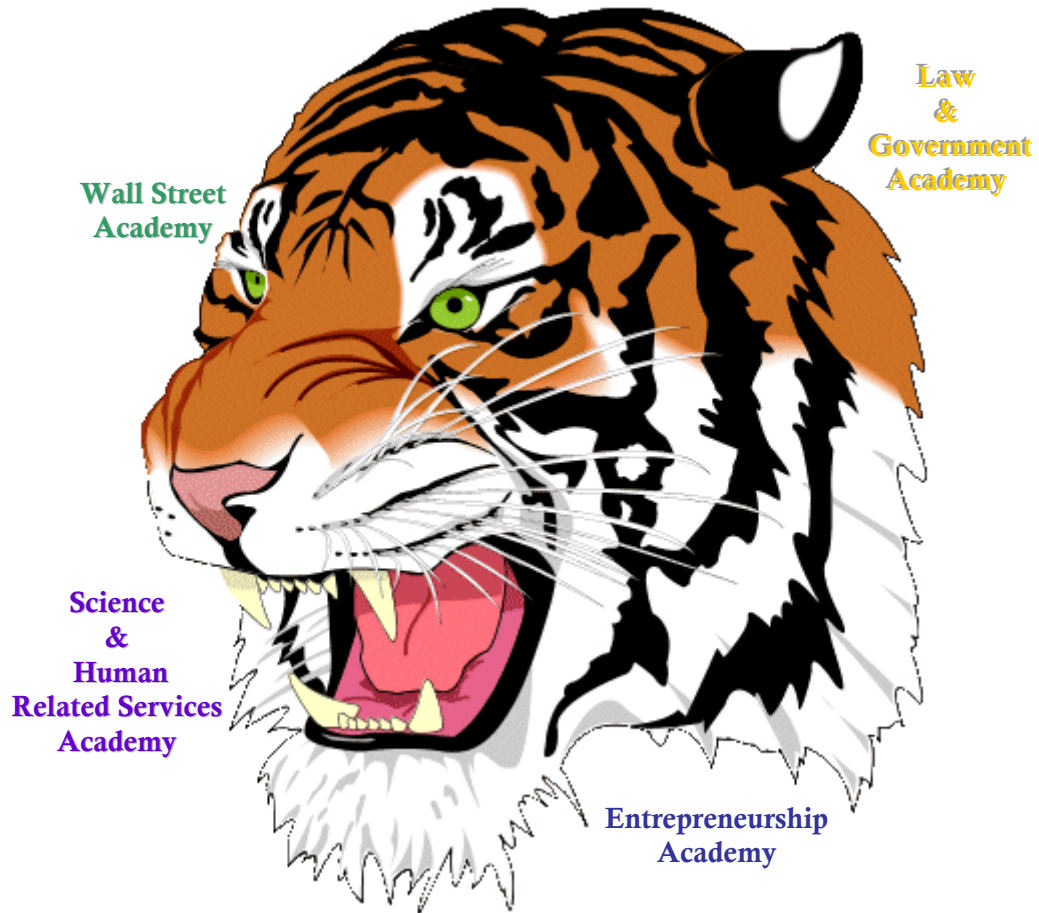


Hempstead High School



Student & Parent Handbook 2008-2009

Reginald Stroughn, Principal

“Excellence in Education”

The mission of Hempstead High School, a culturally diverse community, is to provide students with a progressive and disciplined learning environment that is academically challenging, safe and secure; this will be accomplished through excellence in teaching and learning in partnership with family and community to ensure that students become productive citizens in a global environment.

Hempstead High School

“Excellence in Education”

Student & Parent Hand Book 2008-2009

Mascot

Tiger

Colors

Royal Blue & White

201 President Street

Hempstead, New York 11550

www. HempsteadSchools.org

ALL STUDENTS MUST WEAR THEIR STUDENT IDENTIFICATION CARD WHEN ON THE SCHOOL CAMPUS. THIS INCLUDES IN THE BUILDING, OUTSIDE ON THE CAMPUS GROUNDS AND AT ALL SCHOOL RELATED ACTIVITIES.

This handbook belongs to:

Name:	
Address:	
City/Town:	
State:	Zip Code:

The information contained in this publication is accurate as of its publication.



Board of Education

Charles Renfro, *President*
JoAnn Simmons, *First Vice President*
Gladys Rivera, *Trustee*
Sharleen Reshard, *Trustee*
Betty Cross, *Trustee*
Patricia Wilson-Wright, *District Clerk*
Joyce Brown, *School Board Assistant*

Central Administration

Superintendent of Schools

Joseph Laria, *Ph.D.*

Assistant Superintendents

Kwame Boakye-Yiadom, *Business & Operations*
Sally Herb-Thompson, *Elementary Education*
Rebecca Skinner, *Funded Programs Compliance, School Improvement*
Marianna Steele, *Secondary Education*

Directors

Antoinette Campbell, *English Language Arts*
Robert F. Cincotta, *JD Athletics & Physical Education*
Iris DiLorenzo, *Information Technology*
Sharon Gardner, *Food Services*
Charles A. Plantz, *Ph.D. Personnel (Interim)*
Margot Wareham-Bailey, *Bilingual Education*
John Reinhardt Jr. *Facilities (Interim)*
TBA, *Assistant Director of Facilities*

Coordinator-Student Support Services

Elfrida Bonner, *Ed.D Health & Allied Services*
Djuana Wilson, *Special Education Direct Instruction Services*

Administrator Coordinator

Robert L. Hickey, *Administrator on Special Assignment for Security,
Attendance, Registration & Truancy*
Williams McLaurin, *Ph.D. Advisor for Science Education / Hearing Officer*
Susan Thompson, *Adult & Continuing Education*



TABLE OF CONTENTS

BOARD OF EDUCATION	3
CENTRAL ADMINISTRATION	3
GREETINGS FROM YOUR PRINCIPAL	5
HEMPSTEAD HIGH SCHOOL ADMINISTRATION	5
SCHOOL DIRECTORY	6
SCHOOL CALENDAR 2008-2009	7
DAILY SCHEDULE	7
BOARD OF EDUCATION POLICY	8
BOARD POLICY EQUAL OPPORTUNITY	8
BOARD POLICY EQUAL EDUCATIONAL OPPORTUNITIES	8
BOARD POLICY CIVIL RIGHTS	8
COMPREHENSIVE ATTENDANCE POLICY	9
STUDENT ATTENDANCE REGULATION	9
PROCEDURES FOR PARENTS/GUARDIANS	9
MONITORING / CONSEQUENCE PROCEDURES	10
INTERVENTION STRATEGIES	10
DISCIPLINARY CONSEQUENCES	11
ACADEMICS	11
THE HEMPSTEAD BOARD OF EDUCATION GRADING POLICY	11
HEMPSTEAD HIGH SCHOOL HONOR ROLL	12
DIPLOMA REQUIREMENTS	12
COLLEGE ENTRANCE EXAMS	12
NEW YORK STATE DIPLOMA REQUIREMENTS	13
STUDENT WORKSHEET	14
CO-CURRICULAR AND EXTRA-CURRICULAR PROGRAMS	15
LIBRARY MEDIA CENTER	16
STUDENT GOVERNMENT CONSTITUTION	16
COMPUTER USE/INTERNET SAFETY	18
TEACHERS AND STUDENTS REGULATION	19
STUDENT AGREEMENT EXHIBIT	21
PARENT OR GUARDIAN AGREEMENT EXHIBIT	22
STUDENTS WHO ARE 18 YEARS OF AGE	22
TEACHER AGREEMENT EXHIBIT	23
SECONDARY SUMMER SCHOOL STUDENT RULES & REGULATIONS	24
CODE OF CONDUCT	25

GREETINGS FROM YOUR PRINCIPAL

Dear Students,

Hempstead High School is a school on the move; change is in the air and continuous improvement is our goal. We are no longer on the list of failing schools.

As we start the 2008-2009 school year, consider this an invitation for you to join us as we work toward further improvement. Working cooperatively will enable us to enhance our program and instill respect and honor for ourselves and our school.

We have a staff and administration whose priorities are your academic success, and your future.

The school goals for the year will be to:

- *Continue to expect and appreciate behaviors from you that help you learn*
- *Utilize various teaching and learning strategies to increase your learning*
- *Find more ways of encouraging your family to join us in our drive for improvement*
- *Create a more positive environment both educationally and culturally*

With these goals in mind, I anticipate a very successful year and look forward to your continued growth.

*Reginald Stroughn
Principal*

Hempstead High School Administration

Reginald Stroughn, *Principal*

Chy Davidson, *Principal of Law & Government Academy*

Francine DeKranes, *Principal of Science & Human Related Services Academy*

Johnetta L. Hill, Ph.D., *Principal of Wall Street Academy*

Henry Williams, *Principal of Entrepreneurship Academy*



School Calendar 2008-2009	
September 1	Labor Day
September 2-3	Superintendent's Conference Day – <i>Staff Only</i>
September 4	First Day of School for Students
September 30	Rosh Hashanah (School Closed)
October 9	Yom Kippur (School Closed)
October 13	Columbus Day (School Closed)
November 4	Election Day (Staff Development) <i>Staff Only</i>
November 11	Veteran's Day (School Closed)
November 26	½ Day for Students & Staff
November 27 - 28	Thanksgiving Recess (School Closed)
December 24 – January 2	Holiday Recess (School Closed)
January 19	Martin Luther King, Jr. Day (School Closed)
February 16	President's Day (School Closed)
February 17-20	Winter Recess (School Closed)
April 9-17	Spring Recess (School Closed)
May 22	Snow Day #2 (School Closed)
May 25	Memorial Day (School Closed)
May 26	(School Closed)
May 27	Snow Day #1 (School Closed)
June 26	Last Day of School - <i>Staff Only</i>
June 27	High School Graduation

** If we use snow days, we will use 5/27 as our 1st make-up day and 5/22as our 2nd make-up day.

Daily Schedule	
Teachers Sign in by	8:00 A.M.
Period 1	8:05-8:45 A.M.
Period 2	8:49-9:29 A.M.
Homeroom	9:29-9:35 A.M.
Period 3	9:39-10:19 A.M.
Period 4 Lunch	10:23-11:03 A.M.
Period 5 Lunch	11:07-11:47 A.M.
Period 6 Lunch	11:51-12:31 P.M.
Period 7 Lunch	12:35-1:15 P.M.
Period 8 Lunch	1:19-1:59 P.M.
Period 9	2:03- 2:43 PM
Extended Day Extra Help	2:45-3:00 PM



Board Policy EQUAL OPPORTUNITY

The Board of Education is committed to a policy of nondiscrimination in relation to race, color, sex, creed or religion, marital status, handicapping condition or age. This policy is applicable to matters concerning staff, students, the public, educational program and services, and individuals with whom the Board does business.

In keeping with the requirements of federal and state law, the School district strives to remove any vestige of discrimination in employment, assignment, and promotion of personnel; in educational opportunities and services offered students, in their assignment to schools and classes, and in their discipline; in location and use of facilities; in educational offerings and materials.

The Board encourages its staff to improve human relations within the schools, and to establish channels through which citizens can communicate their human relations concerns to the administration and the Board.

Ref: Civil Rights Act of 1964, Title VI, 42 USC §2000C-d
Civil Rights Act of 1964, Title VII, 42 USC §2000C-e
Title I, Education Amendments of 1972, 20, USC §1681
Rehabilitation Act of 1973, §504, 29 USC § 794
Executive Order 11246, as amended by E.O. 11375
Equal Pay Act, as amended by the Education Amendments of 1972
Education for All Handicapped Children Act of 1975

Cross-ref: 5030, Student Complaints and Grievances
9140.1, Staff Complaints and Grievances

Adoption date: July 6, 2000

Board Policy EQUAL EDUCATIONAL OPPORTUNITIES

The goal of the district is to give every individual the opportunity to develop and achieve to his or her maximum potential. The district therefore shall provide every student with equal educational opportunities regardless of race, color, creed, sex, national origin, religion, age, economic status, marital status, or disability.

