

# FLORAL PARK MEMORIAL HIGH SCHOOL GENERAL INFORMATION

## ASSISTANT PRINCIPALS

Ms. Jennifer Alaimo:	students in grades 7, 9, and 11	488-9301	Room 116
Mr. John Kenny:	students in grades 8, 10, and 12	488-9302	Room 123

## DEAN OF STUDENTS

Dr. Arthur Costello:	all students in grades 7 and 8	488-9303	Room 101
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## MISSION STATEMENT

Floral Park Memorial High School, in cooperation with our community, provides a safe and nurturing environment conducive to learning. We pride ourselves on being a close-knit community of learners where students are continuously challenged to reach higher standards and their full potential. Our mission is to inspire and encourage all students to develop and broaden their creativity and critical thinking skills while taking part in the diverse academic and extra-curricular programs our school provides. We encourage our students by example to grow to be caring and responsible citizens in our multicultural society.

## ARRIVAL TO SCHOOL

Students should come to school just prior to their first class unless they are bussed. Students arriving too early cannot be properly supervised. If bussed, students should report to the library or the cafeteria. Students should not loiter in the hallways as it is a distraction to instruction.

## ATTENDANCE

Mr. John Savarese (488-9351) Room 101

Regular school attendance is a major component of academic success. Any absence from class is, therefore, detrimental to the learning process. The attendance policy is intended to encourage full attendance by students and limit the level of absences, tardiness, and early departures (ATEDs) from school.

Excused ATEDs are defined as absences, tardiness, and early departures from class or school due to personal illness, illness or death in the immediate family, approved family emergency, religious observance, required court appearances, medical appointments, approved college visits (during the second half of the junior year and all of the senior year - not to exceed a total of three days), and school activities approved by the principal.

All other ATEDs are considered unexcused absences. All ATEDs must be accounted for, and class work must be made up (when permitted by this policy). It is the parent's responsibility to notify the Attendance Office within twenty-four hours of the reason for the ATED. If the absence extends beyond three days, the parent must provide a written excuse upon the student's return to school. If after three school days the school has not been notified to the contrary, the absence will be considered unexcused.

The Sewanhaka Central High School District continues to have a no-cut policy. Every unexcused absence will be followed by disciplinary actions as outlined in the Sewanhaka District's Code of Conduct. Only those students with excused ATEDs will be given the opportunity to make up a test or other missed work and/or submit a late assignment for inclusion in their marking period grade.

A student who has more than twelve absences in a semester course or more than twenty-four absences in a full-year course may receive no credit for that course. **Being late to school three times is the equivalent of one absence.**

A student who has exceeded the number of allowable ATEDs for a course may request a review of his/her attendance record and appeal the loss of credit at any time prior to the conclusion of the course. Students whose ATEDs include more than three cuts in a one-semester class or more than five cuts in a full-year course will have their appeal reviewed by the Superintendent or his/her designee. Parents and students will be notified when absences approach the point at which credit will be denied and be made aware of the appeal process.

## BICYCLES

Bicycle racks are provided on the north side of the building. Students should place their bicycles in these racks and secure the bicycle with a heavy chain and a strong lock. Students **may not** attach more than one bicycle to a **single** lock. Students are urged not to bring expensive bicycles to school. The school is not responsible for bikes left in the bike racks. Students cannot chain bicycles to fences, trees, or street signs. If found in these areas, the locks will be cut, and the bicycle will be removed.

## BUS RULES AND REGULATIONS

The bus driver is by law in charge of the students on his/her bus. Therefore, students must obey directives issued by the bus driver. Students who fail to obey the bus driver may lose the privilege of riding the bus to school. **RIDING THE BUS IS A PRIVILEGE NOT A RIGHT.**

