

FLORAL PARK MEMORIAL HIGH SCHOOL 2019-2020

Dr. James J. Grossane
Superintendent of Schools
Sewanhaka Central HS District
77 Landau Avenue
Floral Park, NY 11001
516-488-9800



Ms. Maria Hecht
Principal
Floral Park Memorial HS
210 Locust Street
Floral Park, NY 11001
516-488-9300

The Home of Chivalry

HONOR INTEGRITY EXCELLENCE PRIDE

National Blue Ribbon School of Excellence
New York State Blue Ribbon School of Excellence
***Redbook* "America's Best School" Award**
***U.S. News* Best Public High School Gold Medal Award**
***U.S. News* Best Public High School Silver Medal Award**
***Newsweek* America's Best High School Award**
***Washington Post* America's Best High School Award**

This book belongs to:

NAME _____

GRADE _____

The Student Handbook, the Student Code of Conduct, and other pertinent information can be found on the school website.

SEWANHAKA CENTRAL HIGH SCHOOL DISTRICT
2019-2020

BOARD OF EDUCATION
David Del Santo, President
Michael A. Jaime, Vice President

Tameka Battle-Burkett
Laura Ferone
William Leder

James Reddan
Stephen Toto
Douglas Vigo

CENTRAL ADMINISTRATION

SUPERINTENDENT OF SCHOOLS

Dr. James J. Grossane

ASSISTANT SUPERINTENDENT
FOR PERSONNEL & ADMINISTRATION.
John Capozzi

ASSISTANT SUPERINTENDENT FOR
CURRICULUM & INSTRUCTION
Taryn Johnson

ASSISTANT SUPERINTENDENT
FOR FINANCE & OPERATIONS
Kevin O'Brien

ASSISTANT SUPERINTENDENT
FOR PUPIL PERSONNEL EDUCATION
Regina M. Agrusa

DISTRICT COORDINATOR OF CLASSROOM
INSTRUCTIONAL TECHNOLOGY &
STUDENT ACHIEVEMENT
Brian Messinger

SUPERVISOR OF SPECIAL EDUCATION
SERVICES
Mallory Poledro

DISTRICT COORDINATOR OF TECHNOLOGY
& INSTRUCTIONAL SERVICES
Daniel Espina

DIRECTOR OF ATHLETICS, PHYSICAL
EDUCATION, HEALTH & DRIVER EDUCATION
Matthew McLees

ADMINISTRATIVE ASSISTANT
TO THE SUPERINTENDENT
Scott Greene

ATTORNEYS FOR THE DISTRICT
Bernadette Gallagher-Gaffney, Esq.
Noah L. Walker, Esq.

BUILDING ADMINISTRATION

ELMONT MEMORIAL HIGH SCHOOL
Kevin Dougherty, Principal
Brian Burke, Assistant Principal
Paul Naraine, Assistant Principal
Dayna Sotirhos, Assistant Principal

NEW HYDE PARK MEMORIAL HIGH SCHOOL
Dr. Richard J. Faccio, Principal
Rosemary DeGennaro, Assistant Principal
Marc Isseks, Assistant Principal

FLORAL PARK MEMORIAL HIGH SCHOOL
Maria Hecht, Principal
Jennifer Alaimo, Assistant Principal
Alicia Calabrese, Assistant Principal

SEWANHAKA HIGH SCHOOL
Dr. Christopher Salinas, Principal
Nichole Allen, Assistant Principal
Frank Geritano, Assistant Principal
John Kenny, Assistant Principal

H. FRANK CAREY HIGH SCHOOL
Christopher Fiore, Principal
Sharon Flynn, Assistant Principal
Christopher Carmody, Assistant Principal

DISTRICT SUBJECT COORDINATORS

Cassandra Papajohn-Shaw – Art
Christine Licastri – Business/Technology
Gina Rodriguez – English
Diane DeLuca – ENL
Joan Chieffo – Family & Consumer Science
and Career/Technical Education

