WESTLAKE HIGH SCHOOL

2026-2027

CODE OF CONDUCT/

STUDENT HANDBOOK

Westlake High School
2026-2027

Westlake HS Main Number: 914-769-8311

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Attendance	1
Main Office	2
Principal	3
Assistant Principal	4
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Pupil Personnel and Student Services	8
Staff Directory	9

Westlake High School website:
http://whs.mtplcsd.org

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ***ZIP CODE*** _____

PHONE _____

WESTLAKE HIGH SCHOOL
825 Westlake Drive
Thornwood, NY 10594

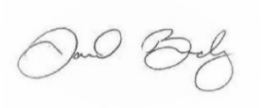
Dear Students:

As you begin the 2026-2027 school year, it is our sincerest hope that you achieve the goals that you have set for yourself. Remember that every individual at Westlake High School is here to assist and guide you in this quest.

The information within this handbook serves as just one source of information for you and your parents to use but remember that we are always here to answer any questions that you may have about anything throughout the year.

After reading through this handbook, please keep it in a safe place so that you may refer to it as needed. Following the guidelines discussed within these pages will be a crucial step to ensure that you achieve your academic goals. We are all certain that you have the potential and we all wish you great success this year.

Yours truly,



Daniel Brady
Principal

WESTLAKE HIGH SCHOOL 2026-2027
DAILY BELL SCHEDULE

Block Class	
Block 1	7:45 - 9:10
Block 2	9:16 - 10:37
Block 3	10:43 - 12:45
Block 4	12:52 - 2:17

WESTLAKE HIGH SCHOOL 2026-2027
EARLY DISMISSAL & HALF-DAY
BELL SCHEDULE

Block Class	
Block 1	7:45 - 8:30
Block 2	8:34 - 9:16
Block 3	9:20 - 10:24
Block 4	10:28 - 11:15

WESTLAKE HIGH SCHOOL 2026-2027
TWO-HOUR DELAY BELL SCHEDULE

Block Class	
Block 1	9:45 - 10:43
Block 2	10:47 - 11:43
Block 3	11:47 - 1:12
Block 4	1:16 - 2:17

WESTLAKE HIGH SCHOOL 2026-2027
ACTIVITY BELL SCHEDULE

Block Class	
Block 1	7:45 - 8:50
Block 2	8:57 - 9:56
Block 3	10:04 - 11:36
Block 4	11:44 - 12:44
Activity Event	12:55 - 2:17

STUDENT INFORMATION DIRECTORY

The following list is intended to direct students to the person or place where assistance may be found to resolve some frequently encountered problems. Students should always feel free to seek assistance from their guidance counselors or any other staff member who might be able to help.

Accident Forms……	Nurse
Attendance, Absence or Lateness…..	Attendance Assistant Principal
Auto Registration……..	Main Office
Change of Address ……	District Office Registrar
Change of Telephone ……...	Main Office
College Information and Catalogs..…	Guidance
Drug & Alcohol Problems…….	Social Worker Guidance Counselor
Early Dismissal..……	Attendance
Locker Problems..…….	Main Office
Lost & Found…….…….	Senior Cafeteria
Personal Problems…….....	Guidance Counselor, Social Worker, Psychologist, Principal, Assistant Principal, Nurse, Teacher
Scholarship or Financial Aid……	Guidance Counselor
Schedule/Study Problems……	Guidance Counselor, Teacher
Transcripts……	Guidance Office
Visitors……..	Main Office
Working Papers……..	Nurse

Nurse – 914-769-8311 Prompt 5
Mary Jane Au
Elizabeth Makar

Secretarial Staff 914-769-8311

Main Office - Prompt 2
Mrs. Christine Cerrato
Mrs. Catherine Santini

Guidance - Prompt 6
Mrs. Amanda Perez

Athletics – Prompt 7
Mrs. Maria DiNota

Attendance - Prompt 1
Mrs. Paula Pagan

Pupil Personnel Services – Prompt 8
Mrs. Corinne Cunnington
Ms. Maria Loehner

WESTLAKE HIGH SCHOOL
CRISIS INFORMATION

First Aid and Fire

Valhalla Fire Department…….	**emergency only**	**911**
Valhalla Volunteer Ambulance……	**emergency only**	**911**
Mt Pleasant Police Department …….	**emergency only**	**911**
(Non-emergency) …….	914-769-1941	

Youth Officer

P.O. Luke Oliveri ……..…… 914-224-3805

24 HOUR HOTLINES

Abuse

Child……..……	1-800-342-3720
Domestic Violence……..	1-800-942-6906
Rape/Sexual Abuse/Incest……	914-684-9877

Alcohol Abuse

Alanon/Alateen……	914-722-4005

Drug Abuse

Day Top Village…….	914-949-6640
Drug Abuse……	914-591-4357

Human Services

Suicide Prevention……	914-347-6400
Poison Control……	1-800-336-6997
National Runaway & Suicide Switchboard……	1-800-621-4000

Outpatient Counseling & Crisis

Northern Westchester Guidance Clinic……	914-666-4646
Westchester County Medical Center……	914-493-7000
New York Hospital – White Plains……	1-888-694-5700
Mental Health Association……..	914-949-6741

Business Hours 9:00 a.m. – 5:00 p.m.

Human Services Numbers

Planned Parenthood……..	1-800-230-PLAN
Teen Pregnancy…….	1-800-522-5006
Westchester County Community Health Department…….	914-637-4985
Teen Hotline……	914-946-0121

Board of Education

Ms. Sara Beaty
Mr. Michael Griffin
Mr. Michael Horan
Mr. Steven Mastrosimone
Mrs. Colleen Scaglione Neglia
Mrs. Laura Olszewski
Mr. Christopher Pinchiaroli

District Administration

Dr. Peter Giarrizzo
Superintendent
Dr. Peter Rufa
Asst. Superintendent of Curriculum, Instruction, & Administrative Services
Dr. Joann Vaccaro
Dir. of Pupil Personnel & Student Services
Lori Centeno
Asst. Dir. of Pupil Personnel & Student Services
Dr. Robert Roelle
Director of Technology & Data
Margaret Modugno
Asst. Superintendent for Business Administration
Eric Strack
Director of Facilities

High School Administration
914-769-8311

Mr. Daniel Brady
Principal

Mr. Richard Sharpe
Assistant Principal

Health, Physical Education and Athletics

914-769-8311 Prompt 7

Mr. David Kantrowitz
Director of Health, Physical Education, and Athletics

Department of Pupil Personnel and Student Services

914-769-8311 Prompt 8

Guidance

914-769-8311 Prompt 6
Mrs. Lauren Cody
Constance Cotrone
Mr. Nick DiPaolo
Mr. Timothy O'Dwyer

Technology

914-769-4297
Dr. Robert Roelle
Mr. Desmar Forrester
Mr. Courtney Whyte

Dr. Gilian Goldman, ***Psychologist***
Dr. Danielle Guerrero***, Psychologist***

Staff

Art/Music
Emily Denler
Carolyn Frawley
Lauren Morris
Claudia Papazian
Jenny Oliva
Ulysses Torres

ELL
Karyn Palladino

English
Matthew Dachik
Christopher D'Ippolito
Vincent Iovane
Michael Laterza
Lauren Muller
Julia Padolf
Anne Taylor

Health Education
Justin Avella

Library
Lenore Rotanelli

Mathematics
Teresa Barbuto
Marissa Fata
Michael Flanagan
Danielle Locher
Brian McClintock
Lauren Reggina
Victoria Tuffy
Connor Tully

Physical Education
Tina Nicodemo
Nicholas Romeo

Reading
Suzanne Weaver

Science
Christine Alfonso
Daniel Clark
Jaclyn Hoahing
Aidan Luebker
Joanne Massi
Lawrence McIntyre
Mary Newell
Michelle Speisman
Nicole Sklar

Social Studies
David Bendlin
Chad Charney
Joseph Harras
Sarah Johnson
Anthony Marinaccio
Daniel Mendelson
Tricia Oliveras

Special Education
Lisa Alterio
Jennifer Avella
Christina Bizzarro
Debbi DeNoia
Kalani Callahan
Justin Dupree
Suzette Gagos
Christina Gallo
Donna Gelard
Amanda Giordano
Mark Mammola
Heather Garman WMS/WHS Harbor

Speech
Francesca Annunziata-Mejia

World Language
Francesca Bellomusto
Michele Lodespoto
Maria Mittelmann
Jennifer Monaldo
Stanelle Pena

GRADUATION REQUIREMENTS

REGENTS DIPLOMA

Required Courses

English Language Arts	**4**
Social Studies	**4**
Math*	**3**
Science	**3**
World Languages**	**1**
Art / Music	**1**
Health	**.5**
Physical Education	**2**
Sequence Electives	**3.5**
(LOTE, CTE, The Arts)	
Total	**22.0**

Required Exams **Passing Score of 65 and Above**
English Language Arts
Algebra
Regents Global Studies
Regents U.S. History
Regents Science

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

** Students are required to have completed one unit of credit in a world language. This can be accomplished by either (a) a 2-year sequence of 7th and 8th grade world language in the middle school, along with a passing grade on the corresponding school-based assessment or (b) 1 year of a high school level world language.

New York State offers different types and variations of diplomas. Please see your counselor for details.

STUDENT RIGHTS AND RESPONSIBILITIES

A. Student Rights

The district is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all district students have the right to:

1. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender, sexual orientation, or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Receive a copy of school rules and, when necessary, receive an explanation of those rules from school personnel.
4. Respectfully express his/her opinion without being penalized.
5. An atmosphere conducive to learning.
6. An environment, which protects his/her welfare and safety.
7. Have a faculty member or another individual intercede on his/her behalf concerning a teacher/student disagreement.
8. A student's property is considered private; however, if there is reasonable suspicion, appropriate action may be taken.