An educational environment will be fostered that attempts to provide equal educational opportunity for all students. Educational programs and services will be designed to meet the needs of all students and shall not discriminate based upon any of the above-mentioned factors. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities or other school resources.

Ref: Title VI, Civil Rights Act of 1964
Title VII, Civil Rights Act of 1964. As amended by the Equal Employment Opportunity Act of 1972
Executive Order 11246, amended by Executive Order 11375
Title IX, Educational Amendments of 1972
Education for all Handicapped Children Act of 1975 (P.L. 94-142)
Vocational Rehabilitation Act of 1973. § 504
Brown v. Board of Education, 347 U.S.483 (1954)

Board Policy CIVIL RIGHTS

The Hempstead School District or BOCES hereby advises students, parents, employees and the general public that it offers employment and education opportunities, including career and technical education opportunities, without regard to sex, race, color, national origin, or handicap. Grievance procedures are available to interested person by contacting the person(s) listed below.

Inquiries regarding this nondiscrimination policy may be directed to:

1. Title IX Coordinator (sex discrimination)
Name of Coordinator, Title: Personnel Administrator, Address: 185 Peninsula Blvd, Hempstead, NY 11550, Phone Number: (516) 292-7111 ext 1144
Section 504 Coordinator (handicap discrimination) Name of Coordinator, Title: Dr. E. Bonner Address: 436 Front Street, Hempstead, NY 11550, Telephone Number: (516) 292-7111 X 3132.

Adoption Date: July 11, 2001

COMPREHENSIVE ATTENDANCE POLICY

In accordance with State Education Compulsory Attendance Law, the Board of Education requires each child between the ages of six to 16 to regularly attend school full-time, unless he/she has completed a four-year high school course of study. Therefore, it is believed that it is every family's basic responsibility as members of the school community, to make certain that each student is on time to school and attends all classes.

In addition, the Board recognizes that the safety and well-being of each child becomes the school's responsibility during the school day. Therefore, unexcused absences become a safety as well as an educational issue.

Through implementation of this policy, the Board expects to reduce the current level of unexcused absences, tardiness, and early departures (referred to in this policy as "ATEDs"), encourage full attendance by all students, maintain an adequate attendance recordkeeping system, identify patterns of student ATEDs and develop effective intervention strategies to improve school attendance.

INCENTIVES TO ENCOURAGE PUPIL ATTENDANCE

To further encourage good school attendance, the district will design and implement systems to acknowledge a student's efforts to maintain or improve school attendance. This incentive will include district and building level recognition programs and activities.

Adoption date: October 3, 2002

5100-R

STUDENT ATTENDANCE REGULATION

PURPOSE

To be successful in this endeavor, it is imperative that all members of the school community are aware of this policy, its purpose, procedures and the consequences of non-compliance. To ensure that students, parents, teachers and administrators are notified of and understand this policy, the following procedures shall be implemented.

1. The attendance policy will be included in student handbooks and will be reviewed with students at the start of the school year.
2. Parents will receive a plain language summary of this policy by mail at the start of the school year. Parents will be asked to sign and return a statement indicating that they have read and understand the policy.
3. When a student is absent, tardy, or leaves early from class or school without excuse, designated staff member(s) will notify the student's parent(s) by phone and mail of the specific ATED, remind them of the attendance policy, and review ATED intervention procedures with them.
4. A back-to-school event will be held at the beginning of each school year to explain this policy and stress the parents' responsibility for their ensuring their children's attendance.
5. School newsletters and publications will include periodic reminders of the component of this policy.
6. The district will provide a copy of the attendance policy and any amendments thereto to faculty and staff. New staff will receive a copy upon their employment.
7. Copies of this policy will also be made available to any community member upon request.

PROCEDURES FOR PARENTS/GUARDIANS

Regular attendance and punctuality are vital to a successful educational process. A positive attitude toward these essential components is introduced and learned in Hempstead's elementary and secondary schools. As we continue to ensure proper attendance policy implementation, these positive attitudes will be reinforced at all levels. Parents and students are responsible to ensure regular and punctual school attendance. As such, parents/guardians will be required to adhere to the following procedures:

1. Call school's office on the elementary level and the attendance office on the secondary level, whenever the student is going to be absent or late; the nurse/attendance office will notify the teacher.
2. Ensure that the school has the student's correct home and emergency phone numbers.
3. Check report cards for absences.
4. Send a written note with the child's first and last name, date and reason for the absence or tardiness on the school day following the absence or tardiness.
5. If a student is absent more than 5 consecutive school days, a doctor's note is required upon the student's return to school. *Any student who has been absent from school due to a contagious disease must present a certificate of admission from his or her family physician to the School Nurse before admittance to class.*

6. If a student requires an early release, the parent/guardian or individuals listed as emergency contacts must come to the Principal's Office on the elementary level, and the attendance office on the secondary level, and be prepared to show picture identification prior to the early release of the student.

5100-R

DISTRICT ATTENDANCE MONITORING / CONSEQUENCE PROCEDURES

All ATEDs must be accounted for. It is the parent's responsibility to notify the school office within at least 24 hours of the ATED and to provide a written excuse upon the student's return to school.

GENERAL MONITORING PROCEDURES:

1. Attendance will be taken during each class period
2. At the conclusion of each class period or school day, all attendance information shall be compiled and provided to the designated staff member(s) responsible for attendance.
3. The nature of an ATED shall be coded on a student's record.
4. Student ATED data shall be available to and should be reviewed by the designated school personnel in an expeditious manner.
5. Where additional information is received that required corrections to be made to a student's attendance record, such correction will be made immediately. Notice of such a change will be sent to appropriate school personnel subject to applicable confidentiality rules.
6. Attendance data will be analyzed periodically to identify patterns or trends in student absences.
7. Where consistent with other school practices, teachers and staff shall detain students in the hallways who are absent from a class period without excuse and refer the students to the Building Principal or Dean, as appropriate.
8. Continuous monitoring will be conducted to identify students who are absent, tardy, or who leave class or school early.

MIDDLE AND HIGH SCHOOL LEVELS MONITORING AND CONSEQUENCE PROCEDURES:

1. The classroom teacher will carefully maintain a daily student attendance roster, including tardiness, each period. Twice per day (morning and afternoon), this information will be forwarded to the attendance office, and the Community Aides for Attendance will enter the information into the computer.
2. On a daily basis, the building Community Aides for Attendance will pursue the resolution to unexcused absences and tardiness, and will document the results in the computer accordingly. Priority will be given to students who have record of non-attendance and unexcused absences.
3. The Attendance Teacher will review the computerized class rosters bi-monthly, and identify students with unexcused absences or patterns of absences and/or tardiness.
4. The Attendance Teacher and Community Aides for Attendance will work in concert on follow-up interventions and enter the results from the following efforts into the computer:
 - a. phone calls
 - b. correspondence
 - c. conferences
 - d. home visits
 - e. Child Protective Service involvement when necessary
 - f. PINS Petition when necessary
5. If social or domestic problems are observed by the Attendance Teacher or Community Aide for Attendance during their interactions with families, they will report any suspected abuse and a referral will be forwarded to the building Social Worker for further intervention.
6. The Principal or his/her designee will be given a monthly status report and will work with the Attendance Teacher regarding the resolution of related problems or issues.
7. Staff development will be conducted at least annually to assure that attendance improvements are continually implemented.

00-R

INTERVENTION STRATEGIES

The Hempstead School District has taken the position that course credit will not be denied based on attendance. However, procedures, interventions and consequences based on the failure to comply with attendance standards especially for High School.

Students are as follows:

Full Year Courses - 5th Absence
Half Year Courses - 3rd Absence

1. The teacher notifies the Attendance Office
2. The Attendance Teacher sends a letter informing the parent/guardian of the absences.
3. The teacher conferences with the student and parent, if feasible, upon his/her return.

Full Year Courses - 10th Absence

Half Year Courses - 5th Absence

1. The teacher notifies the Attendance Office, and the Attendance Teacher alerts the social worker and guidance counselor.
2. The Attendance Teacher sends a second letter informing the parent/guardian of the number of absences, and follows-up with a telephone call within 5 school days.
3. Upon receiving the Attendance Teacher's notification, the social worker conferences with the parent/student and makes referrals for further support if necessary.

Full Year Courses - 15th Absence

Half Year Courses - 7th Absence

1. The teacher submits to the attendance office a list of those students who have 15 absences.
2. The Attendance Teacher sends a letter informing the parent/guardian of the number of absences, and follow-up with a telephone call.
3. The Attendance Teacher holds a conference with the social worker/guidance counselor, and a referral to the Team Center for further intervention will be made if deemed necessary.
4. The Team Center social worker will make referrals to appropriate agencies for additional student/parent support.

Full Year Courses - 20th Absence

Half Year Courses - 10th Absence

1. The teacher notifies the Attendance Office
2. The Attendance Teacher and other support staff involved conference with the principal.
3. The principal sends a certified letter (return receipt) informing the parent/guardian of the number of absences.
4. The principal holds a conference with the parent/guardian, student and other involved staff, and an Individual Attendance Plan (IAP) is developed.
5. The parent/guardian and student sign an IAP contract, acknowledging the consequences for the failure to comply.

5100-R

DISCIPLINARY CONSEQUENCES

Unexcused ATEDs will result in disciplinary action consistent with the district's Code of Conduct. These penalties may include:

- 1) In-School Suspension
- 2) Detention
- 3) Ineligibility to participate in extra-co-curricular activities
- 4) PINS Petition
- 5) Guidance Counselor referral
- 6) Letters to parent(s)/guardian(s)
- 7) Child Protective Service referral
- 8) Placement in PM School

In addition, designated staff member(s) will contact the student's parents and the student's guidance counselor. Such staff member(s) shall remind parents of the attendance policy, explain the ramifications of unexcused ATED's, stress the importance of class attendance and discuss appropriate intervention strategies to correct the situation.

Adoption date: October 3, 2002

ACADEMICS

THE HEMPSTEAD BOARD OF EDUCATION GRADING POLICY

All students' quarterly grades are determined based on the following percentage breakdown:

Tests and/or Quizzes	60%
Projects	20%
Homework	10%
Class work/Participation	10%

To receive a satisfactory grade in classroom participation, students will be required to complete assignments and lessons missed upon his/her return to school. The student has the direct responsibility to obtain the lessons missed during an absence within the designated time period and make-up limits outlined in the attendance guidelines set forth for each school.

HEMPSTEAD HIGH SCHOOL HONOR ROLL

Principal's List

Criteria

- Marking Period average of an 90 or above for all courses, no grade in any course may be lower than 80

Arista

Criteria

- Marking Period average above an 89.5 for all courses

Honor Roll

Criteria

- Marking Period average between 84.5 – 89 for all courses

Merit

Criteria

- Marking Period average between 79.5 – 84.4 for all courses

E-Club

Criteria

1. Recommended by teacher
2. Exemplary effort, character and work ethic
3. Student is not a recipient of the other honor rolls

Class Rank

At the completion of the eleventh year, a weighted grade point average (GPA) is determined for each student. Weighting is used to calculate rank in class. Honors classes are awarded five points on the final grade. Advanced Placement and College Affiliated Courses are awarded seven points on the final grade. The weighted GPA is calculated by averaging the resulting grades. The weighted students' GPAs for all students are arranged in sequence order, thus determining the class rank for each student. Please note: In order for a student to be ranked, the student must attend Hempstead High School for the entire four years.

DIPLOMA REQUIREMENTS

REGENTS DIPLOMA

To receive a New York State High School Regents Diploma, students must pass a series of Regents examinations as listed below.