Karen Annunziata – Library Media
Robert Pontecorvo - Mathematics
Noel Monat - Music
Dr. Regina Huffman - Science
Matthew Schwartz – Social Studies
Esther Acevedo – World Languages

Table of Contents

Arrival	5
Attendance	5
Bicycles	5
Booster Club	6
Bus Rules	6
Class Dues	6
Clubs and Athletics	6
Code of Conduct	7
Dignity for All Students (DASA)	15
Deliveries	16
Dress Code	16
Eligibility	17
Emergency Card	17
Equal Opportunity	17
Health Services	17
Homebound Instruction	18
Homework Policy	18
ID Cards	18
Library	18
Leaving the Building	18
Lockers	18
Make up work	19
Newspaper	19
Parent Conferences	19
Progress Reports	19
Psychological services	19
PTSA	19
Report Cards and Grading Policy	20
Search by School Personnel	20
Scholarship Recognition	21
School Communication Resources	22
Social Worker	22
Speech Therapists	22
Student Activities	23
Student Speech	23
Textbooks/iPads	23
Transportation	23
Visitors	24
Working Papers	24

**FLORAL PARK MEMORIAL HIGH SCHOOL
GENERAL INFORMATION**

PRINCIPAL

Ms. Maria Hecht (488-9300)

ASSISTANT PRINCIPALS

Ms. Jennifer Alaimo: students in grades 7, 9, and 11 (488-9302) Room 123

Ms. Alicia Calabrese: students in grades 8, 10, and 12 (488-9301) Room 143

DEAN OF STUDENTS

Ms. Melissa Castka: all students in grades 7-12 (488-9303)
Room 144A

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 will be released from these areas at approximately 7:40am to go to their lockers before period 1. Students who arrive to school late for period 1 should proceed directly to their period 1 class unless they have a note from a parent or guardian excusing the lateness. If a student has a note, they may submit the note to the attendance office and then get a pass to class. Students without an excuse for lateness may be assigned an after school detention as a consequence.

ATTENDANCE

Mr. S. Cobb (488-9351)

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 not receive 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

Students should place their bicycles in the provided 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 a bicycle is found in these areas, the locks will be cut, and the bicycle will be removed.

BOOSTER CLUB/JR. BOOSTERS

The Booster club aims to support the athletic programs at FPM and also to promote overall school spirit and pride. Students are encouraged to join the Jr. Booster Club which works to help the Booster Club achieve its overall mission. The Booster club is organized by parent volunteers, Ms. Kozak and Mr. Ollen. Please see the Athletic Director, Mr. Doreson for more information on how to join.

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.*

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

CLUBS AND ATHLETICS

All students have a right to take part in the extra and co-curricular activities offered in the school. Student organizations cannot restrict membership on the basis of race, sex, national origin, disability, or any other arbitrary criteria. They may establish reasonable membership criteria if these are equally applied to all applicants. Students are reminded that they are subject to the Extra Curricular Academic Policy of the District. The policy is to ensure the academic success of the student and not the "success" of a team or a club.

(See Board Policy Students 5123, “Maturity and Fitness Standards for Interscholastic Athletic Team Membership”; Board Policy and Administrative Regulation, Student 5140, See “Academic Requirements for Participation in ExtraCurricular Activities”; Board Policy, Students 5141, “Medical Approval for Participation in Extra-Curricular Athletic Activities”.)

CODE OF CONDUCT

EXCERPTS FROM SUMMARY OF BOARD POLICY 5500: CODE OF CONDUCT

(Full Student Code of Conduct can be found in Board Policy 5500)

Effective school discipline is an integral part of the learning environment. Because disruptive behavior deprives students of their right to learn it shall not be tolerated in the schools of the Sewanhaka Central High School District. Equally important is ensuring that the school environment is safe and free from disruption or inappropriate interference from staff, parents, or other visitors. Each student will be treated as a person who can reasonably be expected to be responsible for his own behavior. Students who cannot accept this responsibility and violate school rules will be required to accept the penalties of more regulated supervision.