Dignity for All Students (DASA)

The Mt. Pleasant Central School District will ensure that every student, regardless of actual or perceived race, national origin, ethnic group, religion, sex, gender identity or expression, sexual orientation, or disability, can attend school free of harassment, discrimination, bullying and cyberbullying. Bias harassment, like all bullying, is an issue that goes directly to the educational and school safety environment of a school. (see Bullying DASA on p.16 for a more detailed explanation)

B. Student Responsibilities

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Ask questions when they do not understand.
7. Seek help in solving problems that might lead to discipline.
8. Dress appropriately for school and school functions.
9. Accept responsibility for their actions.
10. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor and sportsmanship.
11. Seek help for themselves or others.

UNACCEPTABLE BEHAVIOR

Unacceptable behavior is a form of student behavior that infringes upon and/or violates the basic rights of individuals and/or the school property or disrupts school activity.

ACCIDENTS

All injuries should be reported to the school nurse or main office. If a student is hurt during school hours, report injury to school nurse or main office. If a student is injured after school hours, student should report to activities advisor and parent should be contacted.

ATHLETIC CODE

Philosophy

Interscholastic athletics are offered as an integral portion of the overall secondary school educational experience. Sports competition provides educational experiences not otherwise attainable such as the development of a student's physical, mental, social and emotional growth. It is precisely for these benefits accruing both the student-athlete and student-spectator that such programs are offered.

Viewing sports at Westlake in this manner, the administration wishes to remind all participating parties that the value of athletics lies in striving to attain one's best result rather than the importance of conquest. In doing so, one succeeds only when one learns to work together with peers and authorities to win within the law and spirit of the sport's rules; one displays a level of sportsmanship that reflects favorably upon both the individual and his school; and one accepts the decisions of officials and the game's results with similar grace in defeat as well as victory.

This guidebook is provided to each participant as an important reminder that one must never lose sight of life's important priorities amongst the desire and pressure to win a game. It is the working toward success and not necessarily the success itself that we grow the most.

Rules of Personal Conduct

Because sports participation is a privilege, and because that privilege is provided primarily to aid students' growth as a human being, that privilege may be revoked when an individual's behavior does not meet school standards. Athletes and spectators represent both themselves and their school and are expected to do so in a manner reflecting well on both.

Furthermore, participants in athletic programs must maintain a favorable academic standing while conforming to all rules set down by the school and his/her specific coach in order to retain the privilege of participation.

Academics

Prior to the start of each athletic season, all coaches will provide a comprehensive roster of athletes to the entire faculty. Students listed on that roster will be expected to perform up to their academic potential. Should a student be identified through the administration as not meeting his/her academic responsibilities, a review committee consisting of the appropriate coach and administrator and counselor will examine the case. Should the committee deem disciplinary action to be in the best interest of the student athlete, he/she may be suspended from the team until such time as his/her academic performance merits reinstatement.

Attendance

Classroom attendance is expected to be exemplary. Repeated truancy will result in disciplinary action, including possible suspension of athletic privileges.

An athlete with an unexcused absence from school on any given day will not be eligible to attend team functions on that day. The Athletic Director will consider any extenuating circumstances.

All college visits are considered "EXCUSED ABSENCES" AND SHOULD BE SCHEDULED SO THAT STUDENTS WILL NOT MISS CLASS TIME WHENEVER POSSIBLE. Any student returning from a college visit (with documentation of the visit from the college) is eligible to participate in co-curricular activities and athletics.

A student must be in school five (5) consecutive periods in order to participate in a school activity that takes place after school.

Suspension
Student/athletes issued out-of-school suspension may not participate in any inter-scholastic sports activities during the duration of that suspension. Suspensions, which do not conclude on Friday, but continue through Monday, exclude a student from participating in weekend athletic and social activities.

Training
Student/athletes will conform to all laws concerning the use of foreign substances. The consumption of illegal drugs and/or alcohol is not permitted.

1. The initial violation will result in a minimum of a one game suspension from the team. The coach, counselor, athletic director, and appropriate administrator will determine the length of the suspension.
2. Any further violations may result in expulsion from all athletic programs for up to an entire calendar year.
3. All aspects of the Code of Conduct will be applied.

In either case, official notice of any disciplinary action taken will be provided to all members of the review committee and to the parent(s) of the athlete involved.

Practice and Game Attendance
Student/athletes are expected to attend every practice and game unless specifically excused by their coach. In addition, punctuality is required. Violators of these rules will be subjected to the discipline of the coach under the following guidelines:

1. Discipline for initial transgression not to exceed suspension from more than one game (and all practice and related activities during that period.)
2. Continual violations may result in dismissal from the team. Again, parents must be notified when any disciplinary action is taken, as well as being informed that further misconduct on the student's behalf could result in expulsion from the program. It is the coach's responsibility to notify the appropriate parent or guardian.
3. **Students are required to be in attendance for five (5) full periods of school in order to attend games or practices.**

Athletic Equipment Return
Student/athletes are responsible for each piece of athletic equipment issued to them by their coach. Failure to return all equipment in good condition for any reason will result in the student/athlete being billed for the full replacement value of said equipment and/or report cards being held. Until all equipment has been returned in satisfactory condition, and/or restitution has been made, the student/athlete is ineligible to participate in any inter-scholastic sports activities. Furthermore, student/athletes whose athletic eligibility has expired may face non-sports related sanctions until such time as restitution has been made.

Personal Conduct
In any athletic contest, all school rules apply for co-curricular activities. Westlake students are expected to conduct themselves as sportsmen/women on and off the playing field. Behavior while practicing, playing in a match, traveling on school buses or in any capacity while representing an athletic team must be exemplary. Furthermore, all students are expected to conform to these standards while attending sporting events. Anyone failing to meet these standards may:

1. Be suspended from their team, and or,
2. Be forbidden to attend interscholastic sports activities.
3. Be held accountable under the Code of Conduct that applies to all sanctioned school activities.

Respect for Authority
Student athletes are expected to exhibit appropriate respect toward all coaches - both Westlake's and those of rival institutions - as well as toward all athletic officials. Insubordination toward a coach and/or inappropriate behavior towards referees, opposing coaches and/or spectators, may result in a one game suspension. The case may be referred to the Assistant Principal for additional disciplinary action.

Eligibility – Transfer Students
Transfer students into Westlake High School are subject to the New York State guidelines for residency eligibility. Each case should be discussed with the Athletic Director and Administration prior to participation.

In addition, a student must be in school in order to participate in a school activity that takes place after school. Truancy or class cutting on the day of an event will result in the student's suspension that day from any after school activities. If truancy occurs on the last day of the event and cannot be confirmed until a later date, the student will be suspended from the next event after the truancy has been confirmed.

A student must be in school five (5) consecutive periods in order to participate in a school activity that takes place after school.

A student who has been suspended from school a second time loses the right to be involved in any extracurricular activities as a participant or spectator for a period of at least ten (10) school days and the intervening weekends. Any student who is suspended from school for a third time during a given year will forfeit his/her right to be involved in extra-curricular activities for a period of time to be determined by the principal.

ATTENDANCE

Absence and Tardiness from School
It is the responsibility of the parents or guardians to ensure that their children attend school (90% of all assigned classes / 162 class days) in accordance with the school district calendar. The following are considered EXCUSED absences by the New York State Board of Education:

- Personal Illness verified by an excuse note from parent/guardian
- Sickness or death in the family
- Excused absence for part of the day (i.e., doctor or other professional consultations)
- Approved school field trips
- Military Obligations
- Approved religious observations not regularly scheduled in school calendar
- Quarantine
- Court appearance
- Attendance at health clinics
- Approved work program as it pertains to regular educational programs
- Approved college visits (Junior or Senior year) appointment verification with Guidance Department required

All other absences will be considered illegal and, therefore, subject to the Attendance Policy.

Personal family vacations that require students to miss school are not legal absences and, therefore, may cause the student to be in danger of loss of credit due to excessive absences. Students must attend school regularly in order to participate in special school functions, such as the Senior Prom and Senior Class Trip.

The legal absences listed above are the only valid reasons for absences. They are uniform throughout New York State and used in our school district. For the purpose of our Attendance Policy, we do not differentiate between legal and illegal absences.

When a student returns from an absence, he/she must report to the Attendance office with a note. **The note must be written by the parent/guardian explaining the absence and verifying the date(s) of the absence. Retroactive excuse notes may not be accepted by the Attendance Office. If a student is absent more than 3 consecutive days due to illness a doctor's note is required upon return to school.**

Assignment Make-Up: Upon return to school from a legal absence, a student should meet with his/her teacher to identify any work to be made up (this includes tests, quizzes, projects, homework, etc.) and agree to a time when this work needs to be submitted (typically no more than one week from the date of the absence). If submitted by the revised due date, this work will not be penalized for lateness. Any student who is absent and is able and capable of making up work while absent should make every attempt to do so.

Students returning to school after an illegal absence should meet with his/her teacher to identify any work missed during the period of absence. Teachers are not obligated to accept and/or grade any make-up work from a period of illegal absence.

The Administration reserves the right to request a doctor's note for students who have chronic absences or tardiness.

Early Dismissal

In the event a student must leave school early for a doctor's appointment, court, college visit, etc., they must bring a note to the Attendance Office the morning of the dismissal. A call will be placed home to verify the note and the student will then be given a pass to leave at the designated time.

Truancy

Truancy is defined as an illegal absence from school without parent/guardian knowledge or consent. Schoolwork missed due to truancy may only be made up at the discretion of the teacher.

Student Tardiness

A. Students are expected to be in class at the beginning of the period. Therefore, students who arrive to school after 7:45 a.m. are tardy.
B. A student who arrives to his/her class after 8:05 a.m. without a legitimate reason will be marked absent from his/her first period class and will be given a "cut."
C. A student who arrives late to class must be admitted by the teacher, but he/she will be penalized. Teachers should impose after-school detention for lateness to class.