COURSES	REGENTS DIPLOMA	ADVANCED REGENTS DIPLOMA
English	1	1
Global Studies	1	1
U.S. History & Government	1	1
Math Regents	1	2
Science Regents	1	2
Foreign Language (L.O.T.E.)	0	1

COLLEGE ENTRANCE EXAMS

Hempstead High School is a test center for SAT I and SATII Exams. (Scholastic Aptitude Test Subject Test). In addition, Hempstead High School offers the Preliminary Scholastic Aptitude Test (PSAT). All sophomores and juniors should see their guidance counselors for further details. Act Exams are another option for college entrance requirements. Hempstead High School is a center for the ACT Exams. Juniors and Seniors are recommended to take the exam. Most college and universities require students to take these tests as part of the admissions process. During the student's junior and senior years, individual counseling sessions are held with the students and parents concerning college admissions procedures and financial aid, with the goals of helping the student make appropriate choices.

NEW YORK STATE DIPLOMA REQUIREMENTS Passing Scores <i>EFFECTIVE DECEMBER 1, 2003</i>			
<i>Entering Freshman Class, Year of</i>	<i>Local Diploma Requirements</i>	<i>Regents Diploma Requirements</i>	<i>Regents Diploma with Advanced Designation Requirements</i>
2004	Score 55-64 on 5 required Regents exams and earn 22 units of credit	Score 65 or above on 5 required Regents exams. Earn 22 units of credit	Score 65 or above on 8 required Regents exams. Earn 22 units of credits
2005	Score 65 or above on 2 required Regents exam and score 55 or above on 3 required Regents exams. Earn 22 units of credit.	Score 65 or above on 5 required Regents exams. Earn 22 units of credit	Score 65 or above on 8 required Regents exams. Earn 22 units of credits
2006	Score 65 or above on 3 required Regents exam and score 55 or above on 2 required Regents exams. Earn 22 units of credit.	Score 65 or above on 5 required Regents exams. Earn 22 units of credit	Score 65 or above on 8 required Regents exams. Earn 22 units of credits
2007	Score 65 or above on 4 required Regents exam and score 55 or above on 1 required Regents exams. Earn 22 units of credit.	Score 65 or above on 5 required Regents exams. Earn 22 units of credit	Score 65 or above on 8 required Regents exams. Earn 22 units of credits
2008		Score 65 or above on 5 required Regents exams. Earn 22 units of credit	Score 65 or above on 8 required Regents exams. Earn 22 units of credits

Note: The Regents Competency Test safety net for students with disabilities will continue to be available for students entering grade 9 prior to September 2010. Students using this safety net will receive a local diploma. The low-pass option of scoring between 55-64 on the required Regents exams to earn a local diploma will continue to be available for students with disabilities, without local option.

Class of 2005 and Beyond DIPLOMA REQUIREMENTS
--

A student must complete 22 units of credit in order to graduate from high school, with either a regents or local diploma and complete the requirements as listed below.

Fill in the boxes with your own course selections and use the check off box to help you maintain your records.

The 22 units of credit shall include the following subjects:

<u>Course</u>	<u>Regents Diploma</u>	<input type="checkbox"/>	<u>Advanced Regents Diploma</u>	<input type="checkbox"/>
English	4 units		4 units	
Social Studies	4 units		4 units	
Science	3 units		3 units	
Math	3 units		3 units	
Foreign Language	1 unit		3 units	
Health	.5 unit		.5 unit	
Computer Applications	.5 unit		.5 unit	
Art/Music	1 unit		1 unit	
Sequence Require. and/or electives	3 units		1 unit	
Physical Education	2 units		2 units	
	(0.5 per year)		(0.5 per year)	

* A course in Technology may be taken as the third unit of credit in Mathematics or Science but not both.

**Five units in Art/Music/Technology sequence

REGENTS AND ADVANCED REGENTS DIPLOMA- Must pass All Regents Exams with a **65 or above**

STUDENT WORKSHEET

Name: _____					
ID#: _____					
Graduation Requirements					
Cohort (year entered 9 th grade) _____					
Minimum 22 Credits					
English	9 th	10	11 th		12 th
Social Studies	Global 1	Global 2	U.S.		P I G E C O
Science	1	1	1		
Math	1	1	1		
Language	1				
Health	½				
Art/Music	½	½			
Computer	½				
Phys. Ed.	½	½	½		½
Electives	1	1	½	½	
Regents Diploma					
Exams (MUST PASS WITH 65)					
English					
Global					
U.S. History					
Science					
Math					
Advanced Regents Diploma					
<i>IN ADDITION TO THE ABOVE EXAMS, THE FOLLOWING 3 EXAMS ARE REQUIRED</i>					
<i>Exams</i>					
Foreign Language					
Science					
Math					
Regents Diploma with Advanced Designation with Honors					
Achieve an average of 90% on all Regents					

- Entering Sophomore- no less than 5½ credits*
 - Entering Junior- no less than 10½ credits
 - Entering Seniors- no less than 15½ credits
- *Along with Passing the English and Social Studies Course & Regents Exams for that year

CO-CURRICULAR AND EXTRA-CURRICULAR PROGRAMS

The Board of Education recognizes the educational values inherent in student participation in district extracurricular programs. Programs should be open to all students and further develop students' interests in school-related areas, community projects, athletics and music.

Recognizing that student activities are a part of the school's educational program, the following are the criteria which all student activity programs must meet:

1. Student activities must have educational value.
2. Student activities must be in balance with other curricular offerings in the schools.
3. Student activities must be managed in a professional manner and sponsored by a faculty advisor.
4. Each student activity must have at least 10 or more students enrolled.
5. Staff advisors for student activities must prepare monthly reports of programs and the number of students enrolled and make these reports available for review by the Board of Education; and staff advisors cannot sign up to participate in more than one activity when the program schedules overlap with the other.

Prior to the implementation of each extra co-curricular activity and club for the school year, each advisor is required to attend an orientation provided by the district.

Eligibility

Students failing more than one subject will be declared ineligible for a five-week period. Report cards and progress reports will be used to determine academic eligibility.

Students who are ineligible because of unacceptable conduct will remain ineligible until such time that they can obtain favorable attitude reports from the teacher(s) or staff involved. These students should be referred to the appropriate personnel for counseling and professional support.

A seasonal report on incidents and progress shall be submitted by the Principal to the Superintendent for review by the Board.

Adoption date: March 24, 1999
Revised: December 12, 2002

CO-CURRICULAR AND EXTRA-CURRICULAR CLUBS/ACTIVITIES		
Art Club	Future Business Leaders	Senior Class
Blue & White Corner	Haitian Club	Sophomore Class
Cheerleaders-JV & Varsity	Junior Class	Spanish Club
Chess Club	Key Club	Student Government
Chorus	Law Club	Step Club
Computer Club	Math Club	Teachers of Tomorrow
Debate Club	Multicultural Council	Tigers Roar Club
Drill Team Club	Multicultural Dance	Year Book
Freshmen Class	National Honor Society	Worst to First
French Club		

SPORTS PROGRAM		
<i>Fall Season</i>	<i>Winter Season</i>	<i>Spring Team</i>
Football , Varsity & J.V.	Varsity Basketball-Boys, Girls J.V. Boys	Baseball
Soccer, Varsity –Boys J.V.-Boys, Girls	Wrestling	Badminton- Girls
Cross Country	Bowling	Softball- Girls
Swimming- Girls	Winter Track- Boys, Girls	Tennis
Volleyball- Girls	Swimming	Lacrosse
Tennis- Girls		Track- Boys, Girls

LIBRARY MEDIA CENTER

The mission of the library media program is to ensure that students and staff are effective users of ideas and information technology. The program is a collaborative and cooperative venture in which administrators, library media specialists, teachers, and library support staff work together to provide opportunities for the social, cultural, and academic growth of the student.

Student and staff use the Online Public Access Catalog (OPAC) to locate information and materials available in the Library Media Center. All students and staff are assigned patron identity numbers. Books, videos, and equipment are circulated using this system. Lastly, the Computer Network for Education Regulation 4526-R(Acceptable Use Policy) outlining the rules and regulations governing the use of the districts computer system are strictly enforced.

Library Hours

Monday-Friday 8:00 A.M. - 3:00 P.M.

Monday-Thursday 3:00 P.M. - 8:00 P.M.

To accommodate all students and staff effectively, the following rules are enforced.

- All books, except reference books, are circulated for one week and may be renewed for an additional week.
- Materials are loaned to all students and staff. Students are allowed to have 2 books on loan at any given time period.
- Magazines, pamphlets, and reference materials are restricted to in – library use.
- Passes to the library must be submitted at the circulation desk for every period of use. Teachers of the various disciplines are to write official school passes to the library with the prescribed assignment, indicating the correct date and period. No student will be admitted to the library without; a pass, schedule or school issued ID.
- Students may use schedules to enter the library during free periods.
- All students entering the library must check and sign in at the circulation desk every period. Students wishing to use the computer must have a signed parent and student computer network for Education Regulation 4526-R on file in the library media center.
- The library media center is available to all for study, research, leisure reading, computer workstation use, and multi-media instruction.
- All patrons are required to conduct themselves in a manner which will permit everyone to realize the full benefits of the library media center.
- Any cases of misconduct will lead to loss of library privileges.
- Fines are charged for overdue books and students must pay for any books lost.
- A student with an overdue book will not be allowed to charge out any material until it is returned or paid for. The fine is \$.05 per day up to a maximum of \$1.00 per book.
- A coin-operated copier is available for use at \$.05 per copy.

*THE LIBRARY MEDIA CENTER
YOUR GATEWAY TO THE INFORMATION HIGHWAY*

STUDENT GOVERNMENT CONSTITUTION

PREAMBLE

We, the students of Hempstead High School, in order to provide for the proper representation of the entire school body, create a better school and community, improve communication, and promote enthusiasm and pride in our school, do hereby establish this constitution that will guide and regulate the actions of the Student Government of Hempstead High School.

Article I-Eligibility

Section 1. Each student council member-in order to be a member must have and maintain at least a 75 average. No prospective member of the student council shall have a grade point average of 75 or less.

Section 2. No member of the student council shall have more than 10 absences per quarter.

Section 3. No member of the student government shall fail more than one class per quarter.

Section 4. The student council shall have all the appropriate powers necessary for the enforcement of this Article.

Article II-Elections

Section 1. Students wishing to be a member of student government may petition the advisor at least 30 days before the election.

Section 2. Any student who meets the eligibility requirements of the student government shall be able to run for the student government.

Section 3. Each year the entire student government shall be voted upon by their respected grades, with the exception of the At-Large representative who shall be elected by the entire student body.

Section 4. There shall be no term-limits for any member of the student government.

- Section 5.** Once a student is a member of student government, there shall be a weeklong campaign and a written proposal to the advisor demonstrating intention on becoming an executive officer (President, Vice-President, Treasurer, and Secretary).
- Section 6.** The student government advisor shall conduct all elections for the executive officers of the student government.
- Section 7.** The election of all executive officers shall be conducted by secret ballot without any exceptions.
- Section 8.** If an executive member shall be elected to another term, that member shall have to run for the executive cabinet again.
- Section 9.** The class advisor shall determine the date for general elections; the student government shall determine Where to hold executive elections.

Article III-Executive Branch

Section 1. Powers and duties of the President

- a. The President shall preside at all student government meetings.
- b. The President shall be responsible for executing all actions of the student government.
- c. The President shall plan the agenda for all meetings.
- d. The President may speak on behalf of the student government in certain situations of need.
- e. The President shall from time to time, report to the student government on the state of the student body.
- f. The President may make special appointments to fill vacancies, only with a two thirds vote of approval of the student government.
- g. The President may veto, in writing actions of the student government. The student government may override the President's veto a by two-thirds vote.
- h. The President may call a special meeting, in cases of emergency, and he/she shall have the power to end a meeting.
- i. The President shall not partake in any debates unless he/she vacates the presiding chair and passes duties to the Vice-President.

Section 2. Powers and duties of the Vice-President

- a. The Vice-President shall assume the power and duties of the President in his or her absence in the event the President is unable to perform the stated duties.
- b. The Vice-President shall help the President in creating the agenda for all general meetings.
- c. The Vice-President shall be responsible for alerting all members of emergency or emergency meetings.
- d. The Vice-President in the event of the absence of the secretary shall take all the minutes for the student government meeting.
- e. The Vice-President shall succeed the President in the event that he/she becomes unable to perform the duties of office, resigns, or is impeached.