General school rules:

1. All students will be issued an ID card. This card is to be worn and visible at all times during the school day.
2. Students are not permitted to wear head coverings of any kind in school, unless the head covering is for a religious observance or due to a medical reason.
3. All students are expected to be on time for classes. Loitering in the hallway is disruptive to the educational process.
4. Any student who fails to identify him/herself to a faculty or staff member is subject to disciplinary action.
5. At the end of the school day, students should leave the building by 3:15 PM unless they are in a supervised after school activity.
6. Smoking.vaping on school grounds is strictly prohibited. Any student found in possession of smoking or vaping paraphernalia is subject to disciplinary action.
7. Only seniors are allowed to leave the building for lunch. Seniors must have submitted a parent/guardian permission slip prior to this privilege being granted.
8. All students in grades 7-11 have full schedules and no free periods. students are expected to be in all of their assigned classes, including study hall and lunch.

The Sewanhaka Central High School District Code of Conduct is available on the school website. The following is a summary of guidelines for consequences for most infractions.

SUMMARY OF THE CODE OF CONDUCT

The Sewanhaka Central High School District believes that students have the right to take part in a strong academic educational program without being discriminated against, harassed or bullied regardless of race, color, creed, weight, disability, sex, sexual orientation, gender identity and expression, religious practice, ethnic group, or national origin.

To promote this goal, 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 extra-curricular 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. Work to develop mechanisms to control their anger.
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 extra-curricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

Essential Partners

The Sewanhaka Central High School District believes there are eight essential partners for providing a safe and orderly learning environment where all students can learn and grow to their fullest potential. These partners specifically include parents, teachers, pupil personnel service providers, other school personnel, Principal, Dignity Act Coordinator, Superintendent, and the Board of Education.

Prohibited Student Conduct

Students may be subject to disciplinary action, up to and including suspension from school, when they:

1. Engage in conduct that is disorderly. Examples of disorderly conduct include:
 - A. Making unreasonable noise.
 - B. Using abusive or obscene language or gestures.
 - C. Inappropriate public sexual contact.
 - D. Intentionally damaging or destroying the personal property of another student or district employee or any person lawfully on school property.
 - E. Intentionally damaging or destroying school district property, including graffiti or arson.
 - F. Disturbing any lawful assembly or meeting of persons.
 - G. Obstructing vehicular or pedestrian traffic.
 - H. Engaging in any willful act which disrupts the normal operation of the school community.
 - I. Trespassing - Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
 - J. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing or creating inappropriate websites; or any other violation of the district's acceptable use policy.
 - K. Engages in activities under the school's jurisdiction relating to membership in a prohibited fraternity, sorority, or other secret society. This includes, but is not limited to,

initiation activities and the wearing of fraternity/sorority colors or paraphernalia.

2. Engage in conduct that is insubordinate. Examples of insubordinate conduct include:

- A. Failing to comply with the reasonable directions of teachers, school administrators, or other school employees in charge of students or otherwise demonstrating disrespect.
- B. Lateness for, missing, or leaving school without permission.
- C. Cutting.
- D. Skipping detention.

3. Engage in conduct that is disruptive, specifically, any behavior which adversely interrupts the education process.

4. Engage in conduct that is violent. Examples of violent conduct include:

- A. Committing an act of violence (such as hitting, spitting, kicking, punching, and scratching) upon a teacher, administrator, or other school employee or attempting to do so.
- B. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property or attempting to do so.
- C. Possessing a weapon or what appears to be a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.