BOCES: BOARD OF COOPERATIVE EDUCATIONAL SERVICES

Westlake High School is proud of our students who are participating in the BOCES program. We encourage their involvement and compliment them on their successful efforts to gain valuable experience in their chosen field.

To provide this experience, the expense to the local Board of Education and the community, is a large sum of money. To ensure the best use of these monies and provide the best opportunities available to you, we have formulated the following:

Credit for BOCES

The BOCES program is a full year four-credit program. Students enrolled in the program must attend the entire year to receive full credit; however, if attendance problems occur, reduced credit is given in the program.

1. Up to 10 accumulated absences* a student will earn 4 credits
2. 11 to 15 accumulated absences a student will earn 3 credits
3. 16 to 18 accumulated absences a student will earn 2 credits
4. 18 or more accumulated absences a student will earn 0 credits

*Absences will accumulate until we receive information from parents, which excuse any of these recorded absences. When such written verification is received, records will be updated and appropriate credit may be earned. It is a student's responsibility to provide information regarding excused absences to the Assistant Principal. All absences must be verified with a written note from a parent or guardian. These notes must be submitted to the office of the Assistant Principal within three days of the absence. The school administration will not accept retroactive absence notes.

A student receiving 10 absences in a BOCES program will be required to have a parent/administrator conference before he/she is permitted to continue in the program.

BOCES Attendance
Westlake High School Attendance Policy supersedes the BOCES Attendance Policy and denial of credit may be imposed at the discretion of the Administration

Dropping BOCES

1. A student may drop his/her BOCES program during the first three weeks of the school year without penalty before October 1. Other courses may be substituted at this time.
1. After the first week of October, students dropping BOCES will receive a penalty grade of failing and WILL NOT be allowed to substitute courses until the second semester.
2. A student may be withdrawn from the BOCES program based on their discipline accord, either at their home school or at a BOCES campus.

BOCES Buses
When a bus for BOCES is missed, the student is not allowed to loiter on campus grounds. If this occurs, a parent will be contacted and requested to provide transportation to the BOCES campus or home. The afternoon BOCES bus will depart the Westlake Campus at 11:50 A.M.

BOCES Transportation
Bus transportation to BOCES will be provided except when Westlake HS has a previously scheduled half-day. BOCES will be alerted by the district office in advance of these dates and students will be excused from their afternoon BOCES classes. *If students are interested in driving themselves to BOCES to attend classes, arrangements for parking must be made in advance through the Offices of both the Assistant Principal at Westlake High School and the Principal at BOCES.*

BULLYING (DASA - Dignity for All Students Act)
Systematically and intentionally inflicting physical hurt or psychological distress on one or more students or District employees.

Bullying is further defined as:

- Unwanted purposeful written, verbal, nonverbal, electronic (via any form of social media) or physical behavior, including but not limited to any threatening, insulting, or dehumanizing gesture, by an adult or student, ***that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation,*** is carried out repeatedly and is often characterized by an imbalance of power.

For the purposes of this policy, "respect for others" and "dignity for all" shall include awareness and sensitivity to discrimination or harassment and civility in the relations of people of different races, weights, national origins, ethnic groups, religions, religious practices, mental or physical abilities, sexual orientations, genders, and sexes.

Bullying may involve, but is not limited to:

- Unwanted teasing, threatening, intimidating, stalking, cyber stalking, cyber bullying, physical violence, theft, sexual, religious, or racial harassment, public humiliation, destruction of school or personal property, social exclusion, including incitement and/or coercion, and rumor or spreading of falsehoods.

The extent of bullying and possible disciplinary measures must be based upon factual accounts of incidents and not rumors of alleged incidents or actions. All individuals reporting credible incidents and who are acting in good faith shall be protected against retaliation from bullying and/or cyber bullying. Reported and verified incidents will be subject to disciplinary measures at the discretion of the building administration and be in compliance with the Mt. Pleasant Central School District's Code of Conduct.

COURSE ENROLLMENT

All students not enrolled in a BOCES program are required to enroll in a minimum of six (6) courses per semester, one of which is Physical Education. Exceptions to this policy must be approved by the administration.

COURSE CREDIT

Students should continually check the appropriateness of all courses in which he/she is enrolled. Though a grade may be recorded, no credit towards graduation will be given for any course in which credit has previously been awarded or if the Attendance Policy has been violated.

LOSS OF CREDIT POLICY

The State Education Department (SED) has mandated that all schools take attendance for all periods of the day. This includes **study halls,** but excludes **lunches.** In addition, the SED presently requires that students achieve a final average of 65 or better and attend 90% of all assigned classes (162 class days), as per District Attendance Policy, to be awarded graduation credit. ***However, the new regulation requires that if a student exceeds 18 absences in a yearlong course that meets daily (40 minutes per class), or 9 absences for a yearlong block course (80 minutes per class), or 5 absences in a semester long block course (80 minutes per class*** **and has not made an effort to make up the time**, he/she will not be considered prepared for the completion of the course work and will not be allowed to sit for the final exam for the courses where absences are applicable. In addition, an incomplete grade will be given to the student and he/she will be required to make up the course through summer school or other alternatives as determined by the Building Principal.

Attendance warning letters will be sent by teachers at the following intervals:

Yearlong course in a daily 40-minute class: 5, 10, 15, 17 absences
Yearlong 80-minute class: 3, 5, 7 absences
Semester long 80-minute class: 2, 3, 4 absences

COURSE CHANGE POLICY AND PROCEDURE

- Every effort has been made to provide each student with an accurate and appropriate schedule. Please note, schedules are changed by the Guidance Department to reflect courses requested by the students, courses that were failed, and those courses that were taken in summer school. Schedules are also changed to reflect teacher recommendations and course prerequisites.
- It is possible that some oversights were made or that the Guidance Department was not notified in adequate time to make some necessary and appropriate changes.
- Where possible, an effort has been made by the Guidance Department and administration to balance class loads.
- The following policy has been established for students to make schedule changes. Your cooperation and understanding will make this policy more effective.
- Changes requested after June 30 require parent/counselor or administrative conference; however, changes also can be made for the following reasons:
  a. No schedule available for student.
  b. Subject failures affecting graduation and sequence requirements.
  c. Teacher change when repeating subject previously failed with that teacher, when requested only.
  d. Error or conflict in schedule.
  e. Summer school adjustments.
  f. Medical exemptions from physical education.
  g. Add-ons when schedule permits.

Course Level Change Request Policy
In the best interest of student performance, changes in course levels can be considered **throughout the first semester** for a full year course. When there is a legitimate reason, the principal, counselor, student and parent can decide that a course level change is valid.

When a course level change is made the grade earned in the previous level will be transferred to the new course level.

1. **Course Level Change Request by Parent:**
   When a counselor receives a call for any course level change request, he/she will ask the parent to express this in writing to the principal.
   - The principal will render a decision and will inform the counselor and/or parent of any decision. Only the building administration is authorized to implement schedule changes after the allotted add/drop period.
2. **Course Level Change Request by Student:**
   The Counselor will inform students to have a parent submit the request in writing to the Principal. The Principal will inform the Counselor and/or parent of the decision. Only building administration is authorized to implement schedule changes after the allotted add/drop period.

Add/Drop Policy
Students may request to add or drop courses after the beginning of the school year but **must** follow the protocol below in doing so:

1. **For a full year course**, students must add or drop the desired course before the 1st quarterly report card date (as indicated on the district calendar) – OR – must accept a ***WITHDRAW PASS*** *(if they are passing the course at the time of add/drop) or* ***WITHDRAW FAIL*** *(if they are failing the course at the time of add/drop).* Please note that in either **WITHDRAW** scenario, a student and parent/guardian must have a formal Course Withdrawal Meeting and give written consent of their decision to withdraw. Also note that a W/D Pass or W/D Fail will appear on the student's official transcript. To add a full year course, a student must do so within the first ten (10) school days of the school year.

2. **For a half-year course**, students must add or drop the desired course before the 1st quarterly progress report date (as indicated on the district calendar) – OR – must accept a ***WITHDRAW PASS*** *(if they are passing the course at the time of add/drop)* – OR – ***WITHDRAW FAIL*** *(if they are failing the course at the time of add/drop).* Please note that in either **WITHDRAW** scenario, a student and parent/guardian must have a formal Course Withdrawal Meeting and give written consent of their decision to withdraw. Also note that a W/D Pass or W/D Fail will appear on the student's official transcript. To add a half-year course, a student must do so within the first ten (10) school days of the semester.

Full Year Courses
Under ordinary circumstances, no full year course will be added after the third week of school. A full year course can be dropped prior to the second week of October without receiving a penalty grade. However, no additional course can be substituted. After that time, a penalty grade of failing will be recorded for any course dropped after end of second week in October.

Any BOCES program can be dropped the first week in October and other courses can be substituted. Students dropping BOCES courses after that cannot schedule first semester classes. A new schedule will be provided for the second semester. For further details, see the BOCES section of the handbook.

Honors/AP Course Appeals Process
Any student wishing to appeal his or her placement into an Honors/AP Course that they were not initially recommended for the following school year must indicate their intention with their School Counselor. This formal request must follow the steps below:

1. The student/parent must submit an Honors/AP Course Appeal Parent Waiver to the respective School Counselor as soon as possible but no later than the end of the 3rd Quarter Marking Period.
2. Upon receipt of the waiver, the teacher of record will evaluate the appeal and issue a decision.
3. If the student/parent is not satisfied with the decision, a third appeal may be made to the High School Principal.

*The student's School Counselor will guide each layer of this process as needed. The student/parent should not contact the teacher but rather work through the School Counselor.