Section 3. Powers and duties of Treasurer

- a. The Treasurer shall see that the student government's debts are paid and that money owed is collected.
- b. The Treasurer shall keep a complete and current report of the student government's financial reports.
- c. The Treasurer shall at the last meeting of each month report to the student government of the fiscal matters of that particular month.

Section 4. Powers and duties of the secretary

- a. The Secretary shall keep a file of minutes from each meeting.
- b. The Secretary shall provide a copy of the agenda for every member at each meeting.
- c. The Secretary shall provide a copy of the previous meeting's minutes to all members at each meeting.
- d. The Secretary shall maintain a record of attendance of members at all student government meetings.
- e. The Secretary shall keep and maintain a record of all student governments' activities (calendar)
- f. The Secretary shall keep any miscellaneous paperwork
- g. The Secretary shall retain all significant mail
- h. The Secretary shall prepare all memorandums, letters, or paperwork of student government

Article IV-Meetings

- Section 1.** One day per week shall be established as the official business meeting of the student government.
- Section 2.** All student government meetings shall be open to the public, with the exception of those dealing with the installation, censure, impeachment, or expulsion.
- Section 3.** Minutes and agendas of the student government shall be made available to any member of the student body who wishes to obtain them.
- Section 4.** The student government parliamentary authority shall be the latest edition of Robert's **Rules of Order**.
- Section 5.** A quorum of the student government shall be two thirds of its meetings. A quorum shall be needed for any vote to take place.
- Section 6.** The President with the consent of the advisor shall have the authority to call special meetings of the student government.
- Section 7.** Minutes from the previous meeting shall be read each meeting.
- Section 8.** All attendance records shall be made public.

Article V-Removal from Office

- Section 1.** An officer or representative may be removed from office for:
- a. Repeated failure to attend meetings (four unexcused absences per semester)
 - b. Repeated tardiness will be considered as arriving to meetings late but not less than 5 minutes.
 - c. 2 unexcused tardiness are equivalent to one absence.
 - d. Failure to carry out duties as an officer or representative.
- Section 2.** The student government shall constitute a trial board and the advisor shall preside over impeachment trials. A two-thirds vote of the entire student government shall be necessary to remove anyone from office.
- Section 3.** Any member of student government may bring a case against another member, as long as the case is not subjective.
- Section 4.** If the case is found to be false, then the member who brought up the charge will be automatically impeached.

Article VI-Amendments

- Section 1.** Recognizing that no set of documents or set of rules governing an organization is without flaw or in need of change at some time in its existence, we have established a process for amending this constitution.
- Section 2.** When voting members of the student government deem it necessary, they shall propose an amendment to this constitution.
- Section 3.** Ratification will occur with an approval from three-fourths of the voting members of the student government.
- Section 4.** Approval for this procedure of amendments will occur as stated above and shall become effective immediately.

Article VII-Code of Conduct

- Section 1.** All actions adopted by this student government shall not in any way violate any law, rule, statute of the Hempstead Union Free School District, or New York State Constitution.

Approval Date: Student Government- 2-18-05

526

COMPUTER USE/INTERNET SAFETY FOR TEACHERS AND STUDENTS

The Board of Education is committed to optimizing student learning and teaching. The Board considers student access to a computer network, including the Internet, to be a powerful and valuable educational and research tool, and encourages the use of computers and computer-related technology in district classrooms solely for the purpose of advancing and promoting learning and teaching.

The computer network can provide a forum for learning various software applications and through online databases, bulletin boards and electronic mail, can significantly enhance educational experiences and provide statewide, national and global communication opportunities for staff and students.

All users of the district's computer network and the Internet must understand that use is a privilege, not a right, and that use entails responsibility.

The Superintendent of Schools shall establish regulations governing the use and security of the district's computer network. All users of the district's computer network and equipment shall comply with this policy and those regulations. Failure to comply may result in disciplinary action as well as suspension and/or revocation of computer access privileges.

The Superintendent shall be responsible for designating a computer network coordinator to oversee the use of district computer resources. The computer coordinator will prepare in-service programs for the training and development of district staff in computer skills, and for the incorporation of computer use in appropriate subject areas.

The Superintendent, working in conjunction with the designated purchasing agent for the district, the computer network coordinator and the instructional materials planning committee, will be responsible for the purchase and distribution of computer software and hardware throughout district schools. They shall prepare and submit for the Board's approval a comprehensive multi-year technology plan which shall be revised as necessary to reflect changing technology and/or district needs.

Adoption date: July 6, 2000

4526-R

COMPUTER NETWORK/INTERNET SAFETY FOR TEACHERS AND STUDENTS REGULATION

Computer use and Internet access is now available to **students** and **teachers** in the Hempstead Public School District as we believe it offers valuable, diverse, and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence in the District by facilitating resource sharing, innovation and communication.

Access to the Internet will enable students and teachers to explore thousands of libraries, databases, and bulletin boards while exchanging messages with users throughout the globe. In addition, the System will be used to increase school communication, enhance productivity, and assist employees in upgrading their skills through greater exchange of information with their peers. The System will also assist us in sharing information with the local community, including students, parents, businesses, service and governmental agencies.

With access to computers and people from around the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. As such, the District has implemented certain precautionary measures with respect to the use of its System. For the purposes of this policy, the term **System** shall refer to all of the District's computers, software, network capabilities, e-mail, Internet access, and other technical supports. Requirements regarding the use of the District's System apply to all uses of the System, irrespective of whether that use occurs on or off of school grounds.

It is the District's policy to prevent user access over its System to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; prevent unauthorized access and other unlawful online activity; prevent unauthorized online disclosure, use or dissemination of personal identification information of minors and to comply with the Children's Internet Protection Act, Pub. L. No. 106-554 and 47 USC 254(h) ("CIPA"). Some material obtained via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. For this reason and as required by the CIPA, technology protection measures (or "Internet filters") have been implemented by the District to block or filter access to inappropriate information over the Internet, or other forms of electronic communications, while at school.

To the extent practical, Internet filtering shall be used to block or filter inappropriate information that shall include but may not be limited to materials that are deemed obscene, child pornography or harmful to minors. This filtering will be disabled only for staff members upon request and after a determination by the employee's supervisor that the disabling is needed for bona fide research or other lawful purposes. Online activities of students will be monitored for appropriate use.

The purpose of this policy is to ensure that use of computers and Internet resources is consistent with our stated mission, goals, and objectives. The smooth operation of computer resources relies upon the proper conduct of the students and staff who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you acquire when provided with access to the System.

Failure to comply with Federal, State and Local and/or District policies, rules and/or regulations, subjects the User to disciplinary action as well as the suspension, restriction and/or revocation of system access privileges.

To gain access to the System, all students under the age of 18 must obtain parental permission and students 18 and over must indicate their acknowledgment of this Policy and Regulation. The signatures forms (Exhibits E.1-E.4) at the end of this Policy and Regulation are binding and indicate the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Terms and Conditions

- 1) System users must adhere to all of the District's policies, rules, regulations and/or procedures including, but not limited to, the District's policies and regulations regarding student and employee conduct. Users are responsible for good behavior when using school computers, just as they are in a classroom or a school hallway.
- 2) Technology resources are provided for students and teachers to conduct research and communicate with others. Access to Internet/network services is conditionally given to students who agree to act in a considerate and responsible manner. *Access is a privilege - not a right.* That access entails responsibility. Inappropriate use may result in a suspension or cancellation of Internet privileges. The District may terminate access at any time deemed warranted.
- 3) The individual in whose name an account is issued is responsible at all times for its proper use. Users are expected to abide by generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner, while using the System.
- 4) Users are not permitted to use the computing resources for product advertising, political lobbying, political campaigning or commercial purposes, including any sort of solicitation, unless it is in accordance with law and there is written permission of the school board.
- 5) It shall be the responsibility of all members of the Hempstead School District staff to supervise and monitor usage of the System in accordance with this policy and CIPA. In addition, District's Director of Technology shall oversee the District's Computer System and shall examine all System activities, as deemed appropriate, to ensure proper use of the System. The Director of Technology shall also ensure that District policy and rules governing use of the System is disseminated to all System users shall provide employee training for proper use of the System and will ensure that staff who are responsible for supervising students in their use of the District's System, provide similar training to their students. Moreover, the Director of Technology shall be responsible for ensuring that the District's policy and regulations regarding the use of the System are

- reviewed with all System users, including students and staff. The Director of Technologies shall ensure that as part of the training provided, users are alerted to the privacy limitations placed on System users, as detailed herein.
- 6) Computing resources may only be used for legal purposes and may not be used for any purpose that is illegal, immoral, unethical, dishonest, damaging to the reputation of the school and/or inconsistent with the mission of the school or District. As detailed herein, impermissible uses include, but are not limited to the following:
- a. Use of the System to abuse, harass or intimidate others
 - b. Using the System in connection with illegal activities and/or in any manner that is obscene, defamatory, disruptive to school activities, and/or jeopardizes the health and safety of others. Transmission of material, information or software in violation of District policy or regulation, local, state or federal law or regulation, is prohibited. Information pertaining to or implicating illegal or unlawful activity will be reported to the proper authorities
 - c. Fraud or misrepresentation
 - d. Destruction of or damage to equipment, software or data belonging to the school or others
 - e. Disruption or unauthorized monitoring of electronic communications
 - f. Unauthorized copying or transmission of copyright-protected material
 - g. Violation of computer system security
 - h. Use of computer accounts, access codes (including passwords) or network identification numbers (including e-mail addresses) assigned to others without prior written approval from the teacher/administrator or Director of Technologies, as appropriate
 - i. Attempting to read, delete, copy or modify the electronic mail of other system users, engaging in the deliberate or reckless interference with the ability of System users to send and/or receive electronic mail, and/or committing any forgery or attempted forgery of electronic mail messages
 - j. Unauthorized online access, including Ahacking@ and other unlawful activities
 - k. Use of computer communications facilities in ways that unnecessarily impede the computing activities of others (such as randomly initiating interactive electronic communications or e-mail exchanges, overuse of interactive network utilities, downloading extensive files, sending mass e-mails, transmitting or propagating chain e-mail letters, etc.
 - l. Development or use of unapproved mailing lists
 - m. Use of computing facilities for private business purposes
 - n. Academic dishonesty
 - o. Violation of software license agreements
 - p. Violation of network usage, policies and regulations
 - q. Violation of privacy
 - r. Posting or sending obscene, pornographic, sexually explicit or offensive material
 - s. Posting or sending material that is contrary to the mission or values of the District
 - t. Intentional or negligent distribution of computer viruses
 - u. Transmitting personal information about oneself or others, including, but not limited to, pictures, addresses, phone numbers, pager numbers and e-mail addresses
 - v. Loading software or disks onto the District's System without permission of the Director of Technologies or his/her designee
 - w. Using the System for reasons other than educational purposes
 - x. Use of the System for commercial purposes
 - y. Using the System to support or oppose political candidates or ballot measures
 - z. Engaging in the malicious or reckless attempt to harm or destroy District equipment or materials, including hardware, software and related printed material, data of another user of the System or any of the agencies or other networks that are connected to the Internet (Vandalism)
 - aa. Using the System while privileges have not been granted or while access privileges have been suspended or revoked
 - bb. Taking any action inconsistent with any State, Federal, Local and/or district law, policy, rule and/or regulation
 - cc.

Security

- 6) Security on any computer system is a high priority, especially when the system involves many users. To the extent practical, the District shall employ steps to promote the safety and security of users of the System when using electronic mail and other forms of direct electronic communications. In accordance with CIPA, these measures shall be aimed at preventing inappropriate System usage including, but not limited to, unauthorized access (such as hacking) and other unlawful activities as well as unauthorized disclosure, use and dissemination of personal identification information regarding minors. However, users must be aware that electronic files are not necessarily secure. Users of electronic mail systems should recognize that electronic mail in its present form is generally not secure and is extremely vulnerable to unauthorized access and modification. If you feel you can identify a security problem in the school's computers, network, or internet connection, you must notify the principal or Director of Technology. Do not demonstrate the problem to others. Using someone else's password or trespassing in another's folders, work, or files without written permission is prohibited.