1. Only students who have bus passes issued by the District Transportation Office may ride the bus. **Bus passes must be carried at all times and shown to the driver upon request.** Students must ride their designated bus.
2. Students may not damage the seats or any other part of the bus. Bus drivers are required to check the condition of the bus before and after students enter and leave the bus.
3. Students may not trespass on neighbors' lawns or property while at the bus stop.
4. Students are not permitted to have any portion of their bodies protrude from open windows at any time while on the bus.
5. Unauthorized stops cannot be made by the driver.
6. Smoking on the bus is strictly forbidden.
7. Students may not litter the bus.
8. Loud noises are not permitted on the bus as they cause a distraction to the driver who is responsible for the safety of all passengers.
9. Throwing things on the bus is not permitted.
10. ***All school rules apply to students while riding on the bus.***

## DELIVERIES TO THE SCHOOL BUILDING

Any unauthorized delivery of food (e.g. pizza, McDonald's, etc.) by PARENTS, FELLOW STUDENTS, or VENDORS is prohibited during the school day and will be turned away.

## ELIGIBILITY REQUIREMENTS FOR CO-CURRICULAR ACTIVITIES

1. Class Attendance- Each student accepts the responsibility to attend all classes. Any student not in attendance during the school day may NOT practice, perform, compete, or attend ANY other school function that day.
2. Conduct- As a representative of the school, student participants are expected to display appropriate behavior and good citizenship in and out of the classroom. All participants are subject to the school's rules and regulations. **Any student suspended from school may not practice, perform, or compete for that day. Students who are suspended must be granted permission to return to co-curricular activities by the principal or his/her designee.**
3. Academic Performance- Participation in a co-curricular activity does not exempt a student from academic work. The participant understands that any work missed due to participation must be made up. Students in grades 7-12 who receive failing grades in two or more subjects in marking periods 1, 2, or 3 or as final marks in June (except seniors) are excluded from participation in any co-curricular activity until the student achieves a passing grade as determined by the Extra-Curricular Committee. Students will be given the opportunity to be re-instated in accordance with the provisions found in Adm. Regulation 5140 or through successful completion of failed courses in summer school. Students who are on the ineligible list and wish to take a field trip may obtain a form in Mr. Kenny's office which must be signed for approval by all teachers.

## **EMERGENCY PARENT CONTACT CARD**

A new emergency parent contact card must be submitted at the beginning of each school year. Failure to do so may result in exclusion from school activities.

## **EQUAL EDUCATIONAL OPPORTUNITY**

Each student will have equal educational opportunities and will not be excluded from participating in or having access to any course offerings, school services, or activities on the basis of race, color, creed, sex, national origin, religion, marital status, or handicapping condition. Anyone with a complaint concerning sex discrimination should contact the District's Title IX Compliance Officer, Ms. Regina Agrusa. Complaints concerning discrimination on the basis of handicap should be directed to the Director of Special Education at 488-9853. All other complaints should be made to the building principal or (if appropriate) to the Superintendent of Schools.

## **HEALTH SERVICES**

Ms. Lori Lorusso-Murray (488-9354)

A full-time nurse is assigned to provide emergency care and maintain health records. All students must provide health emergency cards to the nurse by the second Friday in September. Hearing and vision tests are performed periodically. The nurse is not authorized to send any student home on his/her own, even if he/she is ill. Parents must come for the student or specify an alternate contact person on the emergency contact card. **Current emergency contact cards for each school year must be submitted. Students who do not have emergency contact cards on file will not be able to attend any school event.** Students who leave school on their own will have their parents notified, be assigned detention, and be issued a suspension warning for leaving school grounds without permission. Subsequent offenses will be suspension from school. Students in grades 7 and 10 must have a valid physical examination by October 1, or they may be excluded from school until a valid physical examination report is provided.

## **HOMEBOUND INSTRUCTION (488-9352)**

Students who are unable to attend school for an extended period of time because of extended illness or recuperation from an accident may qualify for instruction at home. Inquiries about this service should be addressed to the Chairperson of Student Support Services, Dr. Samine Charles-Pierre.

## **HOMEWORK POLICY**

Research clearly demonstrates that time spent on homework is positively related to achievement. Through homework, classroom instruction is reinforced, high expectations are supported, students are motivated toward self-direction, and the relationship of school and home in the learning process is strengthened. The district's homework policy requires that homework be assigned no less than four times a week and that grades for each marking period be influenced by the quality of the homework submitted. Parents who see little or no work being done at home are asked to contact the teacher. A copy of the district homework policy is available on the school website.