COMMUNITY SERVICE PROGRAM
The major purpose of the Community Service program at Westlake High School is to communicate to our students that a well-rounded education is more than achievement in the core curriculum, but it involves a total commitment and responsibility to their school and community. Traditionally, students have been concerned with grades, grade point average, class rank, and SAT/ACT scores as the most important "rites of passage" from high school to college and the working world. For balance, we would like to "reward" those students who give of themselves voluntarily by recognizing this unselfishness; students' service hours are affixed to their transcripts. One (1) graduation credit will be awarded for 60 hours of community service.

For more specific guidelines concerning what counts as community service, refer to "**Service (NHS)**" in this handbook.

The recommended schedule is listed below. See Guidance Counselor.

9th Grade	**15 hours**
10th Grade	**15 hours**
11th Grade	**15 hours**
12th grade	**15 hours**
	60 hours

CLOSED CAMPUS
Westlake High School has a closed campus. Students are to remain on campus until they are dismissed. Students involved in authorized off-campus programs are permitted to leave at designated times. Approval must be obtained from the administration for early release and late arrival. A senior may be given senior privileges **WITH WRITTEN PARENT PERMISSION** to leave the school campus **during scheduled lunch Periods 5, 6, and 7.**

Westlake High School Internet-Enabled Device Expectations and Procedures

Purpose: In order to comply with NYSED's smartphone/internet-enabled personal device use ban, Westlake High School will be following the expectations and procedures below. The intent of this document is to honor the intent of the law of ensuring a safe and productive learning environment in which students are free from the distraction of a personal internet-enabled device. Our procedure and approach will lead with trust and partnership with parents and students to meet expectations in order to build a better learning environment. The goal is not to enforce compliance, but to develop a shared understanding that being free from distraction increases learning outcomes, and that we must all do our part.

District Internet-Enabled Device Policy: In accordance with NYSED regulations, students are prohibited from using any internet-enabled personal devices during the school day anywhere on school grounds. Internet-enabled personal devices include, but are not limited to: smartphones, smartwatches, wireless earbuds or headphones, tablet, and any other personal device capable of accessing the internet.

Student Expectations and Procedures

- Upon arrival at Westlake, students must store all internet-capable personal devices in their Yondr pouch or securely in their locker.
- All internet-enabled devices must remain powered off and stored for the entirety of the school day from the first bell at 7:45 AM until the dismissal bell at 2:17 PM.
- Students may not use personal internet-enabled devices at any point during the school day including, but not limited to: classes, lunch, study hall, passing time, or any other school-sponsored activity occurring during the instructional day.
- Students may access and use their personal internet-enabled devices after the conclusion of the school day.
- Students who store their devices in a Yondr pouch will have their pouch unlocked by a staff member using a Yondr magnet as they depart. Additional Yondr magnets will be located in the lobby leading to the dismissal doors.

Parent/Student Contact

In the event a parent needs to contact their child at school, they can direct specific requests through the appropriate offices below:

- **Guidance**: Contact the guidance office to speak about any matters relating to their academics, counseling, a mental health concern, or a family emergency.
- **Nurse**: Contact the nurse's office to speak about any matter relating to your child's physical health, medication, or illness.
- **Attendance:** Contact the attendance office to speak about their attendance, tardiness and/or alternative pick-up or dismissal plans on a particular school day.
- **Main Office**: Contact the main office to speak about any potential concern(s) related to bullying or harassment, or any other matter not listed above.

Students who need to contact a parent or guardian during the school day in the event of an emergency may do so through one of the offices listed above. Yondr magnets will be available in these offices if access to a student's personal device is necessary.

Progressive Discipline
Violations of the District's Internet-Enabled Personal Device Policy will result in the following progressive disciplinary responses:

- **1st offense**: The device will be confiscated and secured in the main office with parental notification. The device will be returned to the student at the end of the school day.
- **2nd offense:** The device will be confiscated, secured in the main office, and a parent will be required to come to pick up the device.
- **3rd offense:** The device will be confiscated, secured in the main office, and a parent will be required to come to pick up the device. For one school week, the students will report to the main office each morning to store their personal device for the entirety of each school day until dismissal.
- **4th offense*:** The device will be confiscated, secured in the main office, and a parent will be required to come to pick up the device. For two school weeks, the students will report to the main office each morning to store their personal device for the entirety of each school day until dismissal. The student will serve one day of detention.

**Subsequent offenses beyond the 4th offense may result in additional disciplinary action in accordance with the Code of Conduct and the principles of progressive discipline.*

Refusal to surrender a personal internet-enabled device to a faculty or staff member upon request will be considered insubordination and may result in additional disciplinary action in accordance with the Code of Conduct.

Exceptions
In accordance with district policy, there are exceptions to the internet-enabled device restrictions listed above. This includes students with documented medical needs.

CLASSROOM ENVIRONMENT

a. A positive classroom environment is essential to both the process of teaching and the process of learning.
b. A student who wishes to learn is entitled to a learning environment free of behavior which undermines, suspends, or disrupts the educational process.
c. A student must assume personal responsibility for his or her own behavior.
d. Parents need to assume an active role in helping the student control, modify and improve classroom behavior.
e. Administration reserves the right to impose measures that will protect the learning environment.

DETENTION
After school detention is from 2:45 PM to 3:15 PM Monday through Thursday.

DISHONESTY/PLAGIARISM
Offenses such as: cheating, using AI (artificial intelligence), ghost writing (writing papers for other students), plagiarism (copying or imitating the language, ideas, and thoughts of another author and passing off the same as one's original work), forgery/altering notes or passes, taking and/or sharing images of quizzes, tests, or assignments where sharing has not been approved by a teacher are considered unacceptable behavior. Student work determined to have been plagiarized, in any form, to include ghost writing or other methods of cheating, will be given a zero (0) for a grade and the parent will be notified.

DISMISSAL

In the event that a student must leave school early for a doctor's appointment, court, college visit, etc., they must bring a note to the Attendance Office the morning of the dismissal. A call will be placed home to verify the note and the student will then be given a pass to leave at the designated time. All students must be cleared through the Assistant Principal's office in order to leave Campus (this does not apply to Senior's with double lunch or early release periods). Any student failing to follow the proper sign-out procedures may be considered truant from school.

DISPLAYS OF AFFECTION

Inappropriate displays of affection are unacceptable in school, at school functions, or on the school campus. Staff and administrative intervention may be warranted and actions may be subject to the Discipline Code.

DRESS CODE - STUDENTS

The administration reserves the right to make judgments, based on community standards, regarding what is appropriate, in good taste and not distracting in the learning environment. All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely revealing garments such as shorts, skirts, tops, spaghetti straps, plunging necklines (front and/or back) and see-through garments are not appropriate.
3. Ensure that underwear is completely covered with outer clothing and not visible.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include the wearing of hats in the classroom except for a medical or religious purpose.
6. Not include items that are vulgar, obscene, and libelous or denigrate others.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

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

DRIVING PRIVILEGE POLICY - STUDENTS

Only Seniors and Juniors are eligible to apply for driving privileges on the Westlake campus. Seniors and Juniors must file an application and receive a parking permit before his/her vehicle is permitted on the campus. Seniors driving to school must park in their assigned spaces only. Juniors driving to school must park in their assigned parking space in the Tennis Court Parking Lot. Parking in any other location may result in the vehicle being towed at the owner's expense. Students who violate driving privilege guidelines may have their driving / parking privileges revoked in accordance with the Code of Conduct.

VEHICLES

Recreational vehicles such as trail bikes, mini-bikes, quads, motorcycles, mopeds and snowmobiles are not allowed on the Mt. Pleasant School District property.

Registered motorcycles are prohibited on the property at all times. This is a Board of Education policy.

All student vehicles must be properly registered with the Assistant Principal's office or the vehicle may be towed at the owner's expense.

Student parking privileges will be revoked for the remainder of the quarter after students accumulate 5 tardies or absences within that quarter marking period.

ELIGIBILITY POLICY – Clubs and Athletics

Academic Eligibility for Athletics & Co-Curricular Activities

To ensure that students remain academically successful while participating in athletics and co-curricular activities, Westlake High School monitors student academic progress throughout the school year. Students may be placed into one of the following eligibility categories based on their current grades.

Probation

Students on probation are currently failing **two classes**.

- Students **may continue to practice and participate** in athletic competitions and extracurricular activities.
- Students will meet with their school counselor to develop an academic support plan in collaboration with their teachers.
- Families are encouraged to monitor student progress and support regular attendance at extra help sessions as needed.

Ineligible – Level 1

Students who are in the Ineligible – Level 1 category are either:

- Currently **failing three classes**, or
- Currently failing **two classes** after also failing **two or more classes** at the previous progress report or midpoint grade check.

Students in this category:

- Will be placed on the **Practice, No Play** list. Students may continue to practice but may not participate in athletic competitions until eligibility is regained.
- Must complete a two-week Progress Monitoring Plan and attend extra help at least twice per week for each course they are currently failing to regain eligibility. School administration will distribute Progress Monitoring Plans to students in this category. Please note that extra help sessions include any of the following:
    a. Extra help after school with their teacher or during office hours

b. After school help from 2:45-3:15 held in the library
c. Attend a Math Lab or English Lab session

- Students who successfully meet at least four of the five criteria on the Progress Monitoring Plan during the two-week period may have their eligibility reinstated. If students do not meet at least four of the five criteria, they will remain on the Practice, No Play list until the next grade check.

Ineligible – Level 2

Students who are in the Ineligible – Level 2 category are currently failing **four or more classes**.

- **Students may not practice, compete, or participate** in athletics or extracurricular activities.
- Students will remain ineligible until the next scheduled academic eligibility review (approximately five weeks).
- Students will meet with their school counselor to develop an academic support plan in collaboration with their teachers to remediate current failures.
- Families are encouraged to monitor student progress and support regular attendance at extra help sessions.

Final course grades** will be used to determine eligibility for preseason training of fall sports and other co-curricular activities until the 1st quarter progress report of the upcoming school year. Successful completion of summer school coursework may replace final course failures; however, the replaced coursework must match identically the course failed. Successful replacement of coursework may allow students to be eligible for co-curricular activities.

