

**The student handbook is subject to change due to federal, state and local guidelines and directives in connection with the COVID-19 pandemic.**

### **CENTRAL ADMINISTRATION**

Allison Brown	Superintendent of Schools	801-5001
Michael Goldspiel	Assistant Superintendent for Secondary Education	801-5020
Karina Baez	Assistant Superintendent for Elementary Education	801-5010
Susan Warren	Assistant Superintendent for Business and Administration	801-5030
Thomas Szajkowski	Assistant to the Superintendent for Administration and Special Projects	801-5450
Jason Lopez, Jr.	Instructional and Administrative Chief Technology Officer	801-5080
Cynthia Younker	Director of Community Relations	801-5090

### **HIGH SCHOOL ADMINISTRATION**

Dr. Scott Andrews	Principal	801-5101
Carol Murphy	Assistant Principal	801-5100
Dave Lazarus	Assistant Principal	801-5100
Dr. Jennie Yi	Dean of Students	801-5115

### **DIRECTORS AND DEPARTMENT CHAIRPERSONS**

Tanya Baptiste	Director of Guidance & Counseling	801-5120
Dr. Michael Brostowski	Director of Physical Education, Interscholastic Athletics, Recreation and Health	801-5160
Barbara Schwartz	Director of Pupil Personnel Services and Special Education	801-5060
Danielle Pappas	World Languages and ENL Chairperson	801-5178
Joshua Cabat	English Chairperson	801-5140
Gary Ramonetti	Science Chairperson	801-5157
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Charles Windwer	Mathematics Chairperson	801-5149

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# THE STUDENT HANDBOOK IS SUBJECT TO CHANGE DUE TO FEDERAL, STATE AND LOCAL GUIDELINES AND DIRECTIVES IN CONNECTION WITH THE COVID-19 PANDEMIC.

## ACADEMIC REQUIREMENTS

### HOW MANY COURSES AM I REQUIRED TO TAKE EACH SEMESTER?

Ninth and tenth grade students must take a full schedule, eight classes daily, whenever possible. Eleventh grade students must take seven classes. Twelfth grade students must take six classes. It is highly recommended that every student be scheduled for a lunch period.

### WHAT GUIDELINES SHOULD I FOLLOW WHEN SELECTING COURSES?

- Make sure you have selected the required courses for each grade level in order to earn a diploma.
- In selecting elective subjects, consider your specific interests and abilities.
- Also, consider those subjects which will help you to develop your strengths and overcome your deficiencies.

### WILL I BE SCHEDULED FOR ALL THE COURSES I SELECT?

Not necessarily. Some courses may conflict with others you would like (or need) to take. Should this happen, you will have to revise your schedule prior to the reopening of school in September.

### MAY I CHANGE MY SCHEDULE AFTER IT HAS BEEN MAILED HOME?

Counselors return to school each year the last week in August. If there is an error in your schedule, fill out the schedule change request form on the Guidance website. Changes will be considered only if space is available.

**\*\*There will be no changes or drops during the first five days of school.\*\***

### WHAT IS THE PROCEDURE I SHOULD FOLLOW WHEN I DO DECIDE TO CHANGE A CLASS?

Students must complete a "Change of Course Request Form" which is available from the department chair. **Students are required to remain in their scheduled class until the change has officially been made.** An appointment with the counselor will be scheduled if the requested change can be made. In the event the requested change cannot be made, the student will be notified.

### MAY I DROP A COURSE WITHOUT PENALTY AT ANY TIME?

Course and level changes (Regents, Honors and Advanced Placement) are not simple and may require multiple course/teacher changes to a student's schedule.

### Below are the Important Dates to Remember Regarding Course/Level Changes: **September 28<sup>th</sup>**

Last Day to Add a New Semester 1 Course or a New Full Year Course

### **October 14<sup>th</sup>**

Last Day to Drop a Semester 1 Course (**Grades Do Not Follow**)

Last Day to Make a Level Change for a Full Year Course  
(**Grades Do Not Follow**)

## October 29<sup>th</sup>

Last Day to Drop a Full Year Course (**Grades Do Not Follow**)

Last Day to Make a Level Change for a Full Year Course (**Grades Follow**)

The following Advanced Placement courses do not have levels and as a result the Drop date is extended to **November 23<sup>rd</sup>**.

*AP Psychology, AP Computer Science Principles, AP Computer Science C, AP Art History, AP Statistics*

The later a course or level change is made to a schedule, the more likely that multiple changes to a student's schedule will be required.

**Please consider the following implications/risks when changing a level and/or dropping a class including:**

- **Students will be moved into class sections that balance class loads**
- **Students are not guaranteed the same teachers or course periods**
- **Lack of availability of alternate courses or electives**

In no case may the course withdrawal result in a drop of the student's course load below the requirements set by the Board of Education: 8 classes for 9<sup>th</sup> & 10<sup>th</sup> grade students, 7 classes for 11<sup>th</sup> grade students and 6 classes for 12<sup>th</sup> grade students.

After the deadline, the student will receive a **W** on his/her report card and transcript. The Principal must review any reasonable requests for course withdrawal after the time limits have passed.

### **WHAT IS AN INTERIM REPORT?**

An interim report is an important means of communication between the teacher and the home. These reports may be sent home at any time, but teachers do send interim reports about half-way through each quarter. Teachers report satisfactory work and improvement in class work, as well as a drop in achievement.

### **HOW ARE COURSES GRADED AT THE HIGH SCHOOL?**

Our courses have a numerical grading system. Students may earn a number grade of 0-100 for assignments and exams throughout the year. The lowest possible grade recorded for a quarter marking period is 50.

### **PASS/FAIL COURSES**

A few courses are graded only on a high pass/pass/no credit basis. These courses include the following:

Academic Strategies; all subject areas

If a student passes the first quarter and fails the second quarter, the student will receive an "F" for the semester. If a student receives an "F" for the first quarter and a "P" for the second quarter, the student will receive a "P" for the semester.

### **FOR FRESHMEN ONLY (Freshman Forgiveness)**

Marking period one is not used in your final average if the grade for marking period two is higher for **full year courses only**.

## WHEN ARE REPORT CARDS ISSUED?

Report cards are issued four times a year at the end of each quarter and are available on the district's portal.

## HOW IS A FINAL AVERAGE COMPUTED?

### FULL YEAR COURSES WITH A FINAL OR REGENTS

- All full year courses **with** a final or Regents (except A.P. courses with a Regents or Final Exam) will calculate final grades on the following scale:
  - 1<sup>st</sup> Quarter = 25%
  - 2<sup>nd</sup> Quarter\* = 25%
  - 3<sup>rd</sup> Quarter = 25%
  - 4<sup>th</sup> Quarter\*\* = 25%
- *\*Courses with midterms will calculate the midterm as 20% of the 2<sup>nd</sup> Quarter grade.*
- *\*\* Courses without a midterm will calculate the final or Regents as 40% of the 4<sup>th</sup> Quarter grade.*
- *\*\*Courses with finals or Regents exams will calculate the final or Regents as 20% of the 4<sup>th</sup> Quarter grade.*

### FULL YEAR COURSES WITHOUT A FINAL OR REGENTS

- All full year courses **without** a final or Regents will calculate final grades on the following scale:
  - 1<sup>st</sup> Quarter = 25%
  - 2<sup>nd</sup> Quarter\* = 25%
  - 3<sup>rd</sup> Quarter = 25%
  - 4<sup>th</sup> Quarter = 25%
- *\*Courses with midterms will calculate the midterm as 20% of the 2<sup>nd</sup> Quarter grade.*

### A.P. COURSES WITH A FINAL

- Advanced Placement courses **with** a final exam at the end of the year will calculate final grades on the following scale:
  - 1<sup>st</sup> Quarter = 25%
  - 2<sup>nd</sup> Quarter\* = 25%
  - 3<sup>rd</sup> Quarter = 25%
  - 4<sup>th</sup> Quarter\*\* = 25%
- *\*Courses with midterms will calculate the midterm as 20% of the 2<sup>nd</sup> Quarter grade.*
- *\*\*Courses with finals will calculate the final as 20% of the 4<sup>th</sup> Quarter grade.*

### A.P. COURSES WITH REGENTS

- Advanced Placement courses **with** a Regents exam at the end of the year (this affects four courses-A.P. European History, A.P. American History, A.P. Physics, and A.P. English Language and Composition) will calculate final grades on the following scale:
  - 1st Quarter = 25%
  - 2nd Quarter\* = 25%
  - 3rd Quarter = 25%

- 4th Quarter\*\* = 25%
- \*Courses with midterms will calculate the midterm as 20% of the 2nd Quarter grade.
- \*\*Courses with Regents exams will calculate the Regents as 20% of the 4th Quarter grade.

### HALF YEAR COURSES

- All ½ year courses **with** a final exam or project will calculate final grades on the following scale:
  - Quarter 1 = 40%
  - Quarter 2 = 40%
  - Final Exam/Project = 20%
- All ½ year courses **without** a final exam or project will calculate final grades on the following scale:
  - Quarter 1 =50%
  - Quarter 2 =50%

### HOW ARE ADVANCED PLACEMENT COURSES GRADED?

The AP courses will be graded on a four-quarter basis. Any midterm or major unit exam or project given in the second quarter will be incorporated in the second quarter grade. Any assignment or major unit exam or project given in the fourth quarter will be part of the fourth quarter grade. All four quarters will be averaged to arrive at a final average.

### HOW IS A STUDENT'S CUMULATIVE AVERAGE COMPUTED?

Students will receive two averages on their transcript. The first GPA is calculated on the basis of all subjects for which a numerical grade is earned. High pass, pass and no credit courses are not included. Courses taken in 8<sup>th</sup> grade, for which credit is received, are also included in the GPA.

All students will receive a weighted grade point average:

AP Courses	will be weighted by 1.1
Research Honors Courses	will be weighted by 1.09
Honors and College Credit Courses	will be weighted by 1.08
Regents Courses	will be weighted by 1.0

The weighted GPA will be based on all courses from 8<sup>th</sup> to 12<sup>th</sup> grade for subjects for which a numerical grade is earned. High pass, pass and no credit courses are not included. The unweighted GPA and the weighted GPA will appear on the transcript only. No individual course grade will change on the transcript.

### WHAT IF I AM ABSENT FROM A MIDTERM OR FINAL EXAM?

If you had been previously excused by the teacher or if you are ill and cannot take the exam; then normally a make-up exam may be given upon your return to school. If you are illegally absent from a midterm or final, there will not be a make-up exam. In such cases, the student will receive a grade of zero for the exam.

### WHAT MUST I DO IF I RECEIVE A GRADE OF INCOMPLETE?

You are required to complete the work and earn a grade before the end of the 5th week of the next marking period. If the work is not made up by this deadline, it will be graded as a zero and the student's average will be computed accordingly.