## **HOMEWORK WHEN ILL (488-9352)**

When students will miss school for several days, parents may request that their child's guidance counselor obtain homework assignments from the student's teachers. This process may take two to three days. Homework assignments are also posted by individual teachers on the FPM school web page which can be accessed through the Sewanhaka Central High School District's web site. <http://www.sewanhaka.k12.ny.us>

## **LIBRARY**

Mr. Chris Renner and Ms. Donna Rosenblum (488-9344)

The library will be open each day from 7:08 am to 3:42 pm. In order to use or check out library materials and textbooks, students must present their Floral Park Memorial High School ID card.

## **LEAVING THE BUILDING**

Students may not leave the school grounds for any reason without the written permission of the Attendance Office. A note from a parent or guardian must be presented before consideration will be given to any request for early dismissal. When permission for early dismissal has been legally obtained, students must sign out with the Health Office or Attendance Office. Students may not leave the building unless accompanied by a parent or guardian except for seniors with a valid lunch pass.

## **LOCKERS**

Each student is assigned a locker at the beginning of the school year and is required to purchase a lock. Students have access to their lockers before school, during passing time, and at the end of the school day. Students are reminded to secure their lockers at all times and to NEVER reveal their combinations to anyone. Students must remove all personal items, shelves, and graffiti prior to the end of school. Anything left in the locker after the last class will be thrown away. Any damage to the locker will be charged to the student. Students cannot share lockers. **The school is not responsible for loss from lockers.** Lockers are the property of the school district and, by law, may be opened by an administrator for just cause. Problems with locks or lockers should be reported immediately to Ms. Farina in the Main Office. In addition, each student must obtain a lock to secure the locker used during physical education class. This lock must be used to secure personal items during the physical education class and then removed at the end of the period. No valuables including cell phones are allowed to be stored in locker room lockers.

## **MAKE-UP WORK**

Only those students with excused ATEDs will be given the opportunity to make up a test or other missed work and/or submit a late assignment for inclusion in their marking period grade. Makeup opportunities must be completed by a date specified by the student's teacher for the class in question. It is the student's responsibility to find out from the teacher what work was missed and to see that it is made up in accordance with the time schedule set up by the teacher. Students should also attend extra-help sessions in order to make up the classroom instruction that was missed.

## **PARENT CONFERENCES**

When a parent has questions about a child's class work or progress in a specific course, he/she should contact the subject teacher. Parents may leave a voice mail message for any teacher by dialing 488-9300 or email the teacher (first initial last name@ sewanhaka.k12.ny.us). Conferences will be arranged when necessary or requested. Questions about a student's overall progress or about his/her course of study should be addressed to the guidance counselor.

## **PROGRESS REPORTS (488-9352)**

Quarterly progress reports are available on the parent portal.  
<https://parentportal.nasbores.org/Login.aspx?ReturnUrl=%2fdefault.aspx>

Weekly progress reports are available upon request through the Pupil Personnel Office. Arrangements should be made through the student's guidance counselor.

## **PSYCHOLOGICAL SERVICES**

Dr. John Heverin (488-9352) Room 170

Psychological services are provided by a full-time psychologist. The psychologist is certified to evaluate and counsel students who may have learning problems or other related problems that interfere with the educational process. Psychologists can administer individual clinical testing. Outside referrals are made when deemed necessary. Findings and recommendations are shared with the parents. The school does not provide on-going therapeutic services.

## PTSA

Parents, teachers, and students are encouraged to join this organization which is dedicated to assisting students in school, home, and the community.

### REPORT CARDS AND GRADING

Each teacher evaluates students on their class activity as well as mastery of the subject matter. In September, each student will receive the teacher's grading expectations for each of his/her classes. Report cards will be available online one week after the close of the four marking periods. The closing dates of each marking period are listed in the school calendar, and all report cards and progress reports are available online on the parent portal. Achievement will be reported by numerical grades.