Attempts to log on to the Internet or a network as anyone but yourself is a violation of this policy and may result in disciplinary action.

- 8) The Hempstead School District makes no warranties of any kind, whether expressed or implied, for the service the user is accessing. We assume no responsibility or liability for any phone charges, line costs or usage fees, nor for any damages may a user suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained via the Internet is at your own risk. We specifically deny any responsibility for the accuracy or quality of information obtained through its services. The District will provide filtered access to the Internet, but is not responsible for the failure of such filters to prevent full proof access to objectionable materials. Each user is responsible for verifying the integrity and authenticity of the information used and provided.

Vandalism

- 9) Vandalism may result in cancellation of district computer privilege or disciplinary action. Vandalism is defined as any malicious or reckless attempt to harm or destroy District equipment or materials, including but not limited to District hardware, software and related printed material, data of another user of the District's System, the Internet, and/or other networks that are connected to the Internet. This includes, but is not limited to, the intentional or reckless uploading or creation of computer viruses, or any illegal or improper use of the Internet or accessed equipment.

Installing Software or Modifying Computer Systems

- 10) Downloading software, games, programs, digital music files, movie clips etc. uses up the District's network capacity and can slow or stop legitimate academic and administrative usage, may be a copyright violation, and poses a security risk to the District's System. Students and staff are not allowed to install or remove software on any computers belonging to the Hempstead Public School System without the prior approval of the District's Director of Technology. This means that students and staff may not bring materials (including, but not limited to, games, programs software, etc.) from home and install them on the District's computers, or download software from the Internet and install it on computers. Students are not allowed to modify the setup of computer systems belonging to the District. This means that students should not change any settings on a computer, any Internet browser settings, or the names of any files on a District's computer, except for files created by the student for academic use. Any software that is appropriately installed must be properly licensed and compatible with the school's computers and networks and meet the District's academic standards as well as its policies, regulations and/or procedures.

Digital Music Files and Peer-to-Peer File Sharing Software

- 11) As set forth above, students and staff are also prohibited from downloading digital music files (MP3s) and movie clips to District computers, using peer-to-peer file sharing programs.

Privacy and Confidentiality

- 12) System Users have no expectations of privacy with respect to any data stored or transmitted via the District's system, or used in conjunction with the district's system. The Hempstead School District shall monitor the use of the District's System and the District reserves the right to inspect and examine any aspect of the District's System including, but not limited to school owned or operated communications systems computing resources and/or files or information contained therein, at any time.

Sanctions

- 13) Violations of the terms and conditions of this Agreement shall subject users to loss of computer access, as well as other disciplinary action. Illegal acts involving school computing resources may also subject violators to prosecution by local, state and/or federal authorities.

BEFORE SIGNING ANY OF THE ATTACHED RELEASE FORMS (EXHIBITS E.1-E.4,) BE SURE TO READ THIS DOCUMENT CAREFULLY

Regulation Adoption date: September 21, 2004

4526-E.1

STUDENT AGREEMENT EXHIBIT

I have read the *Hempstead School District Computer Use/ Internet Safety Policy*. I agree to follow the rules contained in this policy as well as all District policies, rules, procedures and/or regulations. I understand that if I violate the rules my access to the District's Computer System including Internet/network access privileges can be terminated and I may face other disciplinary measures.

I also understand that there is *No Expectation of Privacy* with respect to any data stored or transmitted via the District's Computer System or used in conjunction with the System.

User's Name (please print) _____ Grade: _____ School: _____
User's Signature: _____ Date: _____

Exhibit Adoption date: September 21, 2004

Revised: May 4, 2005

PARENT OR GUARDIAN AGREEMENT EXHIBIT

As the parent or legal guardian of the student signing above, I have read the *Hempstead School District Computer Use/ Internet Safety Policy* and have explained it to my child. I grant permission for my son or daughter to access the District's Computer System which includes, but is not limited to, Internet access. I understand that the school's computing resources are designed for educational purposes. I also understand the District will provide filtered access to the Internet but use of these facilities cannot guarantee that students will be completely prevented from accessing all inappropriate materials. Users of the District's System navigate the Internet at their own risk.

I agree not to hold the school responsible for materials acquired on the network. I hereby agree to waive and release any and all claims I and/or my child may have against the Hempstead Union Free School District, its Board of Education, officers, employees, representatives and volunteers, all in their corporate and individual capacities, for any and all liabilities, injuries, demands, actions, costs, loss, penalties, claims and/or damages resulting from the use by my child of these services.

I understand that individuals and parents/guardians may be held liable for violations. Furthermore, I accept full responsibility for supervision if and when my child's use of the District's services is not in a school setting.

I also understand that my child's picture might be displayed on the web site or on internal computer systems.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name :(Please Print) _____

Home Address: _____ Phone: _____

Exhibit Adoption date: *September 21, 2004*
Revised: *May 4, 2005*

STUDENTS WHO ARE 18 YEARS OF AGE OR OLDER AGREEMENT EXHIBIT
--

I have read the *Hempstead School District Computer Use/Internet Safety Policy*. I agree to follow the rules contained in this policy as well as all District policies, rules, procedures and/or regulations.

I understand that the school's computing resources are designed for educational purposes. I also understand that the District will provide filtered access to the Internet but use of these facilities cannot guarantee that students will be completely prevented from accessing all inappropriate materials. I acknowledge that users of the District's System navigate the Internet at their own risk.

I agree to follow the rules contained in the District's Internet Safety/Computer Use Policy as well as all District policies, rules, procedures and/or regulations. I understand that if I violate the rules, my access to the District's Computer System including Internet/network access privileges can be terminated and I may face other disciplinary measures.

I also understand that there is *No Expectation of Privacy* with respect to any data stored or transmitted via the District's Computer System or used in conjunction with the System. In addition, I agree not to hold the school responsible for materials acquired on the network. I hereby agree to waive and release any and all claims I may have against the Hempstead Union Free School District, its Board of Education, officers, employees, representatives and volunteers, all in their corporate and individual capacities, for any and all liabilities, injuries, demands, actions, costs, loss, penalties, claims and/or damages resulting from my use of these services.

I understand that my picture might be displayed on the web site or on internal computer systems.

User name (please print): _____

Grade: _____ School: _____

User's Signature: _____

Date: _____

Home Address: _____

Phone: _____

Exhibit Adoption date: *September 21, 2004*
Revised: *May 4, 2005*

TEACHER AGREEMENT EXHIBIT

I have read the *Hempstead School District Internet Safety/Computer Use Policy*. I agree to follow the rules contained in this *Agreement*. I understand that if I violate the rules my Internet/network access privileges can be terminated and I may face other disciplinary measures.

I understand that my picture might be displayed on the web site or on internal computer systems.

User Name (please print): _____

School: _____

User's Signature: _____

Date _____

 This space reserved for Director of Technology/System Administrator

Assigned User Name: _____

Assigned Temporary Password: _____

Approved by: _____ Date: _____

Superintendent of Schools

Exhibit Adoption date: *September 21, 2004*

Revised: *May 4, 2005*



HEMPSTEAD HIGH SCHOOL SECONDARY SUMMER SCHOOL STUDENT RULES & REGULATIONS
--

Summer School is conducted for the purpose of enabling student(s) to meet a variety of academic needs. In our program, we want to do all we can to provide successful teaching and learning. Accordingly, we will tolerate no disruptive behaviors that interfere with this purpose. Students with thirty (30) or more illegal absences from a class will not be allowed to attend summer school.

Entrance to the building is available through the front door only. Students are to enter and exit only at that point during the day, proceeding to classrooms between class periods only. **Visitors must report to the office upon entering the building.**

Attendance Requirements- ATTENDANCE IS BASED ON BOARD OF EDUCATION POLICY

1. Be seated and ready for instruction on time.
2. If you are enrolled in a double period class "Enrichment Classes" for both sessions you are permitted 5 absences. A sixth absence will result in credit being denied.
3. Time out of class for office disciplinary referrals count as class absence.
4. There is no such thing as "Legal Absence", (Accident, Death & Sickness included) during Summer School.

Class Rules and Daily Preparation

In Summer School, there is no obligation to retain a student beyond that student's willingness to meet teacher expectations. Students should:

- Bring notebook, pen, pencil, textbook and completed assignments to class.
- Accept and follow individual teacher directions.
- Make a conscious effort by participating in class work and completing assignments.

Campus Rules

School wide conduct is based on respect for the right of others in a positive learning environment.

1. Avoid loud, distracting noises. No electronic devices (i.e. radios, cell phones, portable DVD players, ipods) are allowed in school or on school grounds. Also no roller blades or skateboards are permitted. Students caught with these devices will be asked to leave the class.
2. Treat all school property with care and respect.
3. No loitering in the building or on school grounds. Free time on campus is to be used to visit media center.
4. No smoking, possession or use of tobacco anywhere in the building or on school grounds. Offenders may forfeit their right to attend summer school.
5. No possession or use of illegal drugs or alcoholic beverages on school property. Violators may forfeit their right to attend summer school and may face legal charges.
6. Dress properly for school. Distracting attire is not permitted (bare midriff, spaghetti strap blouses, halters, exposed boxer shorts, short shorts, etc.) Footwear is required at all times. Hats or head coverings are not to be worn in the building. Pants or shorts are to be worn at waist level. **NO PANTS OR SHORTS ARE TO BE WORN BELOW WAIST.**
7. Drivers must follow safety rules in order to bring cars on campus during summer hours.
8. No glass containers are allowed in school. Only cans are permitted and only in the cafeteria.
9. Students are not permitted to be in the halls while classes are in session.
10. Students may be subject to disciplinary action, up to and including suspension, when they;
 - a) Engage in conduct that is disorderly, insubordinate, disruptive, and violent or endangers the safety, morals, health or welfare of others.
 - b) Engage in any form of academic misconduct (I.e. cheating, plagiarism etc.,)



CODE OF CONDUCT

TABLE OF CONTENTS

<i>INTRODUCTION</i>	26
<i>DEFINITIONS</i>	26
<i>STUDENT RIGHTS AND RESPONSIBILITIES</i>	26
<i>ESSENTIAL PARTNERS</i>	23
<i>STUDENT DRESS CODE</i>	27
<i>PROHIBITED STUDENT CONDUCT</i>	24
<i>REPORTING VIOLATIONS</i>	29
<i>DISCIPLINARY INTERVENTIONS, CONSEQUENCES, PROCEDURES, AND REFERRALS</i>	29
<i>ALTERNATIVE INSTRUCTION</i>	33
<i>DISCIPLINE OF STUDENTS WITH DISABILITIES</i>	33
<i>CORPORAL PUNISHMENT</i>	33
<i>STUDENT SEARCHES AND INTERROGATIONS</i>	30
<i>VISITORS TO THE SCHOOLS</i>	32
<i>PUBLIC CONDUCT ON SCHOOL PROPERTY</i>	35
<i>DISSEMINATION AND REVIEW</i>	36
<i>DISCIPLINARY ACTION FOR INFRACTIONS OF SCHOOL RULES</i>	37
<i>LEVELS OF SEVERITY</i>	35

ALL STUDENTS MUST WEAR THEIR STUDENT IDENTIFICATION CARD WHEN ON THE SCHOOL CAMPUS. THIS INCLUDES IN THE BUILDING, OUTSIDE ON THE CAMPUS GROUNDS AND AT ALL SCHOOL RELATED ACTIVITIES.



I. INTRODUCTION

The Hempstead Union Free School District Board of Education (“Board”) is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and other visitors is essential to achieving this goal.

The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct and to ensure that discipline when necessary is administered promptly and fairly. To this end, the Board adopts this Code of Conduct (“Code”).

