior.

ii. Students who fail to submit a plan within five school days of receiving a warning from the Principal's office will lose their eligibility.

iii. Students failing to follow the terms of their plan while they are on warning will lose their eligibility. Students will be removed from warning status by the Principal upon demonstrating a renewed pattern of positive School citizenship.

b. **Ineligibility for Major Violations of Bronxville School Policy** Students who, in the judgment of the Principal, flagrantly violate the rules of the Bronxville School will lose their eligibility immediately.

2. **Violations for Conduct Unbecoming a Representative of the Bronxville School or for Damage or Theft of Property**

   a. Any Co-Curricular participant found to have engaged in conduct unbecoming a representative of the Bronxville School or to have damaged or stolen property as described in Section III.B and III.D above will be declared ineligible for a minimum of five days in the case of a first offense. In the event such ineligibility commences during the preseason, prior to the first athletic contest or other Co-Curricular meeting or event, or during a period in which the student has no such athletic contest or other Co-Curricular meeting or event, such ineligibility shall include the next such contest, meeting or event.
   b. Any Co-Curricular participant found to have engaged in a second offense of conduct unbecoming a representative of the Bronxville School or to have damaged or stolen property as described in Sections III.B and III.D above will be declared ineligible for four weeks.
   c. Any Co-Curricular participant found to have engaged in a third offense of conduct unbecoming a representative of the Bronxville School or to have damaged or stolen property as described in Sections III.B and III.D above will be declared ineligible for the following ten months in which school is in session.

3. **Violations Relating to Possession, Sale, Consumption and/or use of Illegal Drugs, Alcohol or Tobacco**
   a. Any Co-Curricular participant found to have been engaged in a violation of Section III.C above will be declared ineligible for a minimum of five days in the case of a first offense. In the event such ineligibility commences during the preseason, prior to the first athletic contest or other Co-Curricular meeting or event, or during a period in which the student has no such athletic contest or other Co-Curricular meeting or event, such ineligibility shall include the next such contest, meeting or event.
   b. Any Co-Curricular participant found to have engaged in a second offense in violation of Section III.C above will be declared ineligible for four weeks.
   c. Any Co-Curricular participant found to have engaged in a third offense in violation of Section III.C above will be declared ineligible for the following ten months in which school is in session.

C. **Ineligibility Procedures**

   1. Students who lose their eligibility by failing to meet one or more of the standards defined in Section VI.B above:
      a. Are not allowed to participate in any contests (including scrimmages with other schools), Bronxville School productions, or club activities, or social activities for a minimum of the periods set forth in Sections VI.B above. Unless otherwise specified by the Athletic Director, the Principal, the coach or

the faculty advisor, a student who may not participate in his or her Co-Curricular activity must still attend practices, rehearsals, contests, and performances with members of his or her team or activity. The level of participation in practices or rehearsals by a student who loses his or her eligibility by failing to meet one or more of such standards shall be determined by the coach or Co-Curricular adviser, with the approval of the Athletic Director or Principal, as applicable.

b. Must put together a plan signed by their parent(s) to address their behavior. The Assistant Principal, Counselors, and School Social Worker stand ready to assist students in putting together their plan.

2. Students may regain their right to participate in Co-Curricular activities after the minimum periods set forth in Section VI.B above by:

a. Submitting to the Principal (or designee) for his approval, a plan signed by their parent(s), detailing the steps they intend to take to address the behaviors that led to their losing their eligibility.

b. Attending a hearing with the Principal (or designee) to review their plan and fulfilling any additional conditions for reinstatement that may be proposed as a result of that hearing.

c. Demonstrating a commitment to carrying out the terms of their plan, including any additional conditions specified by the Bronxville School.

3. Students who violate the Bronxville School's policies on the use of alcohol, drugs, and tobacco are required to enter into an assessment and/or counseling program with the school's social worker and/or other approved professional as a condition of any approved plan for reinstatement.

4. Students whose plans are approved by the Principal (or designee) will be allowed to rejoin their team, club, or activity and placed on probation for the remainder of the season or the completion of their current Co-Curricular activity/production. Students whose plans are not approved by the Principal (or designee) may elect to revise their plan and resubmit it for review and approval or appeal the decision to the Superintendent of Schools.

D. **Probation**

1. Students on probation who fail to abide by the terms of their plan or who violate any of the Standards for Eligibility while on probation, will be declared ineligible by the Principal and lose their right to participate in Co-Curricular activities for the remainder of the current season or the completion of their club's or activity's current project/production or for the remainder of the school year, as the case may be. In

addition, students may not start a new Co-Curricular activity until they are formally reinstated by the Principal or have a new plan for reinstatement approved by the Principal and are placed once again on probation.

2. Students may regain their full eligibility and be removed from probation by fulfilling the terms of their plan and demonstrating to the Bronxville School at the end of their probationary period that they are currently meeting all of the Citizenship Standards established by the SFL and the faculty for participation in Co-Curricular activities.

E. **Community Service**

Any student suspended from Co-Curricular activities under this Section may be required to perform community service or service to the Bronxville School District in addition to the penalties set forth herein. The nature and extent of such service, if required, shall be determined by the Principal, coach, advisor, and/or Athletic Director.