### WHAT PROCEDURE SHOULD I FOLLOW IF I KNOW A GRADE ON MY REPORT CARD IS INCORRECT?

If the grade is for a course taken during the present school year,

see your teacher who can make the change. Grade changes may be submitted by the teacher up to one year after the course has been completed. The teacher alone will submit the form. Under no circumstances will change of grade forms be accepted directly from the students. Check with your counselor, after a reasonable period of time, to see that the change of grade has been recorded on the transcript.

The student should check the report card at the next quarter to make sure the change has been made.

### **WHAT HAPPENS WHEN I AM ILLEGALLY ABSENT FROM CLASS?**

In the event of an illegal absence from class, the responsibility for making up back work rests with the student. Students who are illegally absent will receive a grade of zero for all tests, quizzes, and projects given/graded during the illegal absence. Work must be made up during free periods in a Study Center or after school. And, as stated in the school's no-cut policy, illegal absences will result in disciplinary action. Also, in the case of legal absences, the responsibility for making up work rests with the student.

### **WHAT IS THE ASSESSMENT POLICY?**

Assessments are an aspect of maintaining curriculum integrity. Assessments should be corrected, graded, returned to students, and reviewed as soon as is practicable and within the time frame guidelines established by the Superintendent. (Quiz – within two days, Test – within three days, Unit test or Midterm – within five days.) Generally, they should be kept by students for further study.

A master corrected and completed copy of all unit tests and midterm exams will be on file in the department office for the entire school year.

### **ASSESSMENT SCHEDULE FOR 2021-2022:**

- Day 1: English, World Languages, Science
- Day 2: Math, Social Studies, Electives
- Day 3: English, Science, Electives
- Day 4: World Languages, Science, Social Studies
- Day 5: World Languages, Math, Electives
- Day 6: English, Math, Social Studies

### **WHAT IS THE PROCEDURE REGARDING THE USE OF COMMUNICATION DEVICES DURING MIDTERM, FINAL AND REGENTS EXAMS?**

All students are prohibited from bringing cell phones, smartwatches and any other electronic devices into a classroom or other location where a midterm, final or Regents exam is being administered. Test proctors and school officials shall retain the right to collect and hold any prohibited electronic devices prior to the start of the test administration. If a student does bring such device into the exam location, it is the responsibility of the student to carry it in a clear plastic bag with some form of ID inside. This will ensure the collection and return of the cell phone, smartwatch or any other prohibited electronic device without incident. Admission to the test shall be denied to any student who is in possession of a cell phone, smartwatch or any other prohibited electronic device and refuses to relinquish it.

### **SUMMER SCHOOL**

If you attend summer school, the summer school course grade and the summer Regents exam grade will be listed on the transcript with the former grade, but the higher grade will be used for computation of your cumulative average.

In addition, if only Regents exams are repeated, without repeating the course, both Regents grades will be listed on the permanent record and the new Regents grade **will** be calculated

into the final average on the transcript.

### **HOW IS THE THREE-YEAR GRADE POINT AVERAGE (GPA) DETERMINED?**

All subjects taken in which a student receives a numerical grade are used in calculating the three-year average. High pass/pass/no credit courses are not included. If a student repeats a course, the higher grade is used in calculating the average, although all grades remain on the transcript. All students have their GPA's computed annually. This GPA appears on the transcript.

Transfer students please note: A student must have earned 9 academic credits at Roslyn High School in order to be included in our GPA listing. Only grades earned at Roslyn High School will be used to calculate the GPA. No course taken outside of Roslyn High School will appear on a student's transcript, and no credit will be granted. Only courses taught by New York State certified teachers at Roslyn High School will be included on the transcript.

### **HOW DOES A STUDENT BECOME A MEMBER OF THE ROSLYN HIGH SCHOOL CHAPTER OF THE NATIONAL HONOR SOCIETY?**

Qualifying 11<sup>th</sup> or 12<sup>th</sup> grade students will receive a written **Invitation to Apply** to National Honor Society sometime during the late fall. Receipt of an Invitation is based on a student meeting the first of the four requirements for admission, Scholarship. Prospective members need a *minimum 92.0 cumulative, unrounded and unweighted GPA* in order to receive an Invitation.

(\*See section on **Character** below for other restrictions)

Students who have met this first criteria will be required to attend a mandatory informational meeting before the application process can begin. At that time instructions will be given as to how to go about submitting the necessary paperwork and what is expected. Applications will be reviewed by a NHS Faculty Review Committee, and applicants who do not appear to meet all four criteria for admission will be given the opportunity to appeal.

Applicants will demonstrate, through the application process, evidence of all four requirements for membership. They are as follows:

**Scholarship:** (Earns students the right to apply for admission - by invitation only) Scholarship is a commitment to learning. True scholars can spend hours in study; they know the lasting benefits of a cultivated mind. Scholars pursue learning beyond the classroom, away from textbooks, because scholarship does not end when formal education ends.

- 92.0 cumulative, unrounded and unweighted GPA (Juniors: 9<sup>th</sup>, 10<sup>th</sup>)  
(Seniors: 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>)

**Community Service:** Service to one's community is a rewarding experience and an important tenet of NHS. Members are selected on the basis of their exceptional service to the community. Applicants must achieve: (Be sure to up-date your credits for Community Service in the Main Office)

- Minimum of 40 hours by the end of Sophomore Year
  - To include a minimum of 20 hours outside of school
- Examples of acceptable community service opportunities include:
  - Participation in approved non-profit charitable organizations
  - Volunteer work in Roslyn Schools
  - Volunteer tutoring in or out of school
  - Volunteer work at the library, local JCC, Hospitals, Houses of Worship

- Examples of Community Service that will not count towards the minimum requirement for NHS:
  - Scribing
  - School Store

*(Students who apply for membership, but are not accepted by the Committee because of a lack of demonstrated Community Service Hours will be given the opportunity to appeal.)*

**Leadership:** Leadership is an attitude cultivated over time; it is not simply about being elected or appointed to an office. Most important, a leader's aim is to inspire others and lead by example.

- Examples of acceptable leadership roles include:
  - Officer of a club
  - Captain of Sports Team
  - Organizing Fundraising drives or bake sales
  - Organizing activities in or out of school
  - Others may include Volunteer Camp Counselor, Sunday School Helper, etc.

*(Students who apply for membership, but are not accepted by the Committee because of a lack of demonstrated Leadership will be given the opportunity to appeal.)*

**Character:** Character is the distinguishing element within each individual. It is the product of action and daily striving to make the right choices. Character is about self-control, reliability, honesty, sincerity, and integrity. Character is not what you do when people are watching, but what you do when no one is watching.

- Minimum standards for acceptance into National Honor Society
  - Upholds academic integrity as defined in Student Handbook
  - Strict adherence to Code of Conduct as defined in Student Handbook
  - Exemplary behavior record free of documented referrals and/or suspensions in or out of school.

*(\*Please note – students who have been disciplined for Plagiarism infractions cannot be invited to apply. For all other types of discipline issues, students will be permitted to apply but may need to go through an appeal process to determine eligibility.)*

### **WHAT IS THE SCHOOL'S PROMOTION POLICY?**

For promotion to 10th grade, a total of four and a half (4½) credits is necessary (including one credit of English, one credit of social studies, AND one credit of science OR mathematics).

For promotion to 11th grade, a total of nine credits is necessary (including two credits of English, two credits of social studies, AND two credits of science OR mathematics).

For promotion to 12th grade, a total of thirteen credits is necessary (including three credits of English, three credits of social studies, AND at least two credit in science and one credit in mathematics. In addition, a student may be denied promotion to 12th grade if he/she has not completed two years of Physical Education.

In order to participate in the June Graduation Ceremony, a student must be able to complete all graduation requirements by the end of summer school in their senior year.



## **HOW ARE GRADUATION SPEAKERS CHOSEN?**

The OCC President addresses the graduation class. The Valedictorian and Salutatorian speakers are chosen based on their weighted GPA, as well as on their character and integrity. Any student who has been found cheating, plagiarizing or violating the Academic Integrity Policy at any time while at Roslyn High School will not be permitted to speak at graduation.

## **WHAT ARE THE FACTS ABOUT EARLY GRADUATION?**

Under exceptional circumstances, and with the approval of the parents, teachers, counselor, and the Principal, a student may arrange for graduation at the end of the junior year or mid-year of the senior year. The number of credits for graduation remains the same as for those who spend four years in high school. Early graduation is generally restricted to those students who have shown a capacity to handle an additional academic load. The students must have also exhibited above average academic performance. College-bound students are advised that, although more and more colleges accept students for early admission, some colleges still may not do so; and judgments on admissions may be more selective for these students. Students interested in early graduation should discuss the possibility with their counselor and have their specific plans approved at least one month prior to the start of what would become their final year at Roslyn High School.

## **2021-2022 TEST DATES**

Please refer to scope calendar for all SAT, ACT and PSAT dates.

## **ADVANCED PLACEMENT EXAMS**

9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade students may not take an Advanced Placement exam unless they are enrolled in the corresponding Roslyn High School Advanced Placement course.

Students can take an Advanced Placement exam if Roslyn High School does not offer the specific corresponding course.

Students wishing to take exams that are scheduled for the same time slot should ask their AP Coordinator to contact AP Services.

All students enrolled in AP classes are required to take the AP exam. Students who do not sit for the Advanced Placement exam will have their transcript noted and designation of their course changed from Advanced Placement to Honors.

## **USE OF COMMUNICATION DEVICES DURING AP EXAMS**

All students are prohibited from bringing cell phones, smartwatches and any other electronic devices into a classroom or other location where an AP exam is being administered. Test proctors and school officials shall retain the right to collect and hold any prohibited electronic devices prior to the start of the test administration. If a student does bring such device into the exam location, it is the responsibility of the student to carry it in a clear plastic bag with some form of ID inside. This will ensure the collection and return of the cell phone, smartwatch or any other prohibited electronic device without incident. Admission to the test shall be denied to any student who is in possession of a cell phone, smartwatch or any other prohibited electronic device and refuses to relinquish it.

# ***ADMINISTRATIVE PROCEDURES OF ROSLYN HIGH SCHOOL***

## **ATTENDANCE PROCEDURES**

1. Students are expected to be in class on time and to remain for the duration of the period.
2. Students who arrive late to school during period one should report directly to

period one. If the student has a note explaining the lateness, this note may be brought to the Attendance Office only during the student's free periods.

3. Parents must call the Attendance Office (801-5115) when students are absent. Upon returning from an absence, students are also required to bring a note from a parent/guardian to verify their absence or lateness to school. Failure to provide excuse notes will subject the student to the penalties of the cutting policy. Student absentee excuse notes written by the parent or guardian should be brought to the Attendance Office during a free period. The attendance staff will use this note to verify the legality of absences.

4. Students who arrive late to school after first period must report to the Attendance Office and scan their ID card to retrieve a late pass. Students must bring an excuse note when arriving late to school. Students who are in the school building, but have not signed in, will be considered cutting.

5. Parents or guardians must come to the Attendance Office to sign students out of school if they desire an early dismissal for a personal or medical appointment. The student will be considered cutting if the sign-out procedures are not followed. Students will be considered cutting if they leave school during an assigned class without permission.

### **PERIOD-BY-PERIOD ATTENDANCE**

Every student's attendance is taken and recorded every period of every day. A student is designated "absent from school" if he/she is recorded absent for four or more periods on any given day.

Excused absences refer only to those related to religious observances, four college visits between the spring semester of junior year and the end of senior year, court appearances, and school-related activities, e.g. field trips, peer counseling, District presentations, etc. Those students indicated as illegally absent will receive detention and their parents will be contacted by the teachers. If illegal absences continue, further administrative action will be taken.

Attendance will be reported on interim reports and report cards. Loss of Credit letters will be sent after 20 unverified absences for a full-year course, after 10 unverified absences for a one-semester course, after 5 unverified absences in a Physical Education class, after 30 unverified absences in a lab science course, which has a lab that meets every other day.

### **CUTTING POLICY**

With input from students, teachers, parents, and administrators, Roslyn High School has developed a no-cut policy. This policy emphatically maintains that cutting a class is unacceptable and that infractions will be dealt with on an escalating basis.

#### **Administration of Cutting Policy:**

- A. The first verified illegal absence from class will result in immediate parental contact by the classroom teacher.
- B. Detention will be served in one of the following ways:
  1. Detention with the teacher of the class that was cut during or after school.
  2. After-school detention for 40 minutes.
  3. In-school detention during an unassigned period.
- C. Excessive Cutting and/or Failure to Serve Detention:
  1. Detention must be served when assigned.
  2. Additional detentions will be assigned when detention is not served.
  3. Parental conference will be required.

4. Suspension from school could result.

D. Consequences and responsibilities of illegal absences:

1. Students must make up work taught during the period they were cutting.
2. Students who are illegally absent will receive a grade of F on all tests, quizzes, and projects given/graded during the illegal absence.
3. Participation in after-school activities such as sports, performances, and club meetings will not be permitted.

E. Students are expected to be on time for all classes. Students who arrive late to class three times will be given a cut. Lateness of fifteen minutes or more, however, will be considered a full cut. In addition to being subject to the cutting policy, chronic latecomers will also be assigned detention.

### **ATTENDANCE AND EXTRA-CURRICULAR PARTICIPATION**

A student must attend four classes to participate in a practice session, interscholastic, or extra-curricular activity.

A student will not be permitted to participate in a school activity during a period of suspension from school. A student will also lose this privilege when cutting a class.

### **SPECIAL NOTE REGARDING PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES**

Participation in extra-curricular activities at Roslyn High School is a privilege. Student participation on athletic teams and clubs, and attendance at sports events and all other school-sponsored events and activities, including, but not limited to: OCC events, the Junior Dance, Senior Party and Senior Prom is dependent upon adherence to the school's Code of Discipline.

Therefore, at the discretion of the administration, any student who violates the high school Attendance Policy and Code of Discipline may lose his/her privilege to participate in these activities and events. In the event of the loss of privileges, a student will have the opportunity of a due process hearing.

### **SUBSTITUTE TEACHERS**

In the event of teacher absence, every effort is made to obtain a qualified substitute teacher to insure the continuity of instruction. Students are required to attend classes taught by substitute teachers and attendance will be taken. Illegal absences will be treated as stated previously.

It is the responsibility of each student to verify with the departmental office whether or not a substitute has been assigned. When no substitute teacher is available for a particular class, students are urged to utilize such instructional support facilities as the departmental study centers, the library, and the counseling center. Students should not leave the campus during these periods.

If it is not possible to obtain a substitute, students are informed of the teacher's plans by instructions on the classroom door. It is expected that students will complete all assigned work and present it to the teacher at the next class meeting.

## **STUDENT ATTENDANCE (Policy 5100)**

The Board of Education recognizes that regular school attendance is a major component of

academic success. Through implementation of this policy, the Board seeks to minimize the level of absences, tardiness, and early departures (referred to in this policy as “ATEDs”), and encourages full system attendance by all students. The Superintendent of Schools will maintain an adequate attendance record keeping system, identify patterns of student ATEDs, and develop effective intervention strategies to improve school attendance.

It is the objective of this policy to encourage that each student attends school on time, for the maximum number of days and instructional periods possible. In furtherance of this objective, the District shall utilize strategies such as positive attendance incentives and appropriate disciplinary and other consequences, as well as integration of attendance standards for the purpose of conferral of course credit.

### **Policy Publication**

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/guardians, teachers and administrators are notified of and understand this policy, the following procedures shall be implemented.

- The Attendance Policy will be included in student handbooks in a plain language summary and will be reviewed with students at the start of the school year.
- Parents/guardians will be provided a plain language summary of this policy at the start of the school year.
- Parents/guardians of a student entering the School District for the first time will be asked to sign and return a statement indicating that they have read and understand this policy.
- 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.
- All faculty and staff will meet at the beginning of each school year to review the Attendance Policy to clarify individual roles in its implementation.
- Copies of this policy will also be made available to any community member upon request and at the buildings, and the District Website.

### **Excused and Unexcused Absences**

Excused ATEDs are defined as absences, tardiness, and early departures from class or school due to personal illness of the student (3 days or less), extended illness for more than 3 days requires a doctor’s note, serious illness of immediate family member, death in the student’s family, serious, contagious, or epidemic disease in the household where the pupil resides, emergency doctor or dental appointments, mandated attendance in a court of law or related court proceeding, documented college visits (4), religious observance, dangers imposed by weather conditions, attendance at school sponsored programs (e.g., Field trips, assemblies), suspensions, or such other reasons as may be approved by Principal or Principal’s designee.

All other ATEDs are considered unexcused absences. It is the parent/guardian’s responsibility to notify the school attendance office within at least 24 hours of the ATED and to provide a written excuse upon the student’s return to school. All written excuses must be submitted no later than five (5) school days after the student’s return to school. It is essential that a parent/guardian provide a written excuse for each ATED. Such excuse

should contain the reason and date of ATED. ATEDs not expressly accounted for will be considered unexcused for state reporting purposes.

**After the third consecutive day of absence for medical reasons a doctor's note will be required.**

When a student is absent or leaves early from class or school without excuse, designated staff member(s) will notify the student's parent(s)/guardian(s) by phone and/or mail of the specified ATED, remind them of the Attendance Policy, and review ATED intervention procedures with them.

### Tardiness

Students are expected to arrive to school and to all classes on time.

At the high school, students who are late to school during period one should report directly to period one. Students who arrive late to school after period one must first report to the attendance office, sign in and obtain a late slip. Students may be assigned detention for unexcused lateness to school.

Any student entering a class after the beginning of the period is tardy for that class. The teacher shall record the lateness as either an "excused" tardiness or an "unexcused" tardiness. Students bringing a valid note will be recorded as an "excused" tardiness. If the student does not have a note the designation shall be at the discretion of the teacher based on the reason the student is late to class. Three unexcused tardies of less than ten (10) minutes will be considered an unexcused absence, three excused tardies would result in an excused absence, and the consequences as outlined for absences will be applied.

A student is considered absent when he or she misses more than ten (10) minutes of class.

### Early Dismissal

If a student will be leaving school prior to the end of the day, a parent/guardian must come to the main office or attendance office to sign his/her child out of school. In grades K-8, a parent/guardian must sign the student out in the building/attendance office prior to the time indicated on the request. High school students may sign themselves out if prior approval has been granted based on a verified letter from a parent/guardian. Leaving without being signed out by a parent/guardian or without prior approved written permission will be considered an *unexcused absence* from class and appropriate action will be taken.

### General Procedures/Data Collection

- Attendance must be recorded within the first hour of the school day, at least once daily for students in grades K-5. If students are dismissed from school grounds during a lunch period, then attendance must also be recorded upon the student's scheduled return.
- Attendance must be recorded electronically during each period of instruction for students in grades 6-12. In the event that the data cannot be electronically recorded (e.g. computer files) the information must be submitted to the Principal or the Principal's designee.
- The nature of an ATED shall be coded on a student's record.
- Student ATED data shall be available to and should be reviewed by the

designated school personnel in an expeditious manner.

- Where additional information is received that requires corrections to be made to a student's attendance records, such correction will be made immediately. Notice of such a change will be sent to appropriate school personnel subject to applicable confidentiality rules.
- Attendance data will be analyzed periodically to identify patterns or trends in student absences.
- Where consistent with other school practices, teachers and staff shall refer students in the hallways who are absent from a class period without excuse to the Principal or Principal's designee.
- Continuous monitoring will be conducted to identify students who are absent, tardy, or leave class or school early.
- The principal of each building, or his/her designee, will be responsible for reviewing pupil attendance records and initiating appropriate action to address unexcused pupil absence, tardiness and early departure consistent with the comprehensive Attendance Policy.

### Attendance Interventions

The District will continue to design and implement systems to support a student's efforts to maintain or improve school attendance. These may include, but are not limited to:

- Written notification by the School District to the parent/guardian of the student advising the parent/guardian of the student of the student's attendance history
- Verbal notification by the School District's social worker, counselor and/or building administration to the parent/guardian of the student advising the parent/guardian of the student of the student's attendance history
- Meeting between the parent/guardian of the student and the School District's social worker, counselor and/or building administration to review with the parent/guardian of the student the student's attendance history
- Commencement of court proceeding (PINS) (if necessary).

The District provides alternative learning opportunities for students at the high school level succeeding in school due to attendance, academic or emotional problems.

### Attendance Incentives

The District encourages and supports each building's effort to design and to implement systems to acknowledge a student's effort regarding attendance, accountability and responsibility.

The following incentives are examples of those that may be utilized to encourage student attendance:

- participation in extracurricular activities
- recognition of students with exemplary attendance

### Disciplinary Consequences

Absences from class dramatically reduce a student's ability to perform effectively. An unexcused absence from class can be considered a form of insubordination that may

endanger a student's health, safety or welfare. Unexcused ATEDs will result in disciplinary action consistent with the District's Code of Conduct. Those penalties may include, but not be limited to, the following:

- Parental contact
- Parent-teacher conferences
- Detention(s)
- Suspension(s)
- Closed campus
- Suspension from co-curricular activities or athletic teams
- Suspension of parking privileges
- Denial to participate in field trips

In addition, designated staff member(s) will contact the student's parents/guardians and additional staff members as necessary. Such staff member(s) shall remind parents/guardians of the attendance policy, explain the ramifications of unexcused ATEDs, stress the importance of class attendance and discuss appropriate intervention strategies to correct the situation.

### **Attendance/Grade Policy**

The Board of Education recognizes an important relationship between class attendance and student performance. Consequently, in each marking period a student's grade may be based on classroom participation as well as on performance on homework, tests, quizzes, papers, projects, etc.

Students are expected to attend all scheduled classes. Consistent with the importance of classroom participation, unexcused ATEDs and excused ATEDs for which work has not been made up will affect a student's class participation grade for the marking period.

If a student is legally absent from school, the student will be afforded the opportunity to make up class work, homework assignments and assessments in a timely manner. It is the responsibility of the student and/or parent/guardian to obtain missed work. In anticipation of at least two (2) days of absence, or after two (2) days of absence parents/guardians may obtain class work from the school.

### **High School Minimum Attendance Policy**

A student enrolled in the high school must be in attendance in order to be eligible to receive credit for that course. At the high school level, any student with more than 10 total unexcused absences in a semester course, 5 unexcused absences in a Physical Education course, 20 unexcused absences for a full year course, or 30 unexcused absences for a full year lab class will not receive credit for that course.

In implementing the policy set forth above, students who are unable to attend school or a class on a given day due to their participation in a school-sponsored activity (i.e., music lesson, field trip) may arrange with their teachers to make up any work missed. Participation in a school-sponsored activity will not count as an absence.

All students with an excused ATED are expected upon their return to school to consult with their teachers regarding missed work. Only those students with excused ATEDs will be given the opportunity to make up a test or other missed work and/or turn in a late

assignment for inclusion in their quarterly grade. Make up opportunities must be completed in a reasonable time and completed by a date specified by the student's teacher for the class in question.

If a student is marked illegally absent from a class, it is the responsibility of the student to speak with his/her teacher to make necessary corrections should there be an error. The teacher will then notify the Attendance Office. Parents/guardians will be notified of confirmed unexcused absences and dates when consequences have been assigned.

After a student has fifteen (15) recorded unexcused absences for a full year lab class, ten (10) recorded unexcused absences in a full year course, five (5) recorded unexcused absences in a half year course, or three (3) recorded unexcused absences in a Physical Education course, the school will advise the parent/guardian and the student(s) of the number of unexcused absences recorded and reiterate the requirements for attendance and denial of course credit if the student's attendance exceeds the maximum number of unexcused absences for the course in question. The classroom teacher will notify the parents/guardians of students, who have excused ATEDs and who do not make up work missed.

After a student has thirty (30) unexcused absences for a full year lab class, twenty (20) recorded unexcused absences in a full year course, ten (10) recorded unexcused absences in a half year course, or five (5) recorded unexcused absences in a Physical Education course, the school will send a final letter of notification to the parent/guardian and the student(s) stating that the student will not receive credit for the course. A student who is denied credit for failure to meet the minimum attendance requirement will receive an NCA (No Credit Attendance) on his or her report card. Students are required to continue attending the class. Students who are denied credit must audit the course to its conclusion in order to qualify for summer school attendance.

Any student and/or parent/guardian may appeal the decision to not grant the student credit for a course based upon the student's failure to meet the minimum attendance requirements as set forth in this policy and shall have the right to a hearing. Said appeal shall be made in writing to the Dean of Students within two (2) weeks of the date of the no credit notification and shall include a written statement describing the basis for the appeal. A committee will be formed to review the appeal composed of three to five staff members (selected from a rotating pool of faculty), and may include any of the following: teachers, the chairperson of the department whose course is involved, an administrator, and a pupil personnel support person (psychologist, counselor, social workers, etc.). The teacher of the student has the option of attending the appeal as a non-voting member. The student must be present at the appeal hearing or the meeting will be postponed. The committee will consider special cases and make a decision. The student has the right to appeal the committee's decision to the building principal. The building principal shall review said appeal after the hearing and provide his/her written determination concerning the appeal within a reasonable time. The building principal's determination shall be final.

### Annual Review

The Board shall annually review building-level student attendance records and, if such records show a decline in student attendance, the Board shall revise this comprehensive Attendance Policy and make any revisions to the plan it deems necessary to improve student attendance.



Adoption date: December 14, 2017

## **ANTI-BIAS STATEMENT**

*Each of us has a responsibility to promote harmony, understanding, and tolerance within our school, within our community, and ultimately throughout our society. Any act or deed of bias or prejudice is an act of ignorance and cowardice. We cannot tolerate any act which deprives another human being of his/her dignity. Even if one person, acting alone, spews forth racial, religious, or gender demeaning phrases, every one of us is harmed. Even though we believe that the vast majority of our Roslyn High School community agrees with these sentiments, we assert that we must all join the effort to fight against the occurrence of incidents of racial, religious, and/or gender bias.*

# **Roslyn High School 9-12 Code of Conduct Rights and Responsibilities Roslyn Public Schools**

The Board of Education recognizes that learning environments that are safe and supportive can increase student attendance and improve academic achievement. A student's ability to learn and achieve high academic standards, and a school's ability to educate students, is compromised by incidents of discrimination or harassment, including but not limited to bullying, cyberbullying, taunting and intimidation. Therefore, in accordance with the Dignity for All Students Act, Education Law, Article 2, the District will strive to create an environment free of discrimination, bullying and harassment and will foster civility in the schools to prevent and prohibit conduct which is inconsistent with the District's educational mission.

The District condemns and prohibits all forms of discrimination, bullying and harassment, including cyberbullying, of students based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees or students on school property and at school-sponsored activities and events, including those that take place at locations off school property. In addition, any act of discrimination, bullying or harassment, outside of school sponsored events that creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the misconduct might reach school property, may be subject to discipline.

### **Introduction**

The successful functioning of Roslyn High School, within the framework of its educational philosophy, calls for a viable code of conduct. This code focuses on the mutual responsibilities of all groups within the school community: The staff to its students; the students to the staff; and the students toward one another.

There is a universal set of ethical standards which can be enforced in this school building and which students will be expected to follow.

The first goal in teaching ethics is to give students a sense of how important these issues are and to encourage them to give greater thought to the ramifications of their actions on a regular basis. The second is to develop a high school atmosphere that encourages the development of character. The third is to allow students to develop a core of shared ethical

values. The final goal is to encourage students to carry these values forward and apply them broadly in their lives.

Defined, ethics is the act of doing the right thing.

We believe that the central function of this high school is the pursuit of academic excellence. Acts of misconduct undermine this pursuit. We believe it is important for students to know what to expect for specific acts of misconduct; we will implement our code with consistency, but not with the rigidity that ignores special circumstances. We have an abiding faith in academic freedom and civil liberties; we commit ourselves to due process of the law.

In drawing up the code of proscribed conduct which follows, we have been guided by a desire to be fair, to be even-handed, and to manifest the mutual respect that each member of this public school community feels for every other member.

(\*By staff we mean: cafeteria workers, custodial staff, secretaries, teacher aides, substitute teachers, teachers, and administrators.)

### **Definitions**

For the purposes of this Code, the following definitions apply:

#### **Disruptive Student**

A 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.

#### **Gender**

Actual or perceived sex and includes a person's gender identity or expression.

#### **Gender Expression**

The manner in which a person represents or expresses gender to others, often through behavior, clothing, hairstyle, activities, voice or mannerisms.

#### **Gender Identity**

One's self-concept as being male or female, as distinguished from actual biological sex or sex assigned at birth.

#### **Parent**

The parent, guardian or person in parental relation to a student.

#### **School Property**

In or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus, as defined in Vehicle and Traffic Law § 142.

#### **School Function**

Any school sponsored extra-curricular, co-curricular or other event or activity, regardless of where such event or activity takes place, including those that take place in another state

#### **Sexual Orientation**

Actual or perceived heterosexuality, homosexuality or bisexuality.

#### **Discrimination**

Unfair treatment of any student by a student or students and/or employee or employees on school property or at a school function including but not limited to, discrimination based on a

person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

### **Violent Student**

A student under the age of 21 whom:

- Commits an act of violence upon a school employee, or attempts to do so.
- Commits while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function, or attempts to do so.
- Possesses while on school property or at a school function, a weapon.
- Displays while on school property or at a school function, what appears to be a weapon.
- Threatens while on school property or at a school function, to use a weapon.
- Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
- Knowingly and intentionally damages or destroys school district property.

### **Weapon**

A firearm as defined in 18 USC § 921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutters, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death.

### **Harassment or Bullying**

The creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that (a) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or (b) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; or (c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or (d) occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. For purposes of this definition, the term "threats, intimidation or abuse" shall include verbal and non-verbal actions. Acts of bullying and harassment that are prohibited include but are not limited to those acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.

### **Cyberbullying**

Harassment or bullying as defined above, where such harassment or bullying occurs through any form of electronic communication.

## **CODE OF DISCIPLINE**

### **Academic Integrity and Student Behavior**

Academic and behavioral integrity are core values and the ethical foundation for all academic and personal interactions in the Roslyn High School Community. These fundamental core values embrace honesty, respect, personal responsibility and trust.

Our school is committed to these values in the pursuit of lifelong learning, formation of ethical character, and the cultivation of good citizenship. Fostering and advancing academic and personal integrity requires a partnership among students, teachers, administrators, support staff, parents and the community. Any breach of integrity is a destructive force in the school, jeopardizing the quality of education, and diminishing the achievement of others.

The following Code details acceptable and unacceptable academic and other behaviors at Roslyn High School, at all school-sponsored events, sports, and activities on or off school property, toward students, teachers, staff, administrators, parents, visitors and school property. Students may not engage in conduct, whether on or off school district property, that endangers the health or safety within the educational system, or adversely affects the educational process. Examples of off-campus conduct subject to discipline include threats made via the Internet, phone or other device; unauthorized access of the district's computer network; and inappropriate behavior at school bus stops.

Negative incidents will be reported to the administration and will be subject to disciplinary action as defined in the following Code of Discipline.

## **I. Academic Dishonesty**

**A. Cheating.** The definition of cheating is to act dishonestly or unfairly in order to gain an advantage. Many wrongful behaviors constitute cheating. Most common among them are copying or communicating with others during an exam or allowing others to copy from one's exam paper, using unpermitted notes, cell phones, smartwatches or any other prohibited electronic devices during an exam, obtaining information about an exam without the knowledge or consent of the teacher, discussing the contents of an exam with students sitting for the exam at a later time, or intentionally helping others cheat. Some of these and other behaviors fall under the concept of plagiarism, a serious form of academic cheating.

**B. Plagiarism.** The definition of plagiarism is using the words or ideas of another person as if they were your own, and not properly crediting the actual source. Many wrongful behaviors constitute plagiarism, with regard to homework, reports, research papers, tests, any class work, oral and digital and artistic assignments, such as:

- Copying from another person and handing in work as one's own
- Handing in the work of someone else
- Allowing others (parent, tutor, friend, etc.) to do your assignments
- Receiving help without instructor's permission
- Collaborating with others on an individual assignment
- Copying any part (sentences, paragraphs, pages) of or information from a book or Internet without correctly citing the source
- Purchasing essays to turn in as one's own
- Falsifying or making up citations to sources not used in research

### **C. Consequences of Academic Dishonesty**

**1. National Honor Society.** Any student found cheating or plagiarizing on any test, paper, project, or standardized test (including but not limited to SAT, PSAT, AP, or ACT) will not be eligible to apply for membership in the National Honor Society (NHS), and current members will lose their membership. Any ethical breach in conduct is evaluated by the NHS committee when applications for membership are reviewed. Cases in question will be reviewed by this committee of administrators, department chairs, teachers and guidance counselors, for a final decision.

2. **Range of Disciplinary Actions.** The range of consequences which may be imposed include the following:

- Assignment grade is lowered
- Assignment grade is zero
- Teacher speaks to parents
- Administrator speaks to parents
- Discipline referral is filed in the main office
- Teacher assigns detention
- Administrator assigns detention
- Out of school suspension
- Exclusion or removal from honor societies
- Student is not eligible to be a speaker at graduation
- Colleges notified by administration

## II. Student Behavior

**A. Conduct.** Students will conduct themselves in a positive manner, respect all staff, fellow students and school and district property, cooperate with school rules in all facilities, and restrain from disruptive behavior that may interfere with school programs and activities. Specific behaviors that are regarded as insubordinate include:

- Inappropriate use of district computers, software, e-mail, and the Internet, to receive or send materials deemed inappropriate by the administration, including pornography, bias materials, threatening statements, materials pertaining to violent acts and/or weapons.
- Use of vulgar or abusive language and/or behavior
- Selling, using and possessing vulgar or obscene materials
- Harassment, sexual harassment, hazing, bullying
- Eating in hallways and classrooms
- Distribution of materials (such as club flyers or email) for non-school events (such as night clubs, parties, trips, etc.)

**B. Attendance.** Students will attend all classes and assigned activities. Violations include:

- Cutting classes and assigned activities
- Lateness to class or school
- Leaving school grounds during an assigned period without permission
- Truancy
- Failure to attend a class after losing credit due to attendance (NCA)
- Failure to serve assigned detentions for lateness or cutting

**C. Illegal Substances.** Students may not be under the influence of any illegal substance or alcohol. Other illegal substance violations include:

- Smoking or any tobacco product and use is not permitted anywhere on school grounds
- Possession of controlled substances or illegal substances and related paraphernalia
- Distribution or attempt to distribute, or possession with the intent to distribute, a non-controlled substance upon the representation that the substance is a controlled, dangerous substance.
- Alcohol consumption by students. See Policy # 5441 below.

**D. Destructive/Prohibited Behavior.** Student behavior may not interfere with the normal school program or create dangerous situations, including the following:

- Gambling, card playing
- Fighting, assault, violent behavior
- Theft, vandalism, destruction of property
- Unauthorized entry to school premises
- Arson, extortion, robbery, theft or any other felonious act
- False fire alarm or fire reporting, bomb threat
- Selling and or possession or use of a weapon, fireworks or any other dangerous instrument
- Possession and/or use of laser devices
- Use of water guns or improper use of water containers of any kind
- Driving a motorized vehicle on school ground in a reckless manner or obstructing traffic
- Parking on school grounds without a permit or parking in an unauthorized area.
- Using skates, skateboards, roller blades, scooters or bicycles on school grounds.

Any other conduct, as determined by the administration, which endangers the health, safety, morals or welfare of other people, is prohibited, and any student(s) involved may be subject to disciplinary action.

## **ACCEPTABLE USE – REMOTE LEARNING Policy 4528**

### **I. OVERVIEW**

From time to time, schools may be closed as a result of social unrest, act of God, public health emergency, epidemic, pandemic, weather conditions, or regulations or restrictions imposed by any government or governmental agency, but may, pursuant to governmental action, be required to provide remote learning opportunities for students.

In accordance with guidance from the NYS Department of Education (NYSED), the School District (the “District”) may implement alternate remote instruction in the event of a prolonged school closure or student absence (the “Continuity of Learning Plan”).

To facilitate the Continuity of Learning Plan, the School District has authorized its faculty and administration to utilize online learning platforms. These platforms are useful educational tools and provide opportunities for personal connection between teachers and students. Through these platforms, teachers will continue to maximize opportunities to engage students and to interact with them through technology.

### **II. USE OF ONLINE LEARNING PLATFORMS**

The privacy and confidentiality of all participants is important.

Parents/guardians or any other third party must remember that online learning is for students and they should not be observing virtual platforms while their child is engaged in a remote learning session. Unless a younger elementary student is in need of technical assistance, parents/guardians should not interrupt learning. If a

parent/guardian has a question for their child's teacher, they should send an email to the teacher outside the online learning session; the teacher will respond to the parent/guardian during school hours.

In addition to the policies noted above and other existing District policies, the following rules of conduct apply while the Continuity of Learning Plan is in effect, as well as other times when students and teachers may be engaged in remote learning. **Violation of the following rules will result in appropriate disciplinary action.**

All individuals, including students, their parents/guardians or any other third party, and their family members, are prohibited from:

1. Recording, taking photos or taking a screenshot(s) of a videoconference session or any content presented in any form during the remote learning session.
2. Altering a videoconference session or any content presented during remote learning.
3. Sharing, posting, or otherwise distributing, in any manner, either physically or electronically, via email, text or social media (such as Twitter, Snapchat, Instagram, Facebook, Tik Tok, etc.) any videoconference session, any part of a videoconference session, or any altered content, whether they have created or have received the recorded or altered content.
4. Using the remote learning platforms for any purposes other than their intended use as directed by their teacher.
5. Sharing any links, ID numbers, passwords or invitations to a school videoconference session with anyone.
6. In the remote learning environment, students are to behave at all times as if they were at school. Inappropriate behavior that will not be tolerated includes, but is not limited to:
  - Making inappropriate faces, gestures or comments
  - Displaying an inappropriate virtual background or profile picture
  - Projecting or displaying an inappropriate image
  - Bullying or cyberbullying of other students or the teacher.
7. Complying in all respects with the Code of Conduct (Policy 5300).

The teacher may stop the video feed of any participant at any time, in his/her sole discretion.

In the unlikely event that inappropriate behavior occurs during any online learning session, the teacher will promptly end that session and promptly notify his/her Building Principal to investigate and follow up accordingly with the student(s) and

their parent(s)/guardian(s). The student(s) shall be subject to disciplinary consequences in accordance with the Code of Conduct (Policy 5300).

### III. RULES OF ETIQUETTE and PROCEDURES

General rules of etiquette that students should follow when participating in an online learning session include the following:

1. To enable the students to fully participate in their learning activities, students should be seated at a desk or table and set up their workspace in a quiet place that is free from distraction (such as siblings, pets, television, food, drinks, etc.). Pencil and paper or an electronic device to take notes (iPad, laptop) should be on hand to use, as needed.
2. To avoid disruptions in access to the online learning session, students should ensure that the batteries of their devices are charged, or that they are plugged in to power.
3. Students should not have out or should not use any other electronic devices, such as cell phones or video game consoles, which might distract from learning. Only devices that are used for instruction or to view the remote learning session should be used.
4. Students should consider using headphones or earbuds while engaging with audio or video content, as it will help them focus on learning and not be distracted.
5. An online learning session should be regarded just like being in school. Students should maintain respect in speaking, in writing, and in appearance. Students must dress appropriately.
6. Students should aim to arrive early to their online learning session, usually three to five (3 to 5) minutes before the scheduled start of an online learning session. This will enable the teacher to take attendance and to promptly begin the online learning session. Once the online learning session has started, the teacher has the sole discretion to prohibit late entry by locking the "room".
7. Students must log on using their first and last name for each learning session so that the teacher can identify and see each student before allowing them into the session.
8. Where applicable, students will be admitted to the "waiting room" and their teacher then will individually admit students into the online learning session.
9. Students should be entering the online learning session with their microphones on "mute". If a student would like to speak, has a question or something relevant to contribute to the session,



they should raise their hand, and the teacher will unmute them or allow the student to unmute themselves.

10. Unless otherwise instructed by their teacher, students must keep the video feature on at all times. Students should maintain their live faces on the screen throughout the lesson. Teachers must be able to see that students are in the class and paying attention throughout the lesson unless extenuating circumstances exist that must be approved by the teacher. Students should not change their virtual background during an online learning session, as changing it is distracting to other students.
11. At the teacher’s discretion, the chat feature may be enabled for students to use to ask questions. When utilizing the chat feature, students must be considerate and polite, and should utilize proper spelling and grammar.
12. If technical assistance is needed, teachers or students should contact the School District’s administrative offices.

<b><u>Cross-Ref:</u></b>	0100	Equal Opportunity
	0110	Sexual Harassment – Policy
	0115	Dignity for All Students Act
	4526	Computer Network and Internet Access Use Acceptable Use
	4526.1	Internet Safety
	5300	Code of Conduct

**Adoption Date: August 27, 2020**

## **Alcohol Consumption by Students**

**POLICY #5441 Students**

### **SUBJECT: ALCOHOL CONSUMPTION BY STUDENTS (BREATHALYZER)**

The Board of Education recognizes that the use of alcohol by minors represents a serious threat to the welfare of students.

The possession, transportation, and distribution of alcoholic beverages during school hours or during school-sponsored activities and events, including extracurricular, co-curricular or sports activities, whether on or off school grounds, is strictly prohibited.

The consumption of alcohol by students during school hours, as well as prior to or during school sponsored activities and events, including, extracurricular, co-curricular or sports activities and the presence of students who have consumed alcohol on school campus at any time or during school-sponsored, off-campus activities and events, is strictly prohibited.

Therefore, to promote a safe, healthy, and productive environment, the District implements the following testing policy with respect to students suspected of consumption of alcohol.

- a) School personnel who have a reasonable suspicion that a particular student has consumed alcohol prior to or during school hours or during a school-

sponsored event may recommend to the administrator in charge the use of Breathalyzer testing to determine such consumption. Reasonable suspicion shall be based on objective criteria including, but not limited to, admissions, reliable statements of others, possession of alcohol, impairment of motor control and other outward signs of alcohol use or intoxication such as flushed face, red or watery eyes, odor of alcohol on breath or clothing, slurred speech, failure to comprehend questions, being combative, lack of awareness in regard to time and place, and vomiting.

- b) The District shall maintain an appropriately calibrated and reliable Breathalyzer testing device and shall provide for training of school officials in its use so that it may be properly administered. The term, trained school official, shall be limited to nurses, administrators, and drug and alcohol school professionals
- c) A student present during an on or off campus school sponsored event, including, extracurricular, co-curricular or sports activities who is believed to have consumed alcohol prior to or during the event, will be discretely escorted by two school officials to a secure location unless circumstances dictate that only one school official is available. The test shall then be administered by a trained school official. The student will be granted an opportunity to explain a positive test result. After due consideration of the student's explanation, the school official shall make an immediate determination whether to exclude the student from the event. If alcohol use has been determined, the student's parents, person in parental relation, or legal guardian shall be immediately notified. Students identified as having consumed alcohol shall be detained under observation until a parent, a person designated by the parent, or a person named on the student's emergency contact card is available to transport the student home. If none of the aforementioned individuals are available, the staff member in charge of the activity will determine who will transport the child home. The student's behavior shall be referred to the School Principal and/or Superintendent of Schools for further action pursuant to Section 3214 of the Education Law. Test results shall be considered in making a determination whether to proceed further.
- d) During the regular school day, a student believed to have consumed alcohol will be discretely escorted by two school officials to a secure location unless circumstances dictate that only one school official is available. The test shall then be administered by a trained school official. If alcohol use has been determined, the student's parents, legal guardian, or person in parental relation shall be immediately notified. Students identified as having consumed alcohol shall be excluded from class and detained under observation until a parent, a person designated by the parent, or a person named on the student's emergency contact card is available to transport the student to home. The student's behavior shall be referred to the School Principal and/or Superintendent of Schools for further action pursuant to Section 3214 of the Education Law. Test results shall be considered in making a determination whether to proceed further.
- e) In the event that a student refuses the administration of a Breathalyzer test in any of the circumstances described in c) or d) above, he/she will be presumed to have consumed alcohol. The matter shall be processed under paragraphs c) or

d) in the same manner as if a positive Breathalyzer test result had been obtained.

- f) If the Breathalyzer test is negative, the student may receive permission to resume unrestricted activity provided the school official does not suspect the use of other drugs, or unless other disciplinary rules apply to the student's untoward behavior. If the school official suspects the use of other drugs or the student appears unable to walk properly/conduct himself/herself in a —normall manner, the student will be retained for his/her safety. The school official will contact the student's parent or legal guardian, describe the situation, and request the parent/legal guardian take the child home.
- g) The procedures and protocol for administration of this policy and breath alcohol analyzer testing permitted hereunder, together with the processing of students, shall be established by the administrative regulation issued by the Superintendent of Schools.

As noted above, the consumption, possession, transportation, and distribution of alcoholic beverages is strictly prohibited. Any student determined to have consumed, possessed, transported, or distributed alcoholic beverages in violation of this policy shall be subject to immediate suspension and further discipline as provided in Section 3214 of the Education Law of the State of New York.

Adopted: April 2, 2009

### **RANGE OF DISCIPLINARY ACTIONS**

The range of permissible consequences which may be imposed as appropriate for violations of the student disciplinary code includes the following:

1. Verbal warning.
2. Written warning.
3. Reprimand.
4. Detention with teacher, administrator.
5. Conference with parents.
6. Suspension from transportation.
7. Suspension from athletic participation.
8. Suspension from social or extracurricular activities.
9. Suspension from other privileges
10. In-school suspension.
11. Exclusion from a particular class.
12. Required parent conference.
13. Mandated change of schedule.
14. Probationary status:
  - a. There will be a formal notice of the term and conditions of probation.
  - b. A review of probation will occur at specified intervals.
15. An explanation of subsequent penalties for unimproved behavior.
16. Referral to guidance counselor.
17. Referral to psychologist.
18. Referral to social worker.
19. Referral to Child Study Team.
20. Referral to CSE.

## 21. Suspension.

Previous disciplinary warnings and actions will be taken into account. A referral back to Committee on Special Education (CSE) may be indicated.

### **SUSPENSION**

1. Short-term Suspension – The Principal, in accordance with the rules of the Board of Education shall have the right to suspend temporarily, for cause, for a period of not more than five school days, any student in the school under his/her direction.

a. Recognizing the need of due process: Prior to any suspension, a student shall receive oral or written notification of the charge against him/her, the conduct which forms the basis of the charge, and the policy, rule, or regulation violated. If the student denies the charge, he/she shall have the right to an explanation of the evidence supporting the charge and an opportunity to present his/her side of the story to the Principal.

b. A student whose presence in school poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school provided that, as soon as practicable thereafter, the student shall be informed of the nature of the charge against him/her and the evidence supporting it and be given the opportunity to present his/her side of the story within 24 hours. Oral and written notification of suspension shall be given to the parent.

2. While under suspension, suspended students shall not be permitted to participate in any school activity on property owned by the School District or any off-site school-sponsored activities except those associated with approved counseling and alternative educational programs. Students who are suspended also jeopardize their participation in future school programs.

3. Long-term Suspension – is any suspension from required attendance in excess of five days. Because of the seriousness of a long-term suspension, a Superintendent's hearing will be held and greater procedural safeguards will be observed.

### **PROCEDURE AFTER SUSPENSION**

"No pupil may be suspended for a period in excess of five days unless such pupil and the person in parental relation to such pupil shall have had an opportunity for a fair hearing, upon reasonable notice, at which such pupil shall have the right of representation by counsel, with the right to question witnesses against such pupil and to present witnesses and other evidence on his behalf. "Where a pupil has been suspended as insubordinate or disorderly and said pupil is of compulsory attendance age, immediate steps shall be taken for his attendance upon instruction elsewhere or for supervision or detention of said pupil. (*from Section 3214 of the Education Law.*)

### **TEMPORARY REMOVAL OF DISRUPTIVE AND VIOLENT STUDENTS**

Disruptive students are defined as elementary or secondary students less than 21 years of age who are substantially disruptive of the educational process or who substantially interfere with a teacher's authority in a classroom. Disruptive students may be temporarily removed from class, consistent with the disciplinary measures in the Roslyn School District Discipline Code for Student Behavior. Violent students are defined in the statute as elementary or

secondary students under 21 years of age who: commit acts of violence against any school employee, or attempt to do so; commit acts of violence on school property against any student or other person lawfully on school grounds, or attempt to do so; possess, on school property or at a school function, a weapon; display, while on school property or at a school function, a weapon; threaten, on school property, to use a weapon; knowingly and intentionally damage or destroy the personal property of any person lawfully on school property or at a school function; or knowingly or intentionally damage or destroy District property. As in the past, only school administrators and boards of education may discipline violent students.

## **RIGHTS AND RESPONSIBILITIES**

A student enrolled in Roslyn High School shall have the right and the responsibility to:

### **SAFE ENVIRONMENT**

- To learn and participate in school activities in a safe environment.
- To learn in an environment free from interruption, harassment, bullying, discrimination, intimidation and fear.
- To be a law abiding citizen; to respect and/or care for school property and facilities; to respect the property of others.
- To assist in maintaining a clean and orderly school environment.
- To behave in a safe, courteous, and appropriate manner in school, on school transportation vehicles, and on school-sponsored field trips.
- To leave the school building promptly after school-sponsored activities or special events.
- To be responsible for securing lockers and personal belongings.

*(PLEASE NOTE: student lockers are school property and may be searched and/or have the contents removed with or without prior notification. A lock, not issued by school, may be clipped to affect such a search or removal of property.)*

### **FAIR EVALUATION**

- To be evaluated fairly and frequently on the basis of clearly established course goals and objectives.
- To strive for the highest level of personal achievement possible; participate actively in the maintenance of an environment conducive to learning.
- To be on time and in regular attendance in school and in classes and to submit notes signed by a parent or guardian regarding absence or lateness.
- To meet with teachers at a mutually agreeable time in regard to missed work.
- To submit assignments, tests, and examination materials which are solely his/her own (not plagiarized, copied, or otherwise not clearly attributed to source).

### **CONSULTATION**

- To discuss personal issues with appropriate staff members.
- To discuss school-related issues with appropriate staff members such as classroom teachers, counselors, administrators, or other staff.
- To address the Board of Education on the same terms as any citizen.

- To bring to the attention of appropriate staff members information concerning unsafe or harmful conditions/situations with the understanding that confidentiality may be limited by legal obligations of staff.

### **STUDENT GOVERNANCE/FREEDOM OF EXPRESSION**

- To organize and promote a form of student government that is acceptable to the majority of students in the school. All students have the right to seek and hold office and to vote in student elections.
- To freedom of expression, to allow for the free exchange of diverse viewpoints, and maximum intellectual growth.
- To respect broad school and community sensibilities and sensitivities in written and/or verbal expression.
- To dress and conduct he /she in a manner socially appropriate for a high school setting.

### **PATRIOTIC EXERCISES**

- To participate, or to choose not to participate in a non-interfering manner, in the appropriate patriotic exercises provided by the school in accordance with State and local law.

### **SUSPENSION**

- To have his/her rights observed prior to suspension pursuant to Education Law 3214; including an opportunity to present his/her version of the facts and circumstances which may lead to disciplinary sanctions.
- To be familiar with and abide by general school procedures, policies, rules, and regulations pertaining to student conduct.
- To follow the appropriate directions of staff members.

### **PARTICIPATION**

- To participate in all aspects of the school program regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, sex, sexual orientation or disability.

### **INFORMATION**

- To be advised of, and to be given copies of, the Roslyn High School 9-12 Code of Conduct Rights and Responsibilities at the start of each school year.
- To be familiar with the policies and procedures outlined in the Roslyn High School 9-12 Code of Conduct Rights and Responsibilities.

### **NOTE: ON DISCIPLINING STUDENTS WITH DISABILITIES**

A disabled student who engages in unacceptable behavior unrelated to his/her handicapping condition can be disciplined. Whenever possible, the special education director will be involved in a process which might result in disciplinary action. Such students are protected by Federal and State law as well as by Board of Education policy. The School District will in no way abridge the rights of a student with a disability.

### **OPEN SCHOOL REGULATIONS**

Roslyn High School maintains an open campus. In as much as cafeterias, study centers, the library, and computer centers are available during unscheduled periods, and since class

attendance and punctuality are required, students are urged to take advantage of in-school facilities. If a student leaves campus during a lunch or unscheduled period, it is the student's responsibility to conduct himself/herself properly and to return to classes as scheduled. (Policy 5181) Students may not disturb classes in session, nor may they congregate in the halls. Abuse of the open school policy may result in loss of privileges.

### **SMOKING AND VAPING**

Smoking and vaping anywhere on school property is strictly prohibited according to Board of Education policy and New York State Law. Any person violating this law is subject to a civil fine and school disciplinary action.

### **BICYCLES, SKATEBOARDS, AND ROLLER BLADES**

Students may ride bicycles to school. Bicycles must be parked in the racks located at different areas outside the school. Bikes must be securely fastened to racks and locked at all times. We cannot be responsible for loss or damage which may occur. Skateboards and roller blades cannot be used in the building or on school property.

### **PORTABLE RADIOS, IPODS, PAGING DEVICES, LASER DEVICES, CELL PHONES AND OTHER ELECTRONIC DEVICES**

Students must follow regulations regarding the use of all electronic devices in the cafeteria and throughout the building. If these devices are used in unauthorized areas, they will be confiscated by teachers or administrators. Laser devices may not be used anywhere in the building.

### **STUDENT USE OF LAPTOPS/IPADS IN THE CLASSROOM IS A PRIVILEGE, NOT A RIGHT**

Laptops/iPads are a recognized educational tool for student use. Laptops/iPads are to be used for the task assigned by the teacher for that period. Examples: Class Notes, Research. Laptops/iPads may be used for formal assessment ONLY when directed by the teacher. Teachers are permitted to request a copy of notes taken by students in class. Any use of video recording and/or audio recording as well as photographs of teachers or students during classroom instruction is prohibited unless prior approval has been granted by a teacher or an administrator. Students are responsible for securing their laptops and all personal property. Roslyn High School is not responsible for lost or stolen property.

### **CONSEQUENCES FOR FAILURE TO ADHERE TO LAPTOP PROCEDURES**

Failure to follow laptop/iPads guidelines is considered insubordination. The first offense will result in a warning by the teacher. A second infraction will result in a call home and detention with the teacher. The third violation will result in referral to the Main Office and loss of privileges for a period of time to be determined based on the nature of the offense.

### **THE ROLE OF PARENTS/PERSONS IN PARENTAL RELATION**

A cooperative relationship between home and school is essential to each student's successful development and achievements. Research indicates that significant parental involvement in the education of their children leads to higher academic achievement, increased self-esteem, and fewer behavior problems. To achieve this wholesome relationship, parents are urged:

- To show an enthusiastic and supportive attitude toward school and education;
- To build a good working relationship between themselves and their child;
- To build good relationships with teachers, other parents and their child's friends;
- To teach their child self-respect, respect for the law, respect for others and for public property

- To help their child understand that in a democratic society appropriate rules are required to maintain a safe, supportive and orderly environment;
- To insist on prompt and regular attendance, and to ensure that absences from school are legitimate;
- To listen to the views and observations of all parties concerned;
- To recognize that teachers merit the same consideration and respect parents expect from their child;
- To encourage their child to practice good hygiene and grooming, and take pride in his/her appearance;
- To insist that their child promptly bring home all communications from school;
- To cooperate with the school in jointly resolving any school related problem;
- To set realistic standards of behavior for their child and resolve to remain firm and consistent;
- To help their child learn to deal effectively with negative peer pressure;
- To provide a place conducive for study and completion of homework assignments;
- To demonstrate desirable standards of behavior through personal example;
- To foster a feeling of pride in their child for their school;
- To provide support and positive reinforcement to their child;
- To inform school officials of changes in the home situation that may affect student conduct or performance;
- Bring any concerns of bullying, harassment or discrimination to the attention of the appropriate school official.
- To read, support and help their child to understand the District Code of Conduct and school rules.

Parents should be aware that they are responsible for any financial obligations incurred by their child in school, including but not limited to lost books, damage to property, etc.

## **REPORTING CODE VIOLATIONS**

### **1. To School District Personnel**

Students are expected to promptly report violations of the Code of Conduct to a teacher, guidance counselor, the Building Principal or in his/her absence, the Acting Building Principal. Students are required to report any act or threat of violence, including but not limited to a student possessing a weapon, a bomb threat, threats to person or property whether oral, written or by electronic or digital means, whether occurring on or off school premises, as well as a student possessing an illegal substance on school property or at a school function. All District staff that are authorized to impose disciplinary consequences are expected to do so in a prompt, fair and lawful manner. District staff that are not authorized to impose disciplinary consequences are expected to report any violation of the Code of Conduct to the Building Principal or, in his/her absence, the Acting Building Principal. District staff are required to report any threat of violence and violent students to the Building Principal or, in his/her absence, the Acting Building Principal or the Superintendent of Schools. Any weapon, alcohol, illegal substance (including synthetic drug) or similar item found shall be confiscated immediately, if possible, maintained in a secure location, followed by notification to the student's parent and law enforcement as appropriate.

### **Reporting Incidents of Discrimination, Harassment and Bullying**

Students who have been bullied, harassed and/or discriminated against, parents whose children have been bullied, harassed and/or discriminated against, or other students who observe bullying, harassing and/or discriminating behavior are encouraged and expected to



make a verbal and/or written complaint to any school personnel.

Staff members must promptly make an oral report of all complaints of bullying, harassment, and discrimination that they receive from students or others, whether oral or written, as well as any instances of bullying, harassment or discrimination that they are aware of, to the Principal of the school where the incident occurred not later than one school day after receipt of a report or witnessing an incident and shall file a written report with the Principal of the school where the incident occurred not later than two school days after making the oral report.

Reports of bullying, harassment and discrimination will be promptly investigated in accordance with District policies and procedures.

Retaliation by any school employee or student against any individual who, in good faith, reports or assists in the investigation of harassment, bullying and/or discrimination is prohibited under law.

### **Dignity Act Coordinator Contact Information**

The name and contact information for each school building's Dignity Act Coordinator(s) is provided below:

<b><u>Name</u></b>	<b><u>School Building</u></b>	<b><u>Contact Information</u></b>
Scott Andrews	High School	801-5101
Carol Murphy	High School	801-5100
Dave Lazarus	High School	801-5100
Jennie Yi	High School	801-5115

### **2. To Local Law Enforcement Agencies**

The Principal or his/her designee will report any code violations, including but not limited to incidents of harassment, bullying and/or discrimination, which may constitute a crime, and substantially affect the order and security of the school to the appropriate local law enforcement agency. The report shall be made as soon as practical but in no event later than the close of business on the day the Principal or his/her designee learns of the violation. The notification may be made by telephone, followed by a letter mailed on the same day as the telephone call is made. The notification must identify the student or other individual and explain the conduct that violated the Code of Conduct and constituted a crime. When necessary, the District will file a complaint in criminal court against the actor. Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible, and secured, followed by notification to the parent of the student involved and referral for discipline.

### **3. To Human Services Agencies**

When necessary, the District will file a juvenile delinquency petition or a person in need of supervision (PINS) petition in Family Court.

## **PROHIBITION AGAINST SEXUAL HARASSMENT**

## **Policy 0110**

The Board of Education is committed to providing an educational and working environment that promotes respect, dignity and equality and that is free from all forms of sexual harassment. To this end, the Board of Education prohibits all forms of sexual harassment on school grounds, school buses and at all school-sponsored activities, programs and events including those that take place at locations outside the School District. Sexual harassment

can occur between persons of all ages and genders. Sexual harassment can occur staff to staff, student to student, staff to student, student to staff, male to female, female to male, male to male or female to female.

### **Definitions**

**“Complainant”** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

**“Respondent”** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

**“Sexual harassment”** means conduct on the basis of sex that satisfies one or more of the following:

1. An employee conditions the provision of an aid, benefit, or service of the school on an individual’s participation in unwelcome sexual conduct (e.g., “quid pro quo” harassment);
2. Unwelcome conduct that a reasonable would determine to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school’s education program or activity; or
3. “Sexual assault,” “dating violence,” “domestic violence,” or “stalking.”

**“Sexual assault”** means physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent. A person may be incapable of giving consent due to age, drug or alcohol use, or an intellectual or other disability. Sexual violence includes, but is not limited to, acts such as rape, sexual assault, sexual battery and sexual coercion. All such acts of sexual violence are forms of sexual harassment.

**“Dating violence”** means violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship.

**“Domestic violence”** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

**“Stalking”** means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

### **Title IX Coordinator and Compliance Officers**

The Board of Education has designated a Title IX Coordinator who is authorized to coordinate the School District’s efforts and compliance with its Title IX responsibilities. The School District shall notify through its website all students, parents or legal guardians of students, and all unions, of the name or title, office address, e-mail address, and telephone number of the Title IX Coordinator.

The School District also has designated two (2) Compliance Officers (or more where appropriate), one (1) of each gender who charged as the School District's investigators for sexual harassment complaints.

### **Sexual Harassment Reporting**

Individuals who believe that they have been sexually harassed by an employee, student, or third party in violation of the School District's policies are encouraged to notify the School District through the Title IX Coordinator. Allegations of sexual harassment may be reported in person, by mail, by telephone, or by e-mail, using the contact information for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time, including during non-business hours, by using the telephone number or e-mail address, or by mail to the office address, for the Title IX Coordinator.

Whenever any employee becomes aware of sexual harassment (or allegations of sexual harassment), the employee must report such conduct to the Title IX Coordinator.

### **Resolution of Allegations of Sexual Harassment**

*Informal Resolutions.* Informal resolutions may involve direct communication by the Complainant with the Respondent or communication through a representative, including, but not limited to a selected colleague, faculty member or staff member, or the Title IX Coordinator. In handling of informal complaints, concerns or inquiries about alleged acts, omissions, improprieties, and/or broader systemic problems, third-parties should listen, offer options, facilitate resolutions, informally investigate, or otherwise examine the issues independently and impartially and seek an appropriate resolution. If the matter cannot be satisfactorily resolved through such informal communications, a formal complaint should be initiated. The Complainant has the right, at any time prior to agreeing to a resolution, to end the informal process and file a formal complaint. Allegations of employee sexual harassment of a student cannot be resolved informally; such allegations must be completed through the formal resolution process.

*Formal Resolutions.* Formal resolutions of alleged incidents of sexual harassment require a Statement of Complaint. Formal complaints should be filed as soon as possible after the date of the alleged misconduct. Formal complaints should be submitted to the Title IX Coordinator at 300 Harbor Hill Rd, Roslyn, NY 11576, (516) 801-5020, TitleIX@roslynschools.org or if the Title IX Coordinator is the party involved in the incident, to the Superintendent of Schools. All members of the School District's community have an obligation to make sure that complaints about sexual harassment (including retaliation) are directed to the Title IX Coordinator (or other appropriate administrative personnel) for prompt investigation and evaluation.

### **Statement of Complaint**

A Statement of Complaint may be filed by the individual that alleges to be the victim of conduct that could constitute sexual harassment or by any third party, including parents and guardians of a Complainant (such parents and guardians have the legal right to act on behalf of the Complainant). Third parties do not become Complainants (or Respondents) by filing a Statement of Complaint.

The Statement of Complaint must be written and include the following information: (i) the full name and address of Complainant; (ii) the name of Respondent(s) and Complainant's relationship to the Respondent (i.e. Respondent is student, faculty member, staff member,

etc.); (iii) a clear and concise statement of the facts that constitute the alleged sexual harassment (or retaliation), including pertinent dates and sufficient information to identify any other individuals who can provide information; (v) a statement by Complainant verifying that the information supporting the allegations of discrimination is true and accurate to the best of Complainant's knowledge; and (vi) Complainant's signature (physical or digital signature or such other means that indicates that the Complainant is the person filing the formal complaint). In addition, the Complainant must attach all documentation supporting the occurrence of the incident to the Statement of Complaint. The Statement of Complaint may initially be filed orally, but the Complainant must within three (3) calendar days submit a written Statement of Complaint. At the time of filing the Statement of Complaint, the Complainant must be participating in or attempting to participate in the education program or activity of the School District with which the formal complaint is filed.

The School District may investigate an alleged sexual harassment claim when a formal complaint is not submitted by the Complainant when the Title IX Coordinator (or the Superintendent of Schools) determines that an investigation is necessary in order to meet the school's obligations under this policy. If the Title IX Coordinator (or the Superintendent of Schools) signs a formal complaint, he/she will not be considered the Complainant or otherwise a party in the investigation.

Throughout the complaint and investigation process, personally identifiable information about parties involved in the complaint will be treated as confidential and only shared with persons with a specific need to know, subject to the Family Educational Rights to Privacy Act.

### **Supportive Measures**

The Title IX Coordinator must promptly contact the Complainant after becoming aware of an allegation of sexual harassment to discuss the availability of supportive measures. Supportive measures are non-disciplinary and non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to any party before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to education programs or activities at the School District without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the school community, or deter sexual harassment.

As appropriate, supportive measures may include, but are not be limited to:

- Counseling
- Extensions of deadlines or other course-related adjustments
- Modifications of class or clinical schedules
- Restrictions on contact between the Parties ("No Contact Orders")
- Changes in class locations
- Leaves of absence

Any decisions regarding supportive measures shall be made by the Title IX Coordinator, in consultation with relevant school administrators and the party requesting supportive measures. It is not necessary to file a formal complaint under this policy, participate in the adjudication process, or file a criminal complaint in order to request supportive measures from the School District. Complainants may request supportive measures even in cases where the Complainant has requested that no investigation be undertaken, or the Complainant or Respondent has declined to participate in School District's disciplinary proceedings or the criminal process.

Failure to comply with certain supportive measures, such as a No Contact Order or other measures taken to separate the parties in academic, employment, or extracurricular settings, may be a violation of the Code of Student Conduct and may lead to additional disciplinary action.

### **Right to Proceed with a Criminal Investigation**

The Complainant will be notified by the Title IX Coordinator in writing of his/her right to proceed with a criminal investigation and a Title IX complaint (school investigation) simultaneously. This notification will make clear that the School District is responsible for conducting an investigation of all complaints of Title IX, independent of any investigation conducted by a law enforcement authority or other agency (a “criminal authority”), and that the School District’s investigation will not be delayed by any investigation by such criminal authority unless expressly required by such criminal authority. The School District will immediately resume the school’s investigation when permissible (i.e., after criminal authority fact finding is completed).

### **Appointment of Investigator**

Upon receipt of a properly completed Statement of Complaint involving a claim of sexual harassment, the Superintendent of Schools will appoint within three (3) business days an investigator (the “Investigator”). The Investigator must be either a Compliance Officer or a third-party (subject to the approval of the Board of Education). In the event the Superintendent of School has a conflict of interest, the Investigator will be appointed by the Board of Education.

The Superintendent of Schools (or the Board of Education, when applicable) will not allow conflicts of interest, real or perceived, with an Investigator handling the investigation. If a real or perceived conflict of interest arises, the Superintendent of Schools (or the Board of Education, when applicable) will appoint a different Compliance Officer or third-party to participate in the investigation process.

### **Notification of Complaint and Notice of Allegations**

The Investigator will review the circumstances of the complaint and issue a Notice of Allegations to the Complainant (and parents, if a student) and Respondent (and parents, if a student) (the “parties”). Such notice will occur as soon as practicable, but no more than five (5) days after the School District receives the Statement of Complaint, absent extenuating circumstances or if the School District needs more time to gather all required information for the notice. All notifications with respect to sexual harassment claim will be completed through the School District email for parties that are student and employees, and by other reasonable means if the parties are neither.

The Notice of Allegations will include the following:

- A copy of this Sexual Harassment Policy;
- The allegations potentially constituting sexual harassment, including sufficient details of the allegations needed to enable parties to prepare for an initial interview. Sufficient details include the identities of the parties involved in the incident, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, to the extent such information is known at the time the Notice of Allegations is issued;
- A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the investigation process;

- A statement that before the conclusion of the investigation, the parties may inspect and review evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the School District does not intend to rely in reaching a determination regarding responsibility, and evidence that either tends to prove or disprove the allegations, whether obtained from a party or other source; and
- A statement that the School District’s policies prohibit knowingly making false statements or knowingly submitting false information during the investigation process.

If, in the course of an investigation, the School District decides to investigate allegations that are not included in the initial Notice of Allegations and are otherwise covered under the School District’s policies, the Investigator will issue an updated Notice of Allegations to notify the parties of the additional allegations being investigated. The Investigator will provide the parties with sufficient time to review the additional allegations to prepare a response before any initial interview regarding those additional charges.

### **Responding to Notice of Allegations**

Respondents will have ten (10) calendar days to respond to the complaint and the allegations in the Notice of Allegations. When a Respondent denies the allegations in the Statement of Complaint, the Investigator based on the totality of evidence collected to date, must make a determination of the validity of the complaint and determine whether a formal investigation is necessary and appropriate. The determination of the validity of the complaint will be judged by the standard of a reasonable person and will be promptly completed – typically within thirty (30) days of the filing of the Statement of Complaint.

### **Dismissal of Formal Complaint**

*Mandatory Dismissal:* Formal complaints must be dismissed if any of the following elements are met, in the reasonable determination of the Investigator:

- The conduct is alleged to have occurred outside of the United States;
- The conduct is not alleged to have occurred in a School District education program or activity; or
- The alleged conduct, if true, would not constitute sexual harassment as defined in this policy.

*Discretionary Dismissal:* The Investigator may dismiss a formal sexual harassment complaint, or any specific allegations raised within that formal complaint, at any time during the investigation, if:

- A Complainant notifies the Investigator in writing that he/she would like to withdraw the formal complaint or any allegations raised in the formal complaint;
- The Respondent is no longer enrolled at or employed by the School District; or,
- If specific circumstances prevent the Investigator from gathering evidence sufficient to reach a determination regarding the formal complaint or allegations within the formal complaint.

Either party may appeal this dismissal determination using the process outlined in “Appeal of Dismissal of Formal Complaint,” below.

*Notice of Dismissal:* Upon reaching a decision that the formal complaint or any specific allegation within the formal complaint will be dismissed under this policy, the Investigator will promptly send written notice of the dismissal, including the reason for the dismissal and information on the appeals process, simultaneously to the parties.

*Appeal of Dismissal of Formal Complaint:* Where all or part of a formal complaint is dismissed, either party may file an appeal of that decision within three (3) days of receipt of the Notice of Dismissal by filing a written appeal utilizing the Title IX Grievance process described below. The only permitted grounds to appeal a dismissal prior to an investigation are: (i) conflict or bias by the Investigator who issued the Notice of Dismissal, or (ii) error in the conclusion that the Statement of Complaint does not fall within the scope of this policy.

### **Time Frames for Investigating Complaints**

The School District does not limit the time for submitting a report of sexual harassment conduct prohibited by this policy. However, the School District's ability to investigate and respond effectively may be reduced with the passage of time.

The School District will endeavor to resolve every sexual harassment complaint in a fair, impartial, and timely manner. The School District recognizes that each case has its own unique circumstances, and that time frames for each stage of the process may vary depending on the details of a case and at certain times of the academic year (for example, during breaks, study periods, or final exams). Time frames may be extended for informal resolution or other good cause as necessary to ensure the integrity and completeness of the process. Other reasons for an extension of time frames include, but are not limited to: compliance with a request by law enforcement; accommodation of the availability of witnesses; accounting for exam periods, school breaks or vacations; and/or accounting for complexities of a specific case, including the number of witnesses and volume of information provided by the parties. The School District will notify the parties in writing of any extensions of time frames and the reason for the extension.

### **Sexual Harassment Investigations**

Formal investigations into allegations of sexual harassment will be conducted by the Investigator.

The School District will only investigate formal complaints when the alleged sexual harassment occurs in the School District's education program or activity, against a person in the United States. Education program or activity includes locations, events, or circumstances over which the School District exercised substantial control over both the Respondent and the context in which the sexual harassment occurs.

The purpose of the investigation is to establish whether there has been a violation of the School District's sexual harassment policies. The School District, and not the parties, has the burden of gathering evidence.

The Investigator has the responsibility to interview all parties who may have relevant information to the complaint (as identified by the Complainant or the Respondent). The Investigator will provide an equal opportunity for the parties to identify witnesses, including fact and expert witnesses, as part of the investigation process. The Investigator may interview fact and expert witnesses or collect a notarized written statement from them in lieu of a live interview. The Investigator will provide, to any individual whose participation is invited or expected, written notice at least five (5) days in advance, of the date, time, location, participants, and purpose of all investigative interviews, or other meetings, with sufficient time for such individual to prepare to participate. The Investigator will also notify all witnesses in sexual harassment related formal complaints and that they may bring one Advisor (as defined below) to each interview. While the Advisor may attend any investigatory meeting/interview, the Advisor cannot represent the party during any such meeting/interview, unless otherwise granted permission by the Investigator. It is the responsibility of the Investigator to weigh the credibility of all individuals interviewed and to

determine the weight of information received during the course of the investigation.

The investigation process will include a review of all relevant evidence, which may include review of photographs, computer files, email accounts, phones, texts, voice mail records, social media accounts, and other records. Notwithstanding the foregoing, the Investigator shall not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the School District obtains that party's voluntary, written consent to do so. The investigator should also consult the Committee on Special Education when either Complainant or Respondent is a disabled student receiving special education services under an IEP or section 504/Americans with Disabilities Act accommodations to understand the degree to which the student's disability either caused or is affected by the alleged violation. In addition, due process procedures required for persons with disabilities under state and federal law shall be followed.

Prior to completion of the sexual harassment investigation, the parties will have an equal opportunity to review and respond to the evidence obtained through the investigation that directly relates to the allegations in the formal complaint. The purpose of the inspection and review process is to allow each party the equal opportunity to meaningfully respond to the evidence prior to conclusion of the investigation. The parties will have ten (10) days to review such evidence and submit a written response by email to the investigator(s). If a party does not provide the Investigator with a response within ten (10) days, it will be assumed such party reviewed all of the evidence and chose not to respond. The Investigator will consider the parties' written responses before completing the investigation report and making a recommendation. The Investigator will provide copies of each parties' written responses to all other parties.

Evidence that will be available for inspection and review by the parties in sexual harassment investigations will be any evidence that is directly related to the allegations raised in the Statement of Complaint. It will include any (i) evidence that is relevant, even if that evidence does not end up being relied upon by the School District in making a determination regarding responsibility; and (ii) inculpatory or exculpatory evidence (meaning evidence that tends to prove or disprove the allegations) that is directly related to the allegations, whether obtained from a party or other source.

The parties must submit any evidence they would like the Investigator to consider before the parties' time to inspect and review evidence begins. Prior to obtaining access to any evidence, the parties and to the extent allowed Advisors must sign an agreement not to disseminate any of the evidence obtained during the investigation. In addition, prior to obtaining access to any evidence, the parties and to the extent allowed Advisors must also sign an agreement not photograph or otherwise copy any of the evidence obtained during the investigation without the expressed written approval of the Investigator.

### **Investigation Report**

At the conclusion of the investigation, the Investigator will prepare an investigation report (the "Investigation Report") that fairly summarizes relevant evidence. The Investigation Report is not required to catalog all evidence obtained by the Investigator, but only to provide a fair summary of that evidence. Only relevant evidence (including both inculpatory and exculpatory - tending to prove or disprove the allegations) will be referenced in the



Investigation Report