How Families Will Be Notified

If a student is placed on **Probation**, **Ineligible – Level 1**, or **Ineligible – Level 2**, the school will notify the student of their eligibility status. School counselors and administration will work with students to provide appropriate academic support and outline the steps necessary to regain eligibility. Parents/Guardians will receive a letter about the student's ineligibility status.

Our goal is to help every student achieve academic success while continuing to benefit from participation in athletics and extracurricular activities. We encourage students and families to communicate regularly with teachers, attend extra help sessions, and seek assistance early whenever academic concerns arise.

In addition, a student must be in school to participate in a school activity that takes place after school. Truancy or class cutting on the day of an event will result in the student's suspension that day from any after school activities. If truancy occurs on the last day of the event and cannot be confirmed until a later date, the student will be suspended from the next event after the truancy has been confirmed.

A student must be in school five (5) consecutive periods to participate in a school activity that takes place after school.

A student who has been suspended from school two times loses the right to be involved in any extracurricular activities as a participant or spectator for a period of at least ten (10) school days and the intervening weekends. Any student who is suspended from school for a third time during a given year will forfeit his/her right to be involved in extracurricular activities for a period of time to be determined by the principal.

EMERGENCY DRILLS

Teachers will review the details of the drills during the first week of school. During the year, fire and emergency drills must be conducted. Students are expected to adhere to all rules and regulations listed:

a. Students are to stay with their classroom teacher at all times
b. Students must remain away from the building and be clear of all fire lanes.
c. Students are not permitted to sit in vehicles during an emergency drill.
d. Students may not go to their lockers during a fire drill.

EXAM EXEMPTION QUALIFICATION – SENIORS ONLY

Seniors only will be exempt from taking final exams pending qualification through the formula listed below:

Seniors only must accumulate an average of ***92 or better for each of the four grading quarters and also score a 92 or better on the midterm exam*** in order to be exempt from course final exams.

For Semester Courses, an average of ***92 or better for each of the two grading quarters*** is required.

No more than 3 unverified absences will be allowed in order to qualify for exemption.

This policy is extended for yearlong and semester courses.

Final averages in full year courses are determined by doubling each of the four marking periods, then add the mid-term and final examination grade and divide by 10.

Final averages in semester courses are determined by doubling each of the two marking periods, then add the final examination grade and divide by 5.

FREE TIME/PERIODS

Before/after school, during free periods and during lunch periods, students may use the following authorized areas:

a. Library
b. Cafeteria
c. Senior Lounge
d. Front of Entry Area

Students are not allowed on the second floor during lunch periods without a pass. (Seniors are exempt from passes.)

The Westlake Campus is **not** an open campus. Seniors may only leave campus during authorized periods. All other students are expected to use their unscheduled time effectively and meet in study groups or with faculty and advisors.

GRADING

All academic and Physical Education courses are graded numerically. No grade less than 50 is assigned for 1st through 3rd marking periods and mid-term exam (although the student's average may actually be lower than 50). Grades lower than 50 may be given for any quarter or exam and final average with administrative approval. If a student is unable to complete required assignments for a quarter due to legitimate and unusual circumstances, a grade of "INCOMPLETE" may be issued only with administrative authorization. Administration will also authorize the maximum number of days allowed for the student to complete all outstanding work not to exceed 10 school days from the end of the marking period quarter.

Academic courses are Regents or Honors. Passing grades in Honors and A.P. programs are weighted 5% on transcripts. It is important to note that report card and transcript grades are rounded to the nearest whole number. However, for ranking purposes, course averages are calculated at the hundredths place.

POSTING OF GRADES		
Parent Portal Quarter Midpoint	**End of Quarter**	**Report Cards**
October 9, 2026	November 6, 2026	November 12, 2026
December 16, 2026	January 29, 2027	February 3, 2027
March 10, 2027	April 9, 2027	April 14, 2027
May 13, 2027	June 25, 2027	June 29, 2027

HALL BEHAVIOR

Students always need the explicit permission of their teacher/monitor to be in the hallway at any time during the school day other than change of classes or lunch. Students are authorized to travel only where they have been given permission and should do so by the fastest route possible and be out of class for the shortest time possible. Failure to observe these guidelines may result in the loss of hall access during class, in all cases except emergencies and additional disciplinary sanctions as appropriate.

HARASSMENT/DEFAMATION OF CHARACTER (DASA also see Bullying p. 17)

Westlake High School consistently implements a program of progressive discipline for multiple, similar violations of the Mt. Pleasant Central School District's Code of Conduct and also reserves the right to use administrative discretion in administering all disciplinary sanctions. The term "harassment" shall mean communication (verbal, written or electronic via any form of social media) and/or physical conduct based on an individual's actual or perceived race, color, creed, religion, national origin, political affiliation, sex, sexual orientation, age, weight, marital status, military status, veteran status, disability, or use of a recognized guide dog, hearing dog or service dog that:

a) ***Has the purpose or effect of substantially or unreasonably interfering with a student's academic performance or participation in an educational or extracurricular activity, or creates an intimidating, hostile or offensive learning environment; and/or effectively bars the student's access to an educational opportunity or benefit;***

b) Otherwise adversely affects the employment and/or educational opportunities and benefits provided by the District.

HARASSMENT/SEXUAL (See Board Policy No. 7551)
The Board of Education affirms its commitment to non-discrimination and recognizes its responsibility to provide for all District students and personnel an environment that is free of sexual harassment and intimidation. Sexual harassment is a violation of law and stands in direct opposition to district policy. Therefore, the Board prohibits and condemns all forms of sexual harassment by employees, school volunteers, students, and non-employees such as contractors and vendors which occur on school grounds and at all school-sponsored events, programs and activities including those that take place at locations off school premises or via any form of social media. Generally, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication of a sexual nature when:

a) Submission to or rejection of such sexually harassing conduct and/or communication by a student affects decisions regarding any aspect of the student's education, including participation in school-sponsored activities.
b) Conditions exist within the school environment that allow or foster obscene pictures, lewd jokes, sexual advances, requests for sexual favors or other harassing activities of a sexual nature; and
c) Such conduct and/or communication has the purpose or effect of substantially or unreasonably interfering with a student's academic performance or participation in an educational or extracurricular activity, or creating an intimidating, hostile or offensive learning environment; and/or effectively bars the student's access to an educational opportunity or benefit.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending upon the circumstances, **these behaviors may include, but are not limited to:**

- **Unwanted sexual advances**
- **Subtle or overt pressure for sexual favors**
- **Sexually oriented practical jokes**
- **Sexually oriented innuendoes**
- **Advances or propositions**
- **Verbal abuse of a sexual nature**
- **Graphic, verbal or electronic commentary about an individual's body, sexual prowess or sexual deficiencies**
- **Leering, whistling, touching, pinching, assault, coerced sex acts or suggestive, insulting, or obscene comments of gestures**
- **Display on school property of sexually suggestive objects, pictures, gestures, or physical actions.**
- **Wearing sexually suggestive garments**
- **Other physical, verbal, or visual conduct of a sexual nature**

In determining whether sexual harassment has occurred the totality of the circumstances, expectations, and relationships should be evaluated including, but not limited to, the ages of the harasser and the victim; the number of individuals involved; and the type, frequency and duration of the conduct. Sexual harassment can originate from a person of either sex (student or District employee) against a person of the opposite or same sex, and from a third party such as a school visitor, volunteer, or vendor, or any other individual associated with the School District.

Sexual harassment may occur from student-to-student, from student-to-staff, as well as staff-to-staff. The District will designate at a minimum, two (2) Complaint Officers that must have a nexus back to school, one (1) of each gender at the high school.

The District will take corrective measures as may be necessary, it is essential that any student who believes he/she has been a victim of sexual harassment in the school environment, as well as any other person who is aware of and/or who has knowledge of or witnesses any possible occurrence of sexual harassment, immediately report such alleged harassment; such report shall be directed to or forwarded to the District's designated Complaint Officers through informal and/or formal complaint procedures as developed by the District. Such complaints are recommended to be in writing, although verbal complaints of alleged sexual harassment will also be promptly investigated in accordance with the terms of this policy (DASA Reporting/Investigative Procedure). In the event the Complaint Officer is the alleged offender, the complaints shall be referred to the next level of supervisory authority.

Investigating a Complaint or Incident

Upon receipt of an informal/formal complaint (even an anonymous complaint), the District will conduct a thorough investigation of the charges. However, even in the absence of a complaint, if the District has knowledge of or has reason to know of or suspect any occurrence of sexual harassment, the District will investigate such conduct promptly and thoroughly. To the extent possible, within legal constraints, all complaints will be treated as confidentially and privately as possible. However, disclosure may be necessary to complete a thorough investigation of the charges, and any disclosure will be provided on a "need to know" basis.

Based upon the results of the investigation, if the District determines that an employee and/or student has violated the terms of this policy and/or accompanying regulations, immediate corrective action will be taken as warranted. **Should the offending individual be a student**, appropriate disciplinary measures will be applied, up to and including suspension, in accordance with District policy and regulation, the Code of Conduct, and applicable laws and/or regulations. **Should the offending individual be a school employee**, appropriate disciplinary measures will be applied, up to and including termination of the offender's employment, in accordance with legal guidelines, District policy and regulation, the Code of Conduct and the applicable collective bargaining agreement (s). **Third parties (such as school volunteers, vendors, etc.)** who are found to have violated this policy and/or accompanying regulations will be subject to appropriate sanctions as warranted and in compliance with law.

The School District encourages individuals who believe they are being harassed to promptly notify the offender that his/her behavior is unwelcome (recommended but not required).