5. Engage in any conduct that endangers the safety, morals, health, or welfare of others. Examples of such conduct include:

- A. Lying to school personnel.
- B. Stealing the property of other students, school personnel, or any other person lawfully on school property or attending a school function.
- C. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm their reputation.
- D. Discrimination, which includes the use of race, color, creed, national origin, ethnic group, religion, religious practice, sex, gender identity and expression, sexual orientation, weight, or disability as a basis for treating another in a negative manner.
- E. Harassment, which includes a pattern of actions or statements directed at an identifiable individual or group which are intended to be ridiculing or demeaning or creating a hostile environment.
- F. Intimidation.
- G. Bullying, which includes any hostile activity that harms or induces fear.
- H. Hazing.
- I. Selling, using, or possessing obscene material.
- J. Using vulgar or abusive language, cursing, or swearing.
- K. Smoking a cigarette, cigar, pipe, e-cigarette, vaporizer pipes/pens, and/or hookah pipes/pens or using chewing or smokeless tobacco.
- L. Possessing, consuming, selling, distributing, or exchanging alcoholic beverages, illegal substances, or synthetic cannabinoids or being under the influence of such.
- M. Possession of drug and/or smoking paraphernalia including, but not limited to, e-cigarettes, vaporizer pipes/pens, hookah pipes/pens, bong, grinders, snorters, rolling papers, scales, cigarette lighters, glassine bags, or bags used for packaging and/or distribution of drugs.

- N. Inappropriately using or sharing prescription and over-the-counter drugs.
- O. Illegal gambling.
- P. Indecent exposure.
- Q. Possession, sale, or use of fireworks or noxious materials.
- R. Initiating a report warning of fire, bomb threat, or other catastrophe without valid cause, misusing 911, or discharging a fire extinguisher.

6. Engage in misconduct while on a school bus.

7. Engage in any form of academic misconduct. Examples of academic misconduct include:

- A. Plagiarism
- B. Cheating
- C. Copying
- D. Altering records
- E. Assisting another student in any of the above actions

8. Engage in off-campus misconduct that interferes with or can reasonably be expected to substantially disrupt the educational process in school or at a school function. Examples of such misconduct include:

Cyberbullying, which includes inflicting willful and repeated harm through the use of electronic text.

Threatening or harassing students or school personnel over the phone or other electronic medium.

Reporting Violations

All students are expected to promptly report violations of the Code of Conduct to a teacher, guidance counselor, the assistant principal, or principal.

Procedures and Referrals

Disciplinary action, when necessary, will be firm, fair, and consistent so as to be the most effective in changing student behavior.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

Penalties

Students who are found to have violated the District's Code of Conduct may be subject to the following penalties. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

- A. Verbal warning - any member of the district staff
- B. Written warning - bus drivers, hall and lunch monitors, coaches, guidance counselors, teachers, chairpersons, assistant principal, principal
- C. Written notification to parent - bus driver, hall and lunch monitors, coaches, guidance counselors, teachers, chairpersons, assistant principal, principal
- D. Detention - teachers, chairperson, assistant principal, principal
- E. Suspension from transportation - director of transportation, assistant principal, principal
- F. Suspension from athletic participation, extra-curricular activities, and other privileges - coach, advisor, director of student activities, athletic director, assistant principal, principal
- G. In-school suspension – assistant principal, principal
- H. Removal from class - teacher, chairperson, assistant principal, principal
- I. Suspension from school - principal, superintendent

J. Referral to police - principal, superintendent

Teacher Removal

A “disruptive student” is a student who is substantially disruptive of the educational process or substantially interferes with the teacher’s authority over the classroom. A classroom teacher may remove a disruptive student from class for up to two days.

The principal or the assistant principal may overturn the removal of the student from class in the event of the following:

- A. The charges against the student are not supported by substantial evidence.
- B. The student’s removal is otherwise in violation of law, including the District’s Code of Conduct.
- C. The conduct warrants suspension from school.

Suspension from School

Suspension from school is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent, or disruptive or whose conduct otherwise endangers the safety, morals, health, or welfare of others.

Minimum Periods of Suspension

Students who bring a weapon to school, other than a student with a disability, found guilty may be subject to suspension from school for at least one calendar year.

Students who commit violent acts other than bringing a weapon to school shall be subject to suspension from school for at least five days.

Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interfere with the teacher’s authority over the classroom will be suspended from school for at least five days.