Additional grade assignment information:

1. No student will be assigned a grade of less than 50 for a marking period or as a final grade.
2. In regards to the *eligibility policy*, an incomplete or a failing grade will be treated the same.
3. Students receiving the grade of incomplete will have 10 days to make up required work.
4. The grade of incomplete may be assigned only for extended illness and/or extenuating circumstances. For final ranking in a class, a student must have received four marking period grades in the junior year in the Sewanhaka Central High School District.
5. Students who are absent for a final or Regents examination will be given a grade of zero unless a valid excuse is approved by the principal.

### SCHOLARSHIP RECOGNITION PROGRAM

Principal's Recognition List: Each marking period (except the final one) a Principal's List of students is published. Students with an average of 85-87.99% with no mark less than 75 and a passing grade in physical education are included on the Principal's List. No student with a failure or less than four numeric credits can be considered for the Principal's List. Averages will not be rounded up for this purpose.

Honor Roll: Each marking period (except the final one) an Honor Roll of students is published. Students with an average of 88-92.99% with no mark less than 80 and a passing grade in physical education are included on the Honor Roll. No student with a failure or less than four numeric credits can be considered for the Honor Roll. Averages will not be rounded up for this purpose.

High Honor Roll: Each marking period (except the final one) a High Honor Roll of students is published. Students with an average of 93-100% with no mark less than 85 and a passing grade in physical education are included on the High Honor Roll. No student with a failure or less than four numeric credits can be considered for the High Honor Roll. Averages will not be rounded up for this purpose.

Academic Award Ceremonies: Three award ceremonies will be held in the spring-one for students in grades 7 and 8, one for students in grades 9 through 11, and one for students in grade 12.

Honors Award Certificates: Certificates will be awarded to students with cumulative averages of 88-92.99% computed after three marking periods. Averages will not be rounded up for this purpose.

High Honors Award Certificates: Certificates will be awarded to students with cumulative averages of 93% or above computed after three marking periods. Averages will not be rounded up for this purpose.

Most Improved Student Award: To provide encouragement and to recognize exceptional effort for those students who may or may not be able to achieve at a level to participate in the Scholarship Recognition Program, up to three students from each grade (7-12) will be presented awards each year based on the improvement of their grades.

National Junior Honor Society: Eighth, Ninth, and Tenth grade students (not previously inducted) with a cumulative grade point average of 90 or better for marking periods 1, 2, and 3 the year they are

being inducted are eligible for consideration. Students who meet the academic criteria will be considered for membership. Induction takes place in the spring of each year.

National Senior Honor Society: Eleventh grade students who have a cumulative grade point average of 90 or better for grades 9-10 and the first semester of grade 11 meet the minimum academic standards for consideration for membership. Only those students who have met the academic criteria, participated in a minimum of two extra-curricular activities, have a verifiable 30 hours of community service activities, and have attained a minimum of two leadership positions will be considered for final selection. An honor society application for potential candidates must be submitted to a faculty committee who will review the academic, service, leadership, and character record of each candidate. Those candidates who most highly meet those criteria in the judgment of the committee are inducted into the organization in the spring of each year.

Valedictory Award: This award will be presented at the Senior Awards Night to the graduate who earns the highest grade point average through July 1 of the year preceding graduation. This award will be a medal on a red and white ribbon symbolizing scholastic achievement. In the event of a tie in the GPA, it will be broken by the number of credits attempted in grades 9-12 inclusive. If a tie still remains, it will be broken by the combined scores of the English and Social Studies Comprehensive Exams. Only in case of a tie in the final criterion will there be more than a single valedictorian. The valedictorian will be invited to speak at graduation.

Salutatory Award: This award will be presented at the Senior Awards Night to the graduate who earns the second highest grade point average through July 1 of the year preceding graduation. This award will be a medallion similar to the one awarded to the valedictorian. Should there be a tie for valedictory status, the student whose tie is last to be broken will be salutatorian. Only in case of a tie in the final criterion will there be more than a single salutatorian.