The Board prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participated in the investigation of a complaint of sexual harassment. Follow-up inquiries shall be made to ensure that sexual harassment has not resumed and that all those involved in the investigation of the sexual harassment complaint have not suffered retaliation.

Finding That Harassment Did Not Occur

At any level/stage of investigation of alleged harassment, if a determination is made that harassment did not occur, the Complaint Officer will also notify the complainant, the alleged offender and the Superintendent of this determination. Such a finding does not preclude the complainant from filing an appeal pursuant to District policy or regulation and/or pursuing other legal avenues of recourse.

However, even if a determination is made that harassment did not occur, the Superintendent/designee reserves the right to initiate staff awareness and training, as applicable, to help ensure that the school community is not conducive to fostering harassment in the workplace.

In all cases, the Superintendent will inform the Board of Education of the results of each investigation involving a finding that harassment did not occur.

Knowingly Making False Accusations
Employees and/or students who *knowingly* make false accusations against another individual as to allegations of harassment may also face appropriate disciplinary action.

Development and Dissemination of Administrative Regulations
Regulations will be developed for reporting, investigating and remedying allegations of sexual harassment. An appeal procedure will also be provided to address any unresolved complaints and/or unsatisfactory prior determinations by the applicable Complaint Officer(s).

Such regulations will be developed in accordance with federal and state law as well as any applicable collective bargaining agreement(s).

The Superintendent/designee(s) will affirmatively discuss the topic of sexual harassment with all employees and students, express the District's condemnation of such conduct, and explain the sanctions for such harassment. Appropriate training and/or "awareness" programs will be established for staff and students to help ensure knowledge of and familiarity with the issues pertaining to sexual prohibited conduct. Furthermore, special training will be provided for designated supervisors and managerial employees, as may be necessary, for training in the investigation of sexual harassment complaints.
A copy of this policy and its accompanying regulations will be available upon request and may be posted at various locations in each school building. The District's policy and regulations on sexual harassment will be published in appropriate school publications such as teacher/employee handbooks, student handbooks and/or school calendars.

Privacy Rights
As part of the investigation, the District has the right to search all school property and equipment including District computers. Rooms, desks, cabinets, lockers, computers, etc. are provided by the District for the use of staff and students, but the users do not have exclusive use of these locations or equipment and should not expect that materials stored therein will be private.

HAZING
Hazing is defined as injurious, abusive or humiliating actions involving a student or students by way of initiation. Hazing issues will be dealt with in the same manner as harassment and may result in disciplinary action.

HONOR ROLL
Westlake High School publishes its Honor Roll after each marking period. The criteria for honors are as follows:

There will be three Honor Rolls: Summa 95+, Magna 90+, and Laude 85+. Courses will be taken at weighted value for Honor Rolls. Incompletes or a failure will keep a student off the Honor Roll. A failure in an Honors course will not be weighted for the Honor Roll.

To be eligible for the Honor Roll, he/she must be a full-time student, and must receive five (5) grades.

INAPPROPRIATE EXCHANGES

All high school students should remember that they represent WHS and serve as the senior-most students in our entire district. Therefore, WHS students should carefully monitor their exchanges with younger students (e.g. middle school), ensure any such exchanges are completely appropriate, and ensure that they are acting fairly and representative of their more senior standing.

INAPPROPRIATE LANGUAGE/OFFENSIVE GESTURES

Inappropriate language and/or offensive gestures or the use of abusive or vulgar language/gestures either in general communication or directed at a student, staff, or community member will not be tolerated.

INSUBORDINATION

Insubordination occurs when a student willfully disregards or disobeys a reasonable directive issued by any staff member. It will not be tolerated and disciplinary action may be imposed. In addition, student behavior that prevents students from learning and denies teachers the opportunity to instruct or otherwise disrupt the normal routine of school will also be considered insubordinate behavior. Insubordination may result in suspension.

LIBRARY: WESTLAKE HIGH / MIDDLE SCHOOL

The Library serves both the middle school and the high school. Using print and non-print materials, network Databases and telecommunications technology, the library staff provides a full range of information access to students and staff.

Hours

7:35 a.m. to 3:15 p.m. during the school year.

Volunteers

The Library Media Center welcomes student volunteers. There are openings for volunteers to work at the circulation desk and the Library office. Students are encouraged to speak to the librarian about these opportunities.

Passes

The Library operates under the school-wide pass system. To be admitted to the Library, students must have passes signed by a teacher or the study hall teacher. Students must sign in upon entering the Library. Seniors are exempt from passes but must sign in to the library upon entry.

Student Responsibilities

Books and other Library materials must be signed out of the Library at the circulation desk. Students are responsible for the cost of these materials if they are lost or stolen. Materials should be returned on the date due. Reference books will circulate overnight only.

LOCKERS (student)

Each student will be assigned a hall locker and a lock for his/her individual use. Only the owner of the locker will receive the combination. Do not give other students your combination. Report any locker damages, malfunction, or theft to the Assistant Principal's office. Lockers are property of the school district and may be searched at any time. **Student lockers are required to be locked at all times. Students should use the same lock for all four years. See the Main Office for a replacement lock. All items left in lockers after locker cleanout will be removed and may be discarded or donated to charity.**

LOST AND FOUND
Lost and found items are located in the senior cafeteria. **Lost textbooks should be reported to the teacher first and then to the main office**.

NATIONAL HONOR SOCIETY
The National Honor Society is a way of recognizing students who excel in school. Membership in local chapters is an honor bestowed upon a student. Selection for membership is made by a Faculty Council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities. To become a member of the National Honor Society is truly an honor.

To be selected for membership, students are required to meet the following criteria:

Scholarship (NHS)
The academic average necessary to be considered for membership is 88 (not rounded). A student is academically eligible if they have an 88 average or better in all subjects from the beginning of their freshman year throughout the first marking period of either their junior or senior year depending on when they apply.

In addition to the academics each student must also demonstrate character, service, and leadership.

Service (NHS)
Community service is defined as the voluntary and active contribution of a student's time, skills, or efforts to benefit the school or broader community without compensation or significant personal gain. Eligible community service involves meaningful participation that supports others, addresses a community need, or contributes to the success of a charitable, civic, educational, or school-sponsored initiative. Community service should be performed with a positive, respectful, and responsible attitude. Students are expected to demonstrate a pattern and commitment to serve rather than isolated projects. **Service considered acceptable must be completed with the proper signatures by October 31st and must be received in the Guidance Office no later than the end of the first marking period.** Simply forgetting to hand in the service hours by the due date is not an acceptable excuse. Students will need a minimum of 40 hours of service to be eligible for NHS. Students with questions about the acceptability of their service should speak with the advisor well in advance of the NHS process.

To qualify as community service, an activity should:

- Be performed voluntarily and without compensation.
- Provide a direct benefit to the school, community, or individuals in need.
- Involve active participation rather than passive attendance or membership.
- Not primarily serve the student's personal, academic, athletic, financial, or professional interests.
- Not replace work that would otherwise be performed by a paid employee.

Examples of activities that typically qualify include:

- Assisting at PTA, school, or community events.
- Participating in charitable drives or nonprofit fundraising events.
- Mentoring or tutoring students.
- Service through organizations such as Scouts.
- Volunteering for charitable, civic, educational, or nonprofit organizations.

- Supporting school or community programs outside of required club, course, or team obligations.
- Volunteer service with fire departments, EMS agencies, or similar organizations when actively training, performing duties, or providing services.
- Food Drive and other donations may be considered for a maximum of one hour of community service (one time per year) at the discretion of the faculty advisor overseeing the event.

Examples of activities that typically do not qualify include:

- Employment, internships, or activities for which compensation is received.
- Office work or other duties performed for a for-profit business or organization.
- Volunteer activities that replace work that would otherwise be completed by a paid employee.
- Passive participation, attendance, or on-call hours during which no active service is performed.
- Activities completed solely to fulfill a requirement for club membership, coursework, athletics, or another organization.
- Babysitting, pet sitting, or similar services performed for family members, friends, or private individuals, unless the activity is provided without compensation to meet a demonstrated charitable or community need.
- Counselor-in-Training (CIT) experiences or similar programs designed primarily as preparation for future paid employment. Such experiences may receive partial community service credit, as determined by the school, when a meaningful service component is demonstrated.

When determining eligibility, the school will consider the primary purpose and beneficiary of the activity. Activities whose primary purpose is to serve the community rather than advance the student's personal interests will generally qualify as community service.

Leadership (NHS)

Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and person who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activities while working with or for others. The student must have been actively engaged in a minimum of three (3) different activities since the beginning of their freshman year; one of which can take place outside of Westlake High School. Of the three activities, at least one must be in the current school year. An NHS student should be a role model to others in his/her classes and/or activities.

Character (NHS)

The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern, respect for others, and generally maintains a good and clean lifestyle. The student must also adhere to the school rules and policies. Students will need to select two high school faculty members to address this pillar on their behalf.

Membership in the NHS is more than an honor. It requires the responsibility and obligation to continue to demonstrate those outstanding qualities that resulted in membership selection. As a member of the NHS at Westlake High School, you will be expected to participate in the chapter service projects, maintain an 88 average, contribute time to tutoring or some other individual service project, and maintain a positive character example and involvement in activities. Each marking period, it is the responsibility of the

advisor to warn you if you are not meeting any of the criteria for membership. Failure to uphold the NHS standards could result in dismissal from the chapter.

Selection Procedure (NHS)
Only juniors and seniors will be considered for induction. The induction ceremony will take place in January. An individual interview is part of the process. Once a student has been a member for a year, they will go through a membership review in January. Attendance at meetings, participation in chapter projects, as well as maintaining the standards of scholarship, leadership, character and service will be reviewed. Students lacking in any of these areas, could be placed on a probationary membership status. Seniors would have that stated on their activities list sent to colleges. Serious deficiencies could result in dismissal. The Faculty Council consists of five voting members of the faculty and the NHS Advisor (non-voting member). No administrator can serve on the Faculty Council. The Faculty Council is responsible to review select candidates for membership, assist the advisor in program planning and the review of current members. The advisor is responsible for conducting activities, meeting regularly with members, organizing the induction ceremony and overseeing the membership. Students and parents/guardians have the right to appeal the decisions of the Faculty Council. Appeals will be reviewed by the building administration on a case-by-case basis.