The following offenses will result in a minimum five-day suspension and immediate mandatory referral to the Superintendent:

- Arson -** Deliberately lighting a fire on school property
- Assault -** An attack on another person either resulting in physical injury or intended to result in serious physical injury
- Bomb Threat -** The threat of blowing up the school
- Drug Possession/ Use -** The possession, use, or being under the influence of a controlled substance on school grounds or at school functions or off school grounds at school sponsored functions or activities
- Drug Sale-** When a student sells, exchanges, gives, or disburses a controlled substance to another or offers or agrees to do the same
- Fire Alarm-** Causing the fire alarm to be activated without a just cause
- Firework/Noxious Materials -** The possession, sale, or use of fireworks or noxious materials on school property resulting in injury to others. The detonation of explosive devices such as firecrackers, M80s, or “cherry bombs”
- Possession of a Weapon -** The possession or use of a weapon, or what appears to be a weapon, on school grounds or at a school

function or off school grounds at school sponsored
functions or activities

Suspended students will attend school at the Alternative Learning center located on the campus of Sewanhaka High School. During the suspension, students are expected to bring their iPads and complete any work assigned.

All students who are suspended for a period in excess of five school days have an opportunity for a hearing at which the student shall have the right to be represented by an attorney, the right to present witnesses and other evidence on his/her own behalf, and the right to cross-examine witnesses. Any student under the compulsory school age shall be provided with suitable alternate instruction at the Academic Learning Center during his/her suspension. Special education students over 16 must be provided with alternative instruction if the suspension exceeds ten days.

A student may appeal the findings and determination of the Superintendent to the Board of Education within 30 calendar days.

PINS Petitions

The District may file a PINS (person in need of supervision) petition in Family Court on any student under the age of 18 who demonstrates that he/she requires supervision and treatment by:

1. Being habitually truant and not attending school.
2. Engaging in an ongoing or continual course of conduct which makes the student ungovernable or habitually disobedient and beyond the lawful control of the school.
3. Knowingly and unlawfully possessing illegal drugs.

Juvenile Delinquents and Juvenile Offenders

The Superintendent is required to refer the following students to the County Attorney for a juvenile delinquency proceeding before the Family Court:

1. any student under the age of 16 who is found to have brought a weapon to school; or
2. any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law.

Discipline of Students with Disabilities

It may be necessary to suspend, remove, or otherwise discipline students with disabilities to address disruptive or problem behavior. Students with disabilities enjoy certain procedural protections whenever school authorities intend to impose discipline upon them. The board is committed to ensuring that the procedures followed for suspending, removing, or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations.

Corporal Punishment

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden. However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

1. Protect oneself, another student, staff member, or any person from physical injury.
2. Protect the property of the school or others.
3. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers and duties, if that student has refused to refrain from further disruptive acts.

The District will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with Commissioner's regulations.

Visitors to the Schools

The Board encourages parents and other district citizens to visit the district's schools and classrooms to observe the work of students, teachers, and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The building principal or assistant principal is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must report to the office of the principal upon arrival. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
3. Teachers are expected not to take class time to discuss individual matters with visitors.
4. Any unauthorized person on school property will be reported to the principal or assistant principal. The police may be called if the situation warrants.
5. All visitors are expected to abide by the rules for public conduct on school property contained in this Code of Conduct.

Public Conduct on School Property

The District is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions.

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

Prohibited Conduct

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy school district property or the personal property of a student, teacher, administrator, other district employee, or any person lawfully on school property, including graffiti or arson.
3. Disrupt the orderly conduct of classes, school programs, or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
5. Intimidate, harass, or discriminate against any person on the basis of actual or perceived race, color, creed, weight, national origin, ethnic group, religion, religious practice, age, gender, sex, sexual orientation, or disability.
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this code applies.
8. Violate the traffic laws, parking regulations, or other restrictions on vehicles.
9. Possess, consume, sell, distribute, or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.

10. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district.
11. Loiter on or about school property.
12. Gamble on school property or at school functions.
13. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
14. Willfully incite others to commit any of the acts prohibited by this Code.
15. Smoke inside any enclosed school facility used to provide education services at any time. Smoke anywhere on school grounds during school hours or during any student activity that is supervised by faculty or staff or during any officially sanctioned school event. Smoke in any vehicles used to transport children or school personnel.
16. Operate a mini bike, go-cart, motorized equipment, or other unlicensed motor vehicle.
17. Operate a bicycle on athletic fields or running tracks.
18. Enter school property with a dog unless it is a dog for a handicapping condition.
19. Drive, chip, or pitch golf balls on school property.
20. Violate any federal or state statute, local ordinance, or board policy while on school property or while at a school function.

The building principal or his/her designee shall be responsible for enforcing the conduct required by the Code.

Dissemination and Review

The Board will work to ensure that the community is aware of this Code of Conduct by:

1. Providing copies of a summary of the Code to all students at a general assembly held at the beginning of each school year.
2. Making copies of the Code available to all parents at the beginning of the school year.
3. Mailing a summary of the Code of Conduct written in plain language to all parents of district students before the beginning of the school year and making this summary available later upon request.
4. Providing all current teachers and other staff members with a copy of the Code and a copy of any amendments to the Code as soon as practicable after adoption.
5. Providing all new employees with a copy of the current Code of Conduct when they are first hired.
6. Making copies of the Code available for review in the community libraries by students, parents, and other community members.

This document is a summary of Board Policy, Students 5500, Code of Conduct, that has been reviewed by all of the constituencies of the Sewanhaka Central High School District and approved by the Board of Education. Anyone wishing to receive the Code of Conduct in its entirety should request a copy from the Main Office of any district school or from the office of the School Attorney in the Central Office. A copy is also available on the District website. All community, students, and staff are encouraged to familiarize themselves with this document.

Revised July 2012; approved by the Board of Education on July 11, 2012

Revised July 2013; approved by the Board of Education on July 9, 2013

Revised and approved by the Board of Education on July 8, 2014

Revised and approved by the Board of Education on October 25, 2016

THE DIGNITY FOR ALL STUDENTS ACT (DASA)
EXCERPTS FROM SUMMARY OF BOARD POLICY 5500: CODE OF CONDUCT
(Full Student Code of Conduct can be found in Board Policy 5500)

STUDENTS RIGHTS AND RESPONSIBILITIES
THE RIGHT TO AN EDUCATION AND TO TAKE PART IN ACTIVITIES

The right to an education is guaranteed to all children. Gifted, regular and mentally and physically disabled children are provided with an education appropriate to their needs. No student shall be excluded from participation or benefits of any educational program or discriminated against or harassed or bullied on the basis of race, color or creed, weight, sex, sexual orientation, gender identity and expression, religion, religious practice, ethnic group, national origin, or disability.

New York State's Dignity for All Students Act provides public school students with a safe and supportive environment free from discrimination, harassment, and bullying in any school environment. Each school within the District employs two Dignity Act Coordinators to promote a safe school environment, oversee bullying prevention efforts, and address any issues of harassment or bullying. The Dignity Act Coordinators for Floral Park Memorial High School are:

- A. Assistant Principal Alicia Calabrese (516-488-9300 or 488-9302)
- B. Susanne Jackmann, School Counselor (516-488-9300 x9395)
- C. Lauren Giangrande, School Counselor (516-488-9300)

The Dignity Act includes, but is not limited to, acts of discrimination and harassment based on a student's race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (defined to include gender identity or expression, or sex.

According to the Sewanhaka Central High School District Code of Conduct, students may be subject to disciplinary action, up to an including suspension from school when they:

Engage in any conduct that endangers the safety, morals, health or welfare of others.
Examples include:

A. Discrimination, which includes the race color, creed, national origin, ethnic group, religion, religious practice, sex, gender identity and expression, sexual orientation, weight or a disability as a basis for treating another in a negative manner.

B. Harassment, which includes a pattern of actions or statements directed at an identifiable individual or group which are intended to be ridiculing or demeaning or creating a hostile environment.