Unless otherwise indicated, this code applies to all students, school personnel, parents and other visitors when on school property or attending a school function.

II. DEFINITIONS FOR PURPOSES OF THIS CODE, THE FOLLOWING LEGAL DEFINITIONS APPLY:

- “Disruptive student” means an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher’s authority over the classroom.
- “Parent” means parent, guardian or person in parental relation to a student.
- “School property” means in or within any building, structure, playing field, etc., or land contained within the real property boundary line of a public school, or in or on a school bus.
- “School function” means any school-sponsored field trip, in or out of state or country, extra-curricular event or activity.
- “Violent student” means a student under the age of 21 while on school property or at a school function:
 - Commits an act of violence, or attempts to do so, upon a employee, another student or any other person while on school property or at a school function.
 - Possesses displays or threatens to use a weapon or what appears to be a weapon.
 - Uses a weapon.
 - Knowingly and intentionally damages or destroys the property of the school, employee or any person lawfully on school property or at a school function.
 - Harasses, intimidates or instigates violent behavior.
- Weapon is defined, but not limited to the following:
- Firearms, BB guns, knives, razors, box-cutters, canes, swords, Kung Fu Stars, electronic stun guns, noxious sprays, explosives or incendiary bombs, laser pointers, brass knuckles, or black jacks that can be used to cause physical injuries.

III. STUDENT RIGHTS AND RESPONSIBILITIES

Student Rights, Insures that the Student Will:

- Have a safe, orderly and civil school environment.
- Be treated fairly regardless of race, color, creed, national origin, religion, gender, sexual orientation or disability.
- Receive due process, as defined by applicable law prior to the imposition of disciplinary consequences.
- Have access to school rule and, when necessary, receive an explanation of those rules from school personnel.

Student Responsibilities Requires that a Student:

- Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
- Know and abide by all District policies and rules dealing with student conduct.
- Be in class daily, on time and prepared to learn.
- Work to the best of their ability in all academic and extracurricular pursuits.
- Be respectful and develop positive and acceptable social behaviors.
- Seek help in solving problems that might lead to disciplinary consequences and report any and all situations that can be harmful to students, school personnel and property. The identities of students who report such situations or suspicions will be kept confidential by school authorities until legally required to do otherwise.
- Dress appropriately for school and school functions.
- Accept responsibility for their actions.
- 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.

IV. ESSENTIAL PARTNERS

A. Parents - All parents/guardians are expected to:

- Recognize that the education of their child or children is a joint responsibility of the parents and the school district.
- Send their children to school daily, on time and prepared to learn.
- Notify the school when the student will be absent.
- Insist their children be dressed and groomed in a manner consistent with the student dress code.

- Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
- Know school rules and help their children understand them.
- Convey to their children a supportive attitude toward education and the district by developing good relationships with teachers, parents, and children's peers, and learn how to deal effectively with peer pressure.
- Inform school officials of changes in the home situation that may affect student conduct or performance.
- Provide a place for study and ensure homework assignments are completed.

B. *Teachers - All district teachers and staff are expected to:*

- Maintain a climate of mutual respect and dignity, which will strengthen students' self-concept and promote confidence to learn.
- Be prepared to teach and demonstrate interest in teaching and concern for student achievement.
- Know school policies and rules, and enforce them in a fair and consistent manner.
- Communicate to students and parents course objectives, grading procedures, expectations of students and discipline policies.

C. *Pupil Personnel Service Providers:*

- Assist students in coping with peer pressure and emerging personal, social and emotional problems.
- Initiate conferences as necessary.
- Review with students their educational progress and career plan.

D. *Building Administrators (Principal and Dean of Students):*

- Promote a safe, orderly and stimulating school environment supporting active teaching and learning.
- Orient students, staff and parents about the Code of Conduct.
- Ensure that students and staff have the opportunity to communicate regularly with the building administrator and approach the building administrator for redress of issues and concerns.
- Evaluate all instructional programs.
- Be responsible for enforcing the Code of Conduct.

E. *Superintendent:*

- Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
- Inform the board about educational trends relating to student discipline.
- Work with District administrators in enforcing the Code of Conduct and creating instructional programs that minimize problems.

F. *Board of Education:*

Collaborate with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel to develop and review a Code of Conduct that clearly defines expectations for the conduct of students, district personnel and visitors on school property and at school functions.

V. STUDENT DRESS CODE

Students are required to attend school in appropriate dress that meets health and safety standards and does not interfere with the educational process. Clothing that contains sexual innuendo, or that glorifies or promotes drug, alcohol, or tobacco use, or violence, is prohibited. **HEMPSTEAD HIGH SCHOOL RULE- NO SHORTS OR PANTS ARE TO BE WORN BELOW THE WAIST.**

Students may be asked to wear appropriate protective gear in certain classes (i.e. home economics, technology, P.E.). All undergarments must be covered. Shirts must extend to the waist level, both back and front. Hats, clothing or attire which are gang related or have an expression (phrase, word, or words) or insignia (picture, symbol, patch, or pin) which is obscene or libelous (containing objectionable language, including insults, on account of race, color, religion, gender, national origin or disability) is forbidden. Except for medical purposes, students are prohibited from wearing hats or coats in the classroom. Appropriate footwear must be worn. Footwear that is a safety hazard will not be allowed

If found wearing such attire, students may be asked to return home and change clothes prior to returning to class. The parent will be called and students will be responsible for any work missed as a result of leaving and returning to school. 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.

HEMPSTEAD HIGH SCHOOL RULE-IF FOUND WEARING SUCH ATTIRE, STUDENTS MAY CALL PARENT/GUARDIAN TO BRING A CHANGE OF CLOTHES OR BE ASSIGNED TO IN-SCHOOL SUSPENSION FOR THE DAY

VI. PROHIBITED STUDENT CONDUCT

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment.

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

Engage in conduct that is disorderly and disruptive.

Examples include, but are not limited to:

- Running in the hallways.
- Making unreasonable noise.
- Using language or gestures that are profane, lewd, vulgar or abusive.
- 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.
- Obstructing vehicular or pedestrian traffic.
- Engaging in any willful act which disrupts or attempts to disrupt the normal operation of the school community.

- Misusing computer electronic communications including unauthorized use of computers, software, inter/intra net accounts.
- Trespassing in any school building.

Engage in conduct that is insubordinate. Examples include, but are not limited to:

- Failing to comply with reasonable directives of teachers, administrators and other school personnel, or otherwise demonstrating disrespect.
- Missing or leaving school without permission.
- Failing to attend detention.
- Excessive tardiness.

Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples include, but are not limited to:

- Lying to school personnel.
- Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
- Extortion
- Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
- Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation or disability as a basis for treating another in a negative manner.
- Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group that are intended to be or which a reasonable person would perceive as ridiculing or demeaning.
- Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
- Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.
- Selling, using or possessing obscene material.
- Using vulgar or abusive language or gestures, cursing or swearing.
- Smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco.
- Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either “illegal substances” include, but not limited to, inhalants, marijuana, cocaine, LSDS, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as “designer drugs.”
- Inappropriately using, selling, or sharing prescription and over-the-counter drugs.
- Using all forms of radios, boom boxes, walkman-style players, tape recorders, external speakers, beepers, wireless phones, electronic games, and similar items. These have been determined to be a potential disruption to the school learning process. Using these items is prohibited in school.
- Gambling.
- Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
- Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.

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

- Plagiarism.
- Cheating.
- Copying.
- Altering records.
- Computer or electronic communications misuse.
- Assisting another student in any of the above actions.

Engage in gang-related activities. Engage in conduct that is disruptive. Examples of disruptive conduct include:

- Failing to comply with the reasonable directions of teachers, administrators or other school personnel in charge of students.

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

- Committing or threatening an act of violence (such as hitting, kicking, punching, spitting and scratching) upon a teacher, administrator or other school employee or attempting to do so.
- Committing or threatening an act of violence (such as hitting, kicking, punching, spitting and scratching) upon another student or any other person lawfully on school property or attempting to do so.
- Possessing 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.
- Displaying what appears to be a weapon.

- Threatening to use or using any weapon.
- Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
- Intentionally damaging or destroying school district property.

It is crucial for students to behave appropriately while riding on buses contracted by the district, to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.

VII. REPORTING VIOLATIONS

Any weapon, alcohol or illegal substance found shall be confiscated immediately. If possible, the parent of the student will be notified and an appropriate disciplinary sanction will be imposed. The disciplinary sanction may include permanent suspension and referral for prosecution.

The building principal or his or her designee must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the principal or his or her designee learns of the violation. The notification may be made by telephone, followed by a letter to the contacted law enforcement agency. The notification must identify the student and explain the conduct that violated the Code of Conduct and constituted a crime. The following list, if committed by students on school property, school extracurricular activities, school sponsored events or functions, constitute criminal acts.

- Engaging in vandalism or other intentional damage to property belonging to the school, staff or other students.
- Engaging in or causing violent conduct, physical contact, physical altercation that results in non-minor injury to a student or school personnel.
- Using, selling or possessing alcohol, controlled substances or illegal drugs.
- Engaging in sexual assault
- Engaging in theft and/or arson.
- Possessing or using a weapon or demonstrating an intent to use a weapon.

VIII. DISCIPLINARY INTERVENTIONS, CONSEQUENCES, PROCEDURES, AND REFERRALS

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

- The student's age.
- The nature of the offense and the circumstances, which led to the offense.
- The student's prior disciplinary record.
- The effectiveness of other forms of discipline.
- Information from parents, teachers and/or others, as appropriate
- Other extenuating circumstances.

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. If the conduct of a student seems to be related to a disability or suspected disability under IDEA, Article 89, copies of which are available by contacting the Director of Pupil Personnel Services, the student shall be referred to the Committee on Special Education. Discipline, if warranted, shall be administered consistent with the separate requirements of this Code of Conduct for disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

A. Interventions

Students who are found to have violated the district's Code of Conduct may be subject to the following interventions, either alone or in combination:

Positive alternatives, such as: any member of the district staff

- Student motivation
- Social skills
- Problem-solving skills
- Positive reinforcements
- Logical consequences
- Anger management
- Conflict resolution, and
- Behavior management techniques

Team therapeutic interventions –social worker, guidance counselor, school psychologist

Utilization of appropriate temporary settings –any member of the district staff

B. Penalties and Consequences

Students who are found to have violated the district's Code of Conduct may be subject to the following consequences, either alone or in combination. The school personnel identified after each consequence are authorized to impose that consequence, consistent with the student's right to due process.

- Oral warning –any member of the district staff.
- Written warning –bus drivers, hall and lunch monitor coaches, guidance counselor, teachers, Principal, Superintendent.
- Detention –teachers, Principal, Superintendent.
- Suspension from transportation –Principal, Superintendent or Transportation Director after consulting with the Principal.
- Suspension from athletic participation –Principal, Superintendent, or Coaches, Athletic Director, after consulting with the Principal.
- Suspension from social or extracurricular activities –Activity Director, Dean of Students, Principal, Superintendent.
- Suspension of other privileges Principal, Superintendent.
- In-school suspension –Principal, Superintendent.
- Removal from classroom by teacher –teachers, Principal.
- Short-term (five days or less) suspension from school, which includes suspension from athletic participation and from social or extracurricular activities –Principal, Superintendent, Board.
- Long-term (more than five days) suspension from school, which includes suspension from athletic participation and from social or extracurricular activities –Principal, Superintendent, Board.
- Permanent suspension from school –Superintendent, Board.

C. Procedures

The type of due process a student is entitled to receive before a penalty is imposed depends on the consequence being imposed. In all cases, regardless of the consequence imposed, the school personnel authorized to impose the consequence must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing due disciplinary consequence in connection with the imposition of the penalty.

Students who are to be given consequences other than an oral warning or written notification to their parents are entitled to additional rights before the penalty is imposed. These additional rights are explained below.

Detention –Teachers, the Dean of Students, Principals and the Superintendent may use detention as a consequence for student misconduct in situations where removal from the classroom or suspension would be inappropriate. Detention may be conducted during the school day, during the time normally reserved for lunch and/or recess.