OFFICE HOURS
Teachers offer office hours for additional instruction during designated free periods during the school day (7:45 a.m. - 2:17 p.m.). Check with specific teachers for these times as the teacher's schedules vary according to the letter day. Teachers are also available for extra help from 2:17 p.m. - 2:45 p.m. Students should ask their 9th period teachers to see another teacher at 2:12 if needed.

PLAGIARISM
Westlake requires that all student work submitted for practice of actual grading be thoroughly authentic with all appropriate materials formally cited. All teachers have the ability to submit any student's work for review through **turnitin.com** to detect any attempt at plagiarism. A student who offers his work freely to another student runs the risk of being cited for plagiarism where all sanctions may be put into effect.

PARKING (STUDENTS)
Parking Privileges are reserved for Seniors and Juniors only with an authorized permit. Students with authorized permits must also park in the designated student parking area. Excessive tardiness, absences or discipline referrals may result in loss or suspension of parking privileges. All assigned spots are final; although accommodations will be made on a case-by-case basis for medical conditions that prohibit participation in P.E. and limit regular physical mobility.

SENIOR LOUNGE
Only seniors are authorized to use the senior lounge during study halls and lunch periods.

STUDY HALL
Study hall is an academic period -- not a free period -- and is intended to provide students with a quiet, structured environment for independent academic work. Students are expected to report to all assigned study halls on time, remain in their assigned location for the entire period unless granted permission to leave, and follow all school policies and study hall expectations.

Students should use study hall productively by completing assignments, studying, reading, or engaging in other school-related work. Excessive socializing, disruptive behavior, sleeping, or any conduct that interferes with the learning environment is prohibited. The study hall environment must remain quiet, orderly, and conducive to academic success for all students.

Students may not leave study hall without prior approval from the study hall monitor. Any student wishing to access school resources, such as the library, must first obtain a pass from the study hall monitor before leaving the room. During Westlake High School lunch periods, a maximum of ten (10) students may use the library from study hall unless library staff expressly authorize additional students.

Students are expected to follow all directions provided by the study hall monitor promptly and respectfully. Failure to comply with study hall expectations, unauthorized departure from study hall, or behavior that disrupts the educational environment may result in disciplinary action.

SCHOOL SECURITY BREACH

Compromising the physical security of the school, to include propping school doors, allowing individuals access through unauthorized entrances, or otherwise making the school accessible to others in an inappropriate way, creates a security risk for the school and such action will be subject to the Discipline Code.

SMOKING

Students are not permitted to smoke or chew tobacco or any other legally regulated substance (e.g. vape products) inside the school building or anywhere on school grounds. This includes electronic cigarettes or other similar devices. (Federal Law Reference: Pro-Children's Act of 1994 That All Public Schools Must Be Smoke Free).

SUSPENSION: In-School (ISS)

In-school suspension will be imposed when the administration deems it necessary for students with unacceptable behavior. In-school suspension is considered an excused absence. Students placed in ISS are required to report for a normal day of school.

SUSPENSION: Out of School (OSS)

Out-of-school suspension will be imposed when the administration deems it necessary for students who are insubordinate or disorderly, or whose conduct or physical or mental condition endangers the safety, morals, health or welfare of themselves or others. Out-of-school suspension is considered an excused absence for make-up work. Parents and Guardians have up to thirty days to appeal a student suspension. To appeal a suspension the legal guardian must submit a written letter of appeal to the Superintendent of Schools within thirty days of the suspension date.

TELEPHONE

The office telephones are for school business and should be used by students for emergencies only. Westlake High School Main Office (914) 769-8311.

THEFT

A person commits theft when he/she takes possession or control of the property of another, or property in the possession of another. This applies to school as well as personal property.

VANDALISM/GRAFFITI/DESTRUCTION OF SCHOOL PROPERTY

Vandalism/graffiti/destruction of school property is the intentional and willful damage to the property of the school district, or of any person, which necessitates cleaning, repair, elimination, or replacement of the property damaged. Local authorities may be contacted when necessary. Disciplinary action and/or financial restitution may be imposed.

VISITORS

All visitors must report to the Greeter located in the main lobby. Visitors will be signed in and receive a Visitor's Badge via an electronic scanning device. Official identification is required. Visitors will be granted access to the building for official business only. Any visitor refusing to comply with the visitation procedure will be denied access to the building. No student day visitors will be permitted on campus.

DANGEROUS WEAPONS AND OTHER CONTRABAND

No student shall possess any object, which may include, but not be limited to the following:

a) Any weapons such as firearms, switchblades or knives, smoke or stink bombs, explosive substances or devices, or any object that would endanger the health, safety and welfare of themselves or others.
b) Possession of any object which is considered illegal by the Penal Law of the State of New York including fireworks and firecrackers. No student may possess any object which may be considered dangerous.
c) Any object used or threatened to be used as a weapon.

WORKING PAPERS

According to the New York State laws, any minor between the ages of 14-18 must have working papers to secure employment.

A student must ***apply in person at the Nurse's Office*** for working papers. Working paper applications must be signed by the parent or guardian.

To qualify for working papers, proof of a physical examination within one year of application date is required.

There are three types of working papers:

1. **Vacation Work Permit** - This allows students aged 14 to 16 to work from 3:00 p.m. to 6:00 p.m. on the days school is in session and other days from 8:00 a.m. to 6:00 p.m. This permit is not valid for factory work.
2. **Employment Certificate** - (a) For 16 and 17-year-old minors in school, this allows employment for four hours on school days or eight hours on non-school days. (b) For 16 and 17-year-old minors out of school, this allows full-time employment.
3. **Newspaper Carrier Certificate** - Must be obtained by students between 12 to 17 years of age who deliver and sell newspapers from door to door.

WESTLAKE HIGH SCHOOL
STUDENT CODE OF BEHAVIOR

The following rules and regulations will be enforced on school grounds during extra-curricular activities, field trips, and on buses.

Mount Pleasant Central School District Attendance Policy #7110

The Mount Pleasant Central School District recognizes that attendance is essential for individual student achievement and quality classroom programs: WHEREAS, it is further recognized that attendance is essential for individual student achievement and quality classroom programs. NOW, THEREFORE, BE IT RESOLVED, that the ***Mount Pleasant Central School District Board of Education adopts a requirement that students must attend 90% of their scheduled classes (162 class days)***. As a preventive measure, an Attendance Committee, composed of faculty members from the High School as well as administrators, will review each individual case on an ongoing basis during the school year to determine the number of absences and applicability of this policy. Based on the ongoing review, **after 5, 10, 15, 17 absences in a daily 40 minute class or 3, 5, 7 absences in a yearlong 80 minute class or 2, 3, 4 absences in a semester long 80 minute class the Committee will determine alternatives** such as research project, internship with a mentor, community-based project with accountability, to allow the student to make up the time**. If a student exceeds 18 absences in a yearlong course that meets daily (40 minutes per class), or 9 absences for a yearlong block course (80 minutes per class), or 5 absences in a semester long block course (80 minutes per class)** and has not made an effort to make up the time, he/she will not be considered prepared for the completion of the course work and will not be allowed to sit for the final exam for the courses where absences are applicable. In addition, an incomplete grade will be given to the student, and he/she will be required to make up the courses through summer school or other alternatives as determined by the Building Principal.

BE IT FURTHER RESOLVED that the Building Principal, who shall have discretionary authority to modify the parameters of the policy when extraordinary circumstances prevail, administers this policy. An appeal process is established, which includes the parents appealing at the first level to the Principal in terms of a decision by the Attendance Committee. Second level of appeal would be to the Superintendent of Schools and the third level appeal to the Board of Education.

This policy applies to all absences, legal and illegal.

NOTE: Implementation of this revised policy would commence with the start of the second semester of the 1997-98 school year. Full implementation would take effect thereafter. Also, see Policy #7410.
Adopted by the Board of Education: 11/19/97

MOUNT PLEASANT CENTRAL SCHOOL DISTRICT
SAFE SCHOOLS PROCEDURE

In the event that a student is suspected of being under the influence of alcohol or drugs in school, the following procedure will be followed:

The student will be escorted to the school Health Office by appropriate school personnel. The school nurse will be notified of the basis for suspecting that the student is under the influence of alcohol or drugs.

The school nurse will assess the student's medical status. If, in the opinion of the school nurse, the student is under the influence of alcohol or drugs, an administrator will be notified. The student will be treated medically as necessary.

- If the student appears to be in a medical emergency, an administrator or other appropriate school personnel will make every effort to contact the parent/guardian. If the parent/guardian is unavailable, the school physician will be contacted. An ambulance may also be called depending upon the circumstances.
- Regardless of whether there is a medical emergency or not, the administrator or designee will advise the parent/guardian of the situation and have the parent/guardian come to the school or hospital, as appropriate. The administrator or designee may request the written consent of the parent/guardian to conduct urine testing of the student pursuant to the Education Law. The administrator or designee may also recommend that, for the safety of the student, he/she be taken by the parent/guardian for a drug-screening test.
- The student's locker may be searched by the administrator or other appropriate school personnel.

NOTE: Lockers are the property of the School District and may be searched at any time.

- If his/her medical status permits, the student will be interviewed by the administrator. He/she may be directed by the administrator to empty his/her pockets and other belongings. The student will be subject to discipline in accordance with the Student Handbooks, Co-Curricular Pledge, District Policy and/or Education Law. Such discipline may include expulsion, out-of-school suspension, in-school suspension, detention, removal from participation in interscholastic sports or extra-curricular activities, etc. The matter may also be referred to the local police department. When the student returns to school, he/she will be referred to the guidance counselor/school psychologist for a minimum of three sessions to determine if the student has problems with alcohol or drugs. During the sessions, the guidance counselor/school psychologist will evaluate the student as well as offer counseling or other help in remedying any problems.