C. Bullying, which includes any hostile activity that harms or induces fear. Engage in off-campus misconduct that interferes with or can reasonably be expected to substantially disrupt the educational process in school or at a school function. Examples include:

A. Cyberbullying, which includes inflicting willful and repeated harm through the use of electronic text.

B. Threatening or harassing students or school personnel over the phone or other electronic medium.

REPORTING VIOLATIONS, PROCEDURES AND REFERRALS, AND PENALTIES

All students are expected to promptly report violations of the Code of Conduct to a teacher, guidance counselor, assistant principal or principal. Complaint forms specifically for reporting incidents of harassment, discrimination and bullying are available in the main office and the guidance office.

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

Students who are found to have violated the District's Code of Conduct may be subject to the following penalties. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

- A. Verbal warning – any member of the District staff
- B. Written warning – bus drivers, hall and lunch monitors, coaches, guidance counselors, teachers, assistant principal, principal
- C. Written notification to parent – bus driver, hall and lunch monitors, coaches, guidance counselors, teachers, assistant principal, principal
- D. Detention – teachers, assistant principal, principal
- E. Suspension from transportation – director of transportation, assistant principal, principal
- F. Suspension from athletic participation, extracurricular activities and other privileges – coach, advisor, director of student activities, athletic director, assistant principal, principal
- G. In-school suspension – principal
- H. Removal from class – teacher, principal
- I. Suspension from school – principal, superintendent
- J. Referral to police – principal, superintendent

DELIVERIES TO THE SCHOOL BUILDING

Any unauthorized delivery of food (e.g. pizza, McDonald's, etc.) by FELLOW STUDENTS, or VENDORS is prohibited during the school day and will be turned away. Services such as Door Dash and Uber Eats are prohibited from making deliveries to the school.

STUDENT DRESS CODE

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. A student's dress, grooming, and appearance, 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 brief garments and see-through garments are not appropriate. Bare midriffs and short shorts are not appropriate for school.
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include the wearing of hats except for a medical or religious purpose.
6. Not include items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, or disability.
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. Any student who refuses to do so shall be subject to discipline up to and including school suspension.

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 Academic Eligibility Committee. Students will be given the opportunity to be reinstated 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 Ms. Alaimo'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 Supervisor 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.

IDENTIFICATION CARDS

In a continued effort to secure our building and provide a safe environment for our students, faculty, and staff, we are requiring all students to wear their school photo identification card at all times. The ID should be placed in the plastic card holder found on the lanyard. If a student loses or misplaces the ID card, another may be obtained in the library. School lanyards are sold in the School Store.

LIBRARY

Mr. Chris Renner and Ms. Larissa Simonovski

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 Attendance Office. Students may not leave the building unless accompanied by a parent or guardian except for seniors with a valid lunch pass. Leaving school grounds without permission will result in a suspension from school.

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.

NEWSPAPER

Official school publications such as school newspapers should reflect the policy and judgment of the student editors. Students have the responsibility to refrain from libel and obscenity and to observe the normal rules for responsible journalism. School authorities may prohibit material when it would interfere with the educational process.

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@sewanhaskaschools.org). 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.
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)

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. Our current PTSA President is Ms. riscoll. There is aPTSA mailbox located in the main office. Viti the main office for more information.

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. Passing is 65 in all courses. Passing Grades are assigned in single digit increments from 64-100.
2. Failing grades are assigned as 50, 55, or 60. 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 a 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 an incomplete for the course until the required Regents exam has been taken.

SEARCH BY SCHOOL PERSONNEL

Persons

When school officials have reasonable grounds to believe that weapons, drugs, liquor/alcohol, stolen property, etc., or other evidence of a violation of law or school rules are secreted on a student's person, they may act upon that suspicion and search the student without the student's consent.

The right to counsel, and the constitutional warning prior to a confession, are inapplicable to searches by school officials. Strip searches are prohibited. If danger to health or safety is present, police should be summoned.