Suspension from athletic participation, extra curricular activities and other privileges.

A student subjected to a suspension from athletic participation, extra-curricular activities or other privileges is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal hearing with the district official imposing the suspension to review the conduct and the penalty involved.

In-school suspension

The board recognizes that the school must balance the need of students to attend school and the need for order in the classroom to establish an environment conducive to learning. As such, the board authorizes building Principals and the Superintendent to place students who would otherwise be suspended from school as the result of a Code of Conduct violation in "in-school suspension." The "in-school suspension" teacher will be a certified teacher. A student subjected to an in-school suspension is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the district official imposing the "in-school suspension" to discuss the conduct and the penalty involved.

Teacher disciplinary removal of disruptive students.

After the classroom teacher has exhausted appropriate interventions, the teacher may need to direct a student to leave the classroom briefly to give the student an opportunity to regain his or her composure and self-control in an alternative setting. Such practices may include, but are not limited to: (1) short-term "time out" in the elementary classroom or in an administrator's office; (2) sending a student to the principal's office for the remainder of the class time only; or (3) sending a student to a guidance counselor or other district staff member for counseling. These classroom management techniques do not constitute disciplinary removals for purposes of this code.

On occasion, a student's behavior may become disruptive in class. For purposes of this Code of Conduct, 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 substantial disruption of the educational process or substantial interference with a teacher's authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher's instructions or repeatedly violates the teacher's classroom behavior rules.

A classroom teacher may remove a disruptive student from class for up to two days. The removal from class applies to the class of the removing teacher only. If the teacher finds that the student's continued presence in the classroom does not pose a continuing danger to persons and property and does not present an ongoing threat of disruption to the academic process, the teacher shall, prior

to removing the student from the classroom, provide the student with an explanation of the basis for the removal and allow the student to informally present his/her version of the relevant events. In all other cases, the teacher shall provide the student with an explanation of the basis for the removal and an informal opportunity to be heard within twenty-four hours after the student's removal. If the student poses a danger or ongoing threat of disruption, the teacher may order the student to be removed immediately. The teacher must, however explain to the student why he or she was removed from the classroom and give the student a chance to present his or her version of the relevant events within 24-hours.

The teacher must complete a district-established disciplinary removal form and meet with the principal or his or her designee as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal and to present the removal form. If the principal or designee is not available by the end of the same school day, the teacher must leave the form with the secretary and meet with the principal or designee prior to the beginning of classes on the next school day. Within 24-hours after the student's removal, the principal or another district administrator designated by the principal must notify the student's parents, by telephone and letter, that the student has been removed from class and the reasons for the removal. The notice must also inform the parent that he or she has the right, upon request, to meet informally with the principal or the principal's designee to discuss the reasons for the removal.

If the parent, upon notification by the authorized administrator, requests an informal conference, the teacher who ordered the removal is required to be present at the informal conference. If, at the informal meeting the student denies the charges, the principal or the principal's designee must explain why the student was removed and give the student and the student's parents a chance to present the student's version of the relevant events. The informal meeting must be held within 48 hours of the student's removal. The principal may overturn the removal of the student from class if the principal finds anyone of the following:

- The charges against the student are not supported by substantial evidence.
- The student's removal is otherwise in violation of law, including the district's Code of Conduct.
- The conduct warrants suspension from school pursuant to Education Law §3214 and a suspension will be imposed.
- The principal may overturn a removal at any point. No student removed from the classroom by the classroom teacher will be permitted to return to the classroom until the principal makes a final determination, or the period of removal expires, whichever is less. Any disruptive student removed from the classroom by the classroom teacher shall be offered continued educational programming and activities until he or she is permitted to return to the classroom. In the event of teacher removal of a disruptive student in accordance with the Code of Conduct, continued educational programming will be provided as soon as practical. Each teacher must keep a complete log (on a district provided form) for all cases of removal of students from his or her class. The principal must keep a log of all removals of students from class.
- Removal of a student with a disability, under certain circumstances, may constitute a change in the student's placement. Accordingly, no teacher may remove a student with a disability from his or her class until he or she has verified with the principal that the removal will not constitute a change in placement.

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. A student suspended from a BOCES vocational program is automatically suspended from the home school, and a student suspended from the home school is automatically suspended from the BOCES vocational program.

The Board retains its authority to suspend students, but places primary responsibilities for the suspension of students with the Superintendent and the building Principals or his or her designee.

Any staff member may recommend to the Principal or his or her designee that a student be suspended. All staff members must immediately report and refer a violent student to the principal or the superintendent for a violation of the Code of Conduct. All recommendations and referrals shall be made in writing unless the conditions underlying the recommendation or referral warrant

immediate attention. In such cases a written report is to be prepared as soon as possible by the staff member recommending the suspension.

The Principal or his or her designee, upon receiving a recommendation or referral for suspension or when processing a case for suspension, shall gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

Short-term (5 days or less) suspension from school:

When the Superintendent or Principal (referred to as the "suspending authority") proposes to suspend a student charged with misconduct for five days or less pursuant to Education Law §3214(3), the suspending authority must immediately notify the student orally. If the student denies the misconduct, the suspending authority must provide an explanation of the basis for the proposed suspension. The suspending authority must also notify the student's parents in writing that the student may be suspended from school. The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the decision to propose suspension at the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting the parents.

The notice shall provide a description of the charges against the student and the incident for which suspension is proposed and shall inform the parents of the right to request an immediate informal conference with the principal. The parents shall in the dominant

language or mode of communication use both the notice and informal conference. At the conference, the parents shall be permitted to ask questions of complaining witnesses under such procedures as the principal may establish. The notice and opportunity for an informal conference shall take place before the student is suspended unless the student's presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process. If the student's presence does pose such a danger or threat of disruption, the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practicable.

After the conference, the principal shall promptly advise the parents in writing of his or her decision. The principal shall advise the parents that if they are not satisfied with the decision and wish to pursue the matter, they must file a written appeal to the superintendent within five business days, unless they can show extraordinary circumstances precluding them from doing so. The superintendent shall issue a written decision regarding the appeal within 10 business days of receiving the appeal. If the parents are not satisfied with the superintendent's decision, they must file a written appeal to the board of education with the district clerk within 10 business days of the date of the superintendent's decision, unless they can show extraordinary circumstances precluding them from doing so. Only final decisions of the Board may be appealed to the Commissioner within 30 days of the decision.

Long-term (more than 5 days) suspension from school

When the Superintendent or building principal determines that a suspension for more than five days may be warranted, he or she shall give reasonable notice to the student and the student's parents of their right to a fair hearing. At the hearing the student shall have the right to be represented by counsel, the right to question witnesses against him or her and the right to present witnesses and other evidence on his or her behalf.

The Superintendent shall personally hear and determine the proceeding or may, in his or her discretion, designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and to issue subpoenas in conjunction with the proceeding before him or her. A record of the hearing shall be maintained, but no stenographic transcript shall be required. A tape recording shall be deemed a satisfactory record. The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline to the superintendent. The report of the hearing officer shall be advisory only, and the superintendent may accept all or any part thereof.

An appeal of the decision of the superintendent may be made to the Board that will make its decision based solely upon the record before it. All appeals to the board must be in writing and submitted to the district clerk within 10 business days of the date of the superintendent's decision, unless the parents can show that extraordinary circumstances precluded them from doing so. The Board may adopt in whole or in part the decision of the superintendent. Final decisions of the Board may be appealed to the Commissioner within 30 days of the decision.

Permanent Suspension

Permanent suspension is reserved for extraordinary circumstances such as where a student's conduct poses a life-threatening danger to the safety and well being of other students, school personnel or any other person lawfully on school property or attending a school function.

MINIMUM PERIODS OF SUSPENSION

Students who bring a weapon to school.

Any student found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one calendar year. A student with a disability or suspected disability shall be reviewed in accordance with applicable federal and state law and regulations. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law § 3214. The Superintendent has the authority to modify the one-year suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the following:

- The student's age.
- The student's grade in school.
- The student's prior disciplinary record.
- The superintendent's belief that other forms of discipline may be more effective.
- Input from parents, teachers and/or others.
- Other extenuating circumstances.

A student with a disability may be suspended only in accordance with the requirements of state and federal law and regulations.

Students Who Commit Violent Acts Other Than Bringing a Weapon to School

Any student who is found to have committed a violent act, as outlined in Section II and Section VI, other than bringing a weapon onto school property, shall be subject to suspension from school for at least six days. A student with a disability shall be reviewed in accordance with federal and state law and regulations.

Since the proposed penalty exceeds the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for a superintendent's hearing given to all students subject to a long-term suspension. The superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

Students Who Are Repeatedly Substantially Disruptive of the Education Process or Interfere with the Teacher's Authority over the Classroom

Any student who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom will be suspended from school for at least two to five days. A student with a disability shall be reviewed in accordance with federal and state law and regulations. For purposes of this Code of Conduct, "repeatedly is substantially disruptive" means engaging in conduct that results in the student being removed from the classroom by teacher(s) pursuant to Education Law § 3214 (3-a) and this code on four or more occasions during a semester. If the proposed penalty is the minimum suspension of two to five days, the student and the student's parent will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds a five-day suspension, the student and the student's parent will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The superintendent has the authority to modify the minimum suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

Referrals

- Counseling
- The Guidance Office shall handle all referrals of students to counseling.

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 or she requires supervision and treatment by:

- Being habitually truant and not attending school as required by part one of Article 65 of the Education Law.
- 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.
- Knowingly and lawfully possesses marijuana in violation of Penal Law § 221.05. A single violation of § 221.5 will be a sufficient basis for filing a PINS petition.
- 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:
- Any student under the age of 16 who is found to have brought a weapon to school, or
- Any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law § 1.20 (42.)
- The Superintendent is required to refer student's age 16 and older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities.

IX. ALTERNATIVE INSTRUCTION

When a teacher removes a student of any age from class or a student of compulsory attendance age is suspended from school pursuant to Education Law § 3214, the district will take immediate steps to provide alternative means of instruction for the student. In the event of teacher removal of a disruptive student in accordance with the Code of Conduct, continued educational programming will be provided as soon as practical.

X. DISCIPLINE OF STUDENTS WITH DISABILITIES

The Board recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The Board also recognizes that 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 the Controlled Substances Act specified in both federal and state law and regulations applicable to these applicable laws and regulations. Parents will be notified of any incidents concerning students with disabilities. This Code of Conduct affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable federal and state law and regulations.

XI. 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:
- Protect oneself, another student, teacher or any person from physical injury.
- Protect the property of the school or others.
- 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 upon verbal command 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.

XII. STUDENT SEARCHES AND INTERROGATIONS

Any school official authorized to impose a disciplinary penalty on a student may question about an alleged violation of law or the district's Code of Conduct. Students are not entitled to any sort of "Miranda" type warning, nor are school officials required to

contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned.

The board authorizes certain district officials to conduct searches of students and their belongings if the authorized school officials have reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district Code of Conduct. Before searching a student or the student's belongings, the authorized school official should attempt to get the student to admit that he or she possesses physical evidence that he/she violated the law or the district code, or get the student to voluntarily consent to the search.

Searches will be limited to the extent necessary to locate the evidence sought.

An authorized school official may conduct a search of a student's belongings that is minimally intrusive, such as touching the outside of a book bag without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

Whenever practical, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

A. STUDENT LOCKERS, DESKS AND OTHER SCHOOL STORAGE PLACES

The rules in this Code of Conduct regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school personnel, without prior notice to students and without their consent.

B. STRIP SEARCHES

Under no circumstances may school authorities conduct a strip search of a student. A strip search is defined as requesting a student to remove any attire from their person except socks, shoes, hats, belts, cardigan sweater and vests (if students are wearing street clothes underneath such cardigan sweaters and vests,) and coats and jackets.