  If the student subsequently has another incident involving alcohol or drugs, he/she will again be referred to the guidance counselor/school psychologist. The number and frequency of the sessions will be determined by the guidance counselor/school psychologist based upon the circumstances. The student's parent/guardian may also be asked to attend one or more of the sessions. The student may be referred for further services, as appropriate.

MT. PLEASANT CENTRAL SCHOOL DISTRICT Code of Conduct is made available to all households and is on the high school website.

The Administration will implement the Code of Conduct using a sequence of steps known as Progressive Discipline. Progressive Discipline allows for the student's entire disciplinary record for this school year to be considered when applying disciplinary sanctions to violations of the Code of Conduct. A student's disciplinary file may be viewed by a parent or legal guardian at any time; however, a formal request must be submitted.

THE ADMINISTRATION CONTINUES TO MAINTAIN THE RIGHT TO ADDRESS BEHAVIORAL STANDARDS AND/OR SITUATIONS AND IMPLEMENT WHATEVER ACTION DEEMED APPROPRIATE IN ORDER TO ENSURE AND SUSTAIN THE INTEGRITY OF THE EDUCATIONAL ENVIRONMENT ON THE WESTLAKE HIGH SCHOOL CAMPUS.

BEHAVIOR	FIRST	SECOND	THIRD	FOURTH
Act of Violence Against a Teacher, Staff Member, or Student	1 day In-School Suspension up to 5 days Out of School Suspension, Superintendent's Hearing, possible police notification			
Arson, Bomb Scare, or False Alarm	Parent/police notification, 5 days Out of School Suspension, Superintendent's Hearing			
Bullying, Harassment & Hate Speech/Acts (verbal, written, non-verbal, or via any electronic/social media means; includes conduct targeting a protected class — refer to BOE Policies 6121 & 3420)	1 day In-School Suspension up to Out of School Suspension (up to 5 days for hate speech or harassing threats), possible Superintendent's Hearing	2–5 days Out of School Suspension, possible Superintendent's Hearing	5 days Out of School Suspension, Superintendent's Hearing	5 days Out of School Suspension, Superintendent's Hearing
Card Playing, Games of Chance, Gambling, or Betting	Detention or warning, In-School or Out of School Suspension			
Cell Phone / Electronic Device Use or Misuse	Device confiscated and secured in the main office with parental notification; returned to the student at the end of the school day.	Device confiscated and secured in the main office; a parent will be required to come pick up the device.	Device confiscated and secured in the main office; a parent will be required to come pick up the device. For one school week, the student reports to the main office each morning to store the device for the entirety of the school day until dismissal.	Device confiscated and secured in the main office; a parent will be required to come pick up the device. For two school weeks, the student reports to the main office each morning to store the device for the entirety of the school day until dismissal. The student will serve one day of detention.
Class Cutting / Leaving Class Without Permission	1 Detention, phone contact to parent by teacher	2 Detentions, counselor referral, administrative parent contact	In-School Suspension, parent conference	
Cutting Administrative/Teacher Detention	2 Detentions	1 day In-School Suspension, parent conference	3 days In-School Suspension, parent conference	Principal's Hearing
Defamation / False Statements or False Digital Imaging (about an individual or identifiable group, including via apps/technology)	3 days Out of School Suspension, parent and police notification, up to 5 days Out of School Suspension and Superintendent's Hearing			

BEHAVIOR	FIRST	SECOND	THIRD	FOURTH
Disorderly/Inappropriate Conduct, Language, or Gestures	Staff discretion/verbal warning up to 1–5 days detention or possible In-School/Out of School Suspension	Admin notification, 1–5 days Detention or possible In-School/Out of School Suspension	1–3 days In-School Suspension, parent conference (up to 5 days Out of School Suspension for lewd/obscene conduct)	1–5 days Out of School Suspension
Driving to BOCES Without Permission	1 Detention, parent contact	2 days Detention	1 day In-School Suspension	2 days In-School Suspension, parent conference
Explosives/Substances (Firecrackers, Cherry Bombs, etc.)	5 days Out of School Suspension, parent/police notification, Superintendent's Hearing			
Forgery or Altering Documents (e.g., Teacher Passes)	1–2 days Detention, parent contact	1 day In-School Suspension, parent conference	3 days In-School Suspension, parent conference	5 days Out of School Suspension, Superintendent's Hearing
Hazing (Refer to BOE Policy 7552)	1 day In-School Suspension or 1 day Out of School Suspension	1–3 days Out of School Suspension	3–5 days Out of School Suspension, possible Superintendent's Hearing	
Illegal Parking (No Permit)	1 Detention	1 day In-School Suspension, parent contact, possible denial of parking privilege	2 days In-School Suspension, possible denial of parking privilege	
Illegally Leaving School Grounds During School Day	1 day In-School Suspension, parent contact, loss of parking permit 1 week	2 days In-School Suspension, parent conference, loss of parking permit 1 marking period	5 days In-School Suspension, loss of parking permit for the year, parent conference	
Illegally on School Grounds (Unauthorized Presence)	Police notification			
Inappropriate Attire/Dress Code	Change clothing, parental notification	Change clothing, 1 day Detention, parent contact	Change clothing, 1 day In-School Suspension, parent conference	
Inappropriate Displays of Affection	Staff discretion, verbal warning	Admin notification, parent contact	Admin notification, parent conference	
Insubordination	Detention or In-School/Out of School Suspension, depending on severity	Detention or In-School/Out of School Suspension, depending on severity	3 days Out of School Suspension	5 days Out of School Suspension, Superintendent's Hearing
Lewd or Obscene Behavior	2 days In-School Suspension	3–5 days Out of School Suspension	5 days Out of School Suspension, Superintendent's Hearing	

BEHAVIOR	FIRST	SECOND	THIRD	FOURTH
Misbehavior During Detention	Parent contact, removal from detention with 2 additional detentions	Parent contact with 1 day In-School Suspension	3 days Out of School Suspension, parent contact	5 days Out of School Suspension, parent contact
Misuse of Parking Permit	Suspension of parking permit (up to 2 weeks)	Extended loss of parking permit for a marking period	Loss of parking permit for the year	
Not Signing Into School When Tardy	1 Detention, parent contact	3 days Detention, parent contact	1 day In-School Suspension, parent conference	3 days In-School Suspension, parent conference
Plagiarism, Cheating, or Ghostwriting (knowingly offering personal work to another student)	"0" for assignment, parent notification	"0" for assignment, 2 days In-School Suspension, parent notification	"0" for assignment, 5 days Out of School Suspension, Superintendent's Hearing	
Possessing, Selling, Passing, or Administering Alcohol or Legal/Illegal Chemical Substances	Parent contact, police notification, 5 days Out of School Suspension, Superintendent's Hearing			
Reckless Driving/Speeding on Campus	3 days In-School Suspension, suspension of driving privileges	2 days Out of School Suspension, suspension of driving privileges	5 days Out of School Suspension, suspension of driving privileges	
Reckless Physical Behavior	Detention up to 1 day In-School Suspension to 5 days Out of School Suspension, possible Superintendent's Hearing, parent contact (depending on severity)			
School Security Breach	1–5 days Detention or possible In-School Suspension	1–5 days Detention or possible Out of School Suspension	In-School Suspension or possible Out of School Suspension with Superintendent's Hearing	
Sexting (sending, receiving, or forwarding sexually suggestive comments, or nude/nearly nude photos, via text, email, social media, or other electronic means)	3 days Out of School Suspension, parent and police notification, up to 5 days Out of School Suspension and Superintendent's Hearing			
Smoke/Stink Bombs	1 day Out of School Suspension, parent notification/ conference	3 days Out of School Suspension, parent notification/ conference	5 days Out of School Suspension, Superintendent's Hearing	
Smoking (Including Electronic Cigarettes)	Parent contact, 1 day In-School Suspension	Parent contact, up to 3 days In-School Suspension	Parent contact, 3 days Out of School Suspension	

BEHAVIOR	FIRST	SECOND	THIRD	FOURTH
Tardiness (to School or Class; per marking period, tiers = cumulative count)	1–5 tardies: parent contact by teacher/1st-period teacher and/or teacher Detention, possible suspension of parking privilege	6–10 tardies: discipline referral and Office Detention(s), suspension of parking privilege	11–15 tardies: multiple Detentions or 1–3 days In-School Suspension, parent conference before school, loss of parking privilege	
Theft	Detention/In-School Suspension, depending on incident	5 days Out of School Suspension, Superintendent's Hearing, police notification		
Truancy (Unverified Absence)	1 day In-School Suspension, "0" issued for all grades for unverified absences	2–3 days In-School Suspension, "0" issued for all grades for unverified absences	1–3 days Out of School Suspension	3–5 days Out of School Suspension, Superintendent's Hearing
Under the Influence of Alcohol or Drugs on School Property	Parent contact, 5 days Out of School Suspension, police involvement, social worker referral, Superintendent's Hearing	Parent contact, 5 days Out of School Suspension, police involvement, social worker referral, Superintendent's Hearing		
Vandalism, Graffiti, or Destruction of School Property	Detention to 5 days Out of School Suspension (depending on situation), restitution/restoration of property, parent conference, Principal's Hearing, police notification	5 days Out of School Suspension, restitution/restoration, parent conference, Superintendent's Hearing	5 days Out of School Suspension, restitution/restoration, parent conference, Superintendent's Hearing	
Weapons (or Any Object Used as a Weapon to Threaten or Harm)	Parent/police notification, 5 days Out of School Suspension, Superintendent's Hearing			