### **SOCIAL WORKER**

Dr. Christine Plackis (488-9352) Room 170

The social worker is a full-time professional assigned to the building in order to coordinate school and home problems which affect the progress and behavior of the student. The social worker also maintains communication with appropriate community and governmental agencies.

### **SPEECH THERAPISTS**

Ms. Maria Fiocca and Ms. Maureen Gibson (488-9352) Room 170

The speech therapist is a part-time professional who is assigned to the building to identify, assess, and remediate speech difficulties or defects.

### **STUDENT ACTIVITIES**

Ms. Christin Mason (488-9344) Library

Throughout the year, Floral Park Memorial High School will have a variety of activities including dances, club parties, dinners, etc. Even though these events may sometimes be off campus, all school rules and eligibility requirements apply. Supervision of students will end at the specified time for each event. Parents are expected to pick up their children immediately after the conclusion of the event so they are not left unsupervised. Students who have been suspended throughout the school year may be excluded from an event pending a review by the principal. Admission to most Student Activities sponsored events are by advanced ticket sales ONLY, and no tickets are sold at the door to these events.

### **TEXTBOOKS**

Ms. Marinella Crudo (488-9343) Library

Students should be aware that books are loaned to them and that *they are responsible for replacing or paying for books that are lost, stolen, or damaged*. Upon being issued a book, students should look through it carefully and note any damage to the library textbook clerk. At the end of the

school year or whenever books are collected, students should return their books to the library. Students are permitted to keep their books until the day of the final or Regents examination. Students who have failed to return or pay for lost textbooks will not be allowed to participate in extra-curricular activities, athletics, and/or graduation until payment is made.

### **TRANSPORTATION**

Mr. Michael Onufrey (488-9821) Central Administration Building

To be eligible for bus transportation, a student must live a mile and one half or more from the school. Bus passes are issued by the Central Administrative Office and distributed to eligible students by mail during the summer. The bus pass must be carried at all times and shown to the driver when boarding the bus. Please contact Mr. Michael Onufrey, the District Transportation Supervisor, regarding eligibility concerns. The bus driver has the right to deny access to the bus to any student who does not show a bus pass. In the morning, if a bus fails to arrive at the bus stop on time, please call 488-9821. In the afternoon, if a bus fails to arrive at school to transport students home from school, students should alert Mr. Kenny or his secretary in room 116 or one of the secretaries in the Main Office. If a student loses his/her bus pass, a duplicate pass may be obtained from room 116 for \$2. Until the duplicate pass is received, the student may obtain a temporary bus pass in Mr. Kenny's office, room 116.

### **VISITORS**

Visitors must sign in at Exit 1, the main entrance (auditorium), to obtain a visitor's pass. Visitors who fail to do this will be considered trespassers and may be subject to arrest. Please note that visitor passes are not issued during the school day for former students to visit other students or teachers.

### **WORKING PAPERS (488-9354)**

Working papers are required by law for students under the age of 18 who seek paid employment. Forms for this purpose are available in the Health Office. They must be signed by a parent, and the student must have a physical fitness certification. A birth certificate, baptismal certificate, social security card, or passport is also required as proof of age.

### **CLASS DUES**

Each member of every class is required to pay dues to his/her particular class. Those students who elect not to pay dues are excluded from class activities as well as being prohibited from receiving their yearbooks and cap and gowns for graduation. The amount of money to be paid is listed on the school website, and dues collection month is listed in the school calendar. Dues **MUST** be paid by cash or check made payable to Floral Park Memorial High School. Situations involving family need will be reviewed on an individual basis by the principal. The profits from class fundraising activities help to keep the cost of the dues down. Major expenses that are subsidized fully or partially out of the class treasury include, but are not limited to, the following:

1. the yearbook for graduating seniors
2. cap and gown for graduation
3. decorations for proms, dances, Spirit Day, etc.
4. music for proms and dances
5. reduced cost for Junior and Senior Prom bids
6. reduced cost for Senior Dinner