C. DOCUMENTATION OF SEARCHES

The building principal or the principal's designee shall be responsible for the custody, control, and disposition of any illegal or dangerous item(s) taken from a student. The principal or his/her designee shall clearly label each item(s) taken from the student and retain control, until the item(s) are turned over to the police. The principal or his/her designee shall be responsible for personally delivering dangerous or illegal item(s) to the police. Before police officials are permitted to question or search any student, the principal or his/her designee shall notify the student's parent to give the parent the opportunity to be present during the police questioning. If the student's parent cannot be contacted, the police questioning or search **shall not be conducted**. The principal or designee will also be present during any police questioning or search of a student on school property or at a school function. The following information will be recorded during the questioning or search:

- Name, age and grade of student searched.
- Reasons for the search.
- Name of any informant(s).
- Purpose of search (that is, what item(s) were being sought.
- Type and scope of search.
- Person conducting search and his or her title and position.
- Witnesses, if any, to the search.
- Time and location of search.
- Results of search (that is, what item(s) were found.)
- Disposition of items found.
- Time, manner and results of parental notification.

D. POLICE INVOLVEMENT IN SEARCHES AND INTERROGATIONS OF STUDENTS

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in schools or at school functions, or to use school facilities in connection with police work. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have:

- A search or an arrest warrant; or
- Probable cause to believe a crime has been committed on-school property or at a school function; or
- Been invited by school officials.

E. CHILD PROTECTIVE SERVICES INVESTIGATIONS

School officials to report to child protective services when they have reasonable cause to suspect that a student has been abused or maltreated. The District will cooperate with local child protective services workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse, and/or neglect, or custody investigations.

If the nature of the allegations is such that it may be necessary for the student to remove any of his or her clothing in order for the child protective services worker to verify the allegations, the school nurse or other district medical personnel must be present during that portion of the interview. No student may be required to remove his or her clothing in front of a child protective services worker or school district official of the opposite sex. A child protective services worker may not remove a student from school property without a court order unless the district employee confirmed the worker's request a supervisor at the agency that sent him or her to the school.

XIII. 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 Principal or his or her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

- Anyone who is not a regular staff member or student of the school will be considered a visitor.
- All visitors to the school must report to the office of the Principal upon arrival at the school. All visitors to the Administrative Offices must report to the security desk. All visitors will be required to sign the visitor's register, and when appropriate, they will be issued a visitor's identification badge, which must be worn at all times while in the school or on the school grounds. The visitor must return the identification badge to the Principal's office or the security desk before leaving the building.
- Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
- Parents or citizens, except those who have orders of protection against them, who wish to observe a classroom while school is in session are required to arrange such visits in advance with the Principal, who will arrange with the classroom teacher(s.), so that class disruption is kept to a minimum.
- Teachers are required not to take class time to discuss individual matters with visitors.
- Any unauthorized person on school property will be reported to the Principal, his or her designee, or the Superintendent of School as appropriate. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
- All visitors are expected to abide by the rules for public conduct on school property contained in this Code of Conduct.

XIV. 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. For purposes of this section of the code, "public" shall mean all persons when on school property or attending a school function including students, teachers, district personnel, and visitors.

The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The district recognizes that free inquiry and free expression are indispensable to the objectives of the district. The purpose of this code is to maintain public order and prevent abuse of the rights of others.

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.

A. *Prohibited Conduct*

No person, either alone or with others, shall:

- Intentionally injure any person or threaten to do so.
- Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
- Disrupt the orderly conduct of classes, school programs public school board meetings or other school activities.
- 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.
- Distribute or post any written material, pamphlets or posters without prior approval of building administration.
- Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.
- Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
- Obstruct the free movement of any person in any place to which this code applies.
- Violate the traffic laws, parking regulations or other restrictions on vehicles.
- 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.
- 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.
- Loiter on or about school property.
- Gamble on school property or at school functions.
- Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
- Willfully incite others to commit any of the acts prohibited by this code.
- Violate any federal or state statute, local ordinance or policy while on school property, while at a school function or meeting.

B. Penalties

Persons who violate this code shall be subject to the following penalties:

1. Visitors' authorizations, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, the appropriate authorities shall be notified to take the necessary action, which may include ejection from the premises.
2. Students shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.
3. Tenured faculty members shall be subject to disciplinary action as the facts may warrant in accordance with Education Law § 3020-a or any other legal rights that they may have.
4. Staff members in the classified service of the civil service entitled to the protection of Civil Service Law §75 shall be subjected to immediate ejection and to disciplinary action as the facts may warrant in accordance with Civil Service Law §75 or any other legal rights that they may have.
5. Staff members other than those described in subdivisions 3 and 4 shall be subject to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

C. Enforcement

The Principal, his/her designee, or the Superintendent of Schools shall be responsible for enforcing the conduct required by this code.

When the Principal, his/her designee, or the Superintendent of Schools, sees an individual engaged in prohibited conduct, which in his or her judgment does not pose any immediate threat of injury to persons or property, they shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The Principal, his/her designee, or the Superintendent of Schools shall also warn the individual of the consequences for failing to stop. If the person refuses to

stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the Principal, his/her designee, or the Superintendent of Schools shall have the individual removed immediately from school property or the schools function, including public school board meetings. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

The district shall initiate disciplinary action against any student or staff member, as appropriate, with the "Penalties" section above. In addition, the district reserves its right to pursue a civil or criminal legal action against any person violating the code.

XV. DISSEMINATION AND REVIEW

Dissemination of Code of Conduct

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

- Providing copies of a summary of the code to all students at a general assembly held at the beginning of each school year.
- Making copies of the code available to all parents at the beginning of the school year.
- 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.
- 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.
- Providing all new employees with a copy of the current code of conduct when they are first hired.
- Making copies of the code available for review by students, parents and other community members.

The Board will sponsor an in-service education program for all district staff members to ensure the effective implementation of the Code of Conduct. The superintendent may solicit the recommendations of the district staff, particularly teachers and administrators, regarding in service programs pertaining to the management and discipline of students.

The Board of Education will review this Code of Conduct every year and update it as necessary. In conducting the review, the board will consider how effective the code's provisions have been and whether the code has been applied fairly and consistently.

The Board may appoint an advisory committee to assist in reviewing the code and the district's response to Code of Conduct violations. The committee will be made up of representatives of student, teacher, administrator, and parent organizations, school safety personnel and other school personnel.

Before adopting any revisions to the code, the board will hold at least one public hearing at which school personnel, parents, students and any other interested party may participate.

The Code of Conduct and any amendments to it will be filed with the Commissioner no later than 30 days after adoption.



Disciplinary Action for Infractions of School Rules

Infraction Descriptions		Levels of Severity	
		Pre-K-4	5-12
1	a) Disruptive behavior that interferes with the educational process (e.g., making excessive noise in a classroom, hall or school building) b) Engaging in or causing reckless conduct which creates a risk of injury to a student or school personnel	1-2 1-3	1-4 1-3
2	Not being in assigned place on school premises, including field trips and co-curricular activities, etc.	1-3	1-3
3	Cutting classes	1-5	1-5
4	Leaving school premises without permission of supervising school personnel	1-5	1-5
5	Lateness to school or class	1-3	1-3
6	Bringing proscribed equipment or material to school without authorization (e.g., radio, tape, recorder, beeper, cell phone, toys, etc..).	1-3	1-3
7	Wearing inappropriate apparel and/or accessories that are unsafe or disruptive to the educational process, including clothing with inappropriate logo, symbols or words (clothes must be worn that appropriately cover the body)	1-3	1-3
8	Posting or distributing material on school premises in violation of written rules (The standard for posting or distributing materials on school premises set forth in regulations of the Hempstead Public School District Policy)	1-3	1-3
9	Smoking (under 16 years of age, mandatory referral is required (. Level 5 is mandatory.	5	5
10	Gambling	1-5	1-5
11	Engaging in scholastic dishonesty which includes but is not limited to: a) Cheating <ul style="list-style-type: none"> • Copying from another student's test paper; or • Using material during a test which is not authorized; or • Collaborating with another student during the test without authority; or • Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an unadministered test or • Substituting for another student or permitting another student to substitute for one's self to take a test; • Bribing another person to obtain a test is to be administered; • Securing copies of the test or answers to the test in advance of the test; or b) Plagiarizing (appropriating another's work and using as one's own for credit without the required citation) c) Colluding (engaging in fraudulent collaboration with another person in preparing written work for credit)	1-5	1-5
12	Using profane, obscene language, gestures or actions	1-5	1-5
13	Lying or giving of false information to school personnel	1-5	1-5
14	Using racial, ethnic, national origin, religious, gender, sexual orientation or disability slurs	2-5	2-5
15	a) Engaging in sexual harassment (e.g., sexually suggestive comments, innuendo, or propositions, inappropriate physical contact of a sexual nature such as touching, patting, pinching, etc.) b) Making inappropriate or offensive comments or engaging in inappropriate or unwanted physical contact	1-5 2-5	2-5 2-5
16	Defying the lawful authority of school personnel; insubordination (e.g., repeated violations)	1-5	1-5
17	Possessing, posting or distributing obscene, libelous or defamatory material, literature, photographs or material containing a threat of violence, injury or harm	1-6	1-6
18	Engaging in or causing disruptive behavior on district sanctioned transportation	1-5	1-5
19	Engaging in or causing behavior off the school premises which can be demonstrated to negatively affect the educational process or which presents danger to the health, safety morals or welfare of the school community. A connection between the act and the school community must be demonstrated.	1-6	1-7
20	Engaging in vandalism or other intentional damage to property belonging to the school, staff, or other students (e.g., graffiti)	2-5	2-6
21	Bringing unauthorized visitors to school	3-5	3-5
22	Tampering with, changing or altering a record or document of a school by any method, including but not limited to, computer access or other electronic means	3-5	3-5
23	Falsely activating a fire alarm, bomb threat or other disaster alarm	6 max 8	6 max 8
24	Engaging in theft	6-8	6-8
25	Possessing, abusing, or using controlled substances	5-6	5-7
26	Engaging in intimidation, coercion, or extortion or threatening violence, injury or harm to others	5-6	5-7
27	Engaging in physical sexual aggression or assault	5-6	5-8
28	Possessing any weapon other than a firearm	5-6	5-8
29	Using any weapon other than a firearm	6	6-8
30	Possessing or using a firearm	**7***8	
31	Engaging in or causing riotous conditions or committing arson		
32	Selling, distributing, possessing or using illegal drugs, alcohol or drug paraphernalia		
33	Using force against or inflicting or attempting to inflict serious injury against school personnel		
34	Using extreme force against or inflicting or attempting to inflict serious injury upon students or others		

Levels of Severity

All infractions must be reported to the parent/guardian. Schools may use one or more of the following measures as appropriate. More than one action may be appropriate for a given infraction. Levels of severity for incidents, for the same infraction may be modified as appropriate.

Severity	Minimum Action	Maximum Action
1.	Student/Teacher conference	Reprimanded by school staff, e.g., and teacher.) Home contract (e.g., letter, and phone.)
2.	Reprimanded by school staff (e.g., asst. principal, principal.)	Parent conference Reprimand by appropriate administrator (e.g. principal, asst. principal)
3.	Parent Conference Reprimand by appropriate administrator (e.g., principal, asst. principal)	In-School disciplinary action (e.g., mandated service, exclusion from extra curricular activities). Individual/group counseling. Guidance conference with student and parent.
4.	In-school disciplinary action (e.g., mandated service, exclusion from extra-curricular activities). Individual/group counseling. Guidance conference with student and parent.	Restitution. Intervention by mental health staff. Referral to appropriate community agencies
5.	Restitution. Intervention by Mental health staff. Referral to appropriate community agencies. Principal's suspensions	Superintendent's suspension
6.	Superintendent's suspension	Initiating criminal charges. Superintendent's suspension Police notification
7.**	Superintendent's Suspension	
8.***	Expulsion	

Expulsion is available only for general education students who turned 17 prior to the beginning of the school year.

*This infraction applies to oral, written and electronic communications.

**For students who have turned 17 prior to the beginning of the school year.

***For general education students who turned 17 prior to the beginning of the school year.