F. **Second Chance for First Time Violations**

A first-time violator of the Code of Conduct who fulfills the terms of his or her plan and does not have a second violation of the Code of Conduct within one calendar year of the date of the first violation will regain his or her status as having no previous violations. A student is eligible to exercise this provision only once.

G. **Self-Reporting**

A first-time violator who notifies the Athletic Director, the Co-Curricular Advisor or the Principal within 48 hours of the violation will have a reduction in his or her penalty.

H. **Appeal**

In the event of suspension from Co-Curricular participation, a student wishing to appeal the penalty is entitled to:

1. Notification of specific charges.
2. An opportunity to present a defense.
3. Notification of the decision reached
4. An opportunity to appeal the decision to a committee composed of the Principal, Assistant Principal, Athletic Director, a Co-Curricular Advisor, a coach of athletic team not in season on which an athlete has not played and does not play and, if requested by the student, a Student Representative designated by the Student Faculty Legislature.
5. In the event that the student wishes to appeal the decision of the committee, an opportunity to appeal to the Superintendent of Schools and to the Board of Education.

Note: Nothing state in this addendum precludes the Bronxville School District from pursuing criminal charges for such offenses.

APPENDIX A

NEW YORK STATE PUBLIC HIGH SCHOOL ATHLETIC ASSOCIATION AND COMMISSIONER OF EDUCATION RULES/REGULATIONS FOR INTERSCHOLASTIC ATHLETICS

This is a summary of the rules and regulations regarding student athlete eligibility for interscholastic athletics as set forth by the Commissioner of Education and the New York State Public High School Athletic Association. The NYSPHSAA Handbook outlines all rules and regulations and can be accessed online at www.nysphsaa.org.

If you are planning to transfer or have transferred to a new school, please speak directly with the Athletic Administrator at your school to determine if the transfer will affect your eligibility. Typically, students are allowed to return from a private school to their home district once during their four years of eligibility and can maintain that eligibility. Students who have transferred into the school without a corresponding change of address into the district are usually not eligible to compete in any sports in which they participated in their previous school for a period of one year.

A student will forfeit their eligibility for a period of one year if they are recruited or influenced to transfer schools for athletic purposes.

Foreign exchange and international students should speak directly to the school's Athletic Administrator to determine eligibility.

All students must be a bona fide student of the district, registered in the school, and taking at least four subjects including Physical Education (districts have the right to establish stricter definitions of a fulltime student – please reference the Academic Eligibility section of the Code of Conduct).

A student shall be eligible for interschool competition in grades 9, 10, 11, and 12 until his/her 19th birthday. If the age of 19 is reached on or after July 1, the student may continue to participate during that school year.

Students in grades 7 and 8 who are highly skilled **may be** eligible to compete on a high school team. All such students must complete the state mandated Selection/Classification process. For more information about the S&C process, please contact the Athletic Administrator at your school.

A student is eligible for four consecutive seasons of a sport upon entry into the 9th grade and prior to graduation. Students who have promoted to the high school program by being Selectively Classified are eligible for that sport for five consecutive seasons of a sport upon entry in the eighth grade or six consecutive seasons of a sport upon entry in the seventh grade. **Students do not receive extended eligibility when they repeat a grade except for under certain specified circumstances.** Please see your Athletic Director to determine extended eligibility status.

APPENDIX A cont.

A student shall receive an adequate health examination (less than one year old) and health history update before practicing or participating in interscholastic athletics. A consent card must be completed for each sports season.

A student must complete the sport specific required number of practices under the direct supervision of a certified and Board of Education approved coach to be eligible to compete in a scrimmage or contest.

During the sport season, a student is not permitted to practice or compete against an individual or team representing a college in that sport or eligibility will be forfeited for that season.

A student is eligible for sectional, regional or state competition when they have competed in six school scheduled contests during that season. In team sports, the student must have been an eligible participant on a team in that sport at that school for a minimum of six contests (Football-three contests). In individual sports, a student must have competed in six scheduled contests on six different dates prior to the conclusion of the team's regular schedule. Your school Athletic Administrator may apply for a waiver of this rule due to an injury.

Students are expected to display appropriate behavior. Unsportsmanlike acts will not be tolerated. Students who are disqualified from an athletic contest for unsportsmanlike behavior will be ineligible to compete in the next regularly scheduled contest. A second disqualification in the same sport in the same season will deem the student ineligible for two additional contests and a third disqualification in the same sport in the same season will cause the student to be ineligible for the remainder of the season. Please note that if these suspensions occur at the end of the season, they carry over to the athlete's next sport season.

A student shall be an amateur in the sport. Students will forfeit their amateur status by:

1. Competing for money or other compensation (travel, meals and lodging expenses are permitted).
2. Receiving an award or prize which exceeds $250.00.
3. Capitalizing on athletic fame. Scholarships to institutions of higher learning are permitted.
4. Signing a professional contract.

A student may participate as an individual on a National Team or in an Olympic Development Program during the school year.

A student may participate in tryouts and/or practice with a professional team or their affiliates ONLY during the summer vacation.

Only seniors who have completed their high school eligibility in that sport may compete in a Senior All Star Contest. Students are limited to one Senior All Star Contest per sport.