Overnight Activities

On any school sponsored overnight field trips, sporting event or other extracurricular activity the District shall require administrative inspections of luggage and personal property prior to departure. These searches shall be conducted without particularized suspicion of the violation of a school rule. These searches shall be made of all students participating in the event. Prior to departure, parents shall be required to execute a written parental permission slip which shall include a paragraph informing the parent of the District's luggage search policy. Parents will be informed of the opportunity to be present at the time of departure

Lockers and other School District Property

The assignment to, and the use of, student lockers, desks, District computers and/or portable computing devices and other such property, by any student is upon the condition, which is to be made known to and accepted by such student at the time of assignment, that it remains under the control of the administrators and/or custodial staff of the building and is subject to the right of entry thereto and periodic administrative inspection at any time. Building principals will conduct periodic unannounced inspections for administrative purposes (i.e. to assure that hazardous or dangerous materials or substances are not present). The District exercises exclusive control over school property and students should not expect privacy with respect to items placed therein.

Automobiles

The use of a school parking lot is a privilege and not a right. The school retains the authority to monitor and control the activities taking place on school property. As such, the school has the authority to conduct a search of a student's automobile when it has reasonable suspicion to believe illegal or unauthorized materials are contained inside.

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.

SCHOOL'S COMMUNICATION RESOURCES

Appropriate student club access to equipment and materials for disseminating announcements and information includes use of bulletin boards; announcements on the school public address system; and use of school duplicating equipment subject to reasonable limitations of expense. Regulations as to the manner, time, and place for using school communications facilities are obviously subject to certain operational priorities. Recommendations as to general use beyond these requirements can be established effectively through cooperation of students, faculty and administrators.

Throughout the school year, school administrators will also make use of the BlackBoard Connect service to send out important telephone, and text messages throughout the year to parents and guardians.

ACCESS OF OUTSIDE MEDIA TO SCHOOLS:

All requests from outside media for information or interviews are to be referred to the office of the Superintendent of Schools. Interviews of students under the age of eighteen or use of the name of such a student can only be permitted with parental consent. Information concerning an individual student's school record or performance shall not be divulged except as authorized by Board Policy, Students 5591, "Family Educational Rights and Privacy Act."

SOCIAL WORKER

Dr. Christine Plackis (488-9352) Room 170

The social worker is a full-time professional assigned to the building in order to assist students who are experiencing problems at home or at school. The social worker also maintains communication with appropriate community and governmental agencies.

SPEECH THERAPISTS

Ms. Maureen Gibson & Ms. Danielle Donohue (488-9352) Guidance Office

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. Gina D'Ammassa (488-9342) Student Activities Office – Room 130A
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.

STUDENT SPEECH

Freedom of speech is a right that belongs to all Americans. This doesn't guarantee, however, the right to interfere with the orderly conduct of classes, speech which materially interferes with the educational process is prohibited, including the use of obscene, profane language, or gestures.

TEXTBOOKS & iPADS

Books:

Ms. Marinela Crudo

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.

iPads:

Mr. Chris Renner and Ms. Larissa Simonovski

The iPad remains the property of the SCHSD at all times. Therefore, there is no expectation of privacy. The SCHSD reserves the right to inspect student iPads at any time during the school year. iPads will be collected by the Library Department at the end of the school year. Please see The Future Ready Sewanhaka Implementation Handbook on the district website for policies and procedures regarding lost, stolen and/or damaged property. If an iPad is in need of repair, there is a charge of \$50. If an iPad needs to be replaced, there is a charge of \$100. Payments must be made to the financial clerk, Mrs. Bacarella in the Main Office.

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 Ms. Alaimo or her secretary in room 143 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 143 for \$2. Until the duplicate pass is received, the student may obtain a temporary bus pass in Ms. Alaimo's office, room 143.

VISITORS

Visitors must enter and sign in at the main entrance of the building to obtain a visitor's pass from the Security Desk. 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. Students are prohibited from visiting the campuses of the other schools in the SCHSD unless they are participating in a supervised activity. Students may go to other schools to view athletic contests only when the school is playing Floral Park. Students are prohibited from bringing visitors to campus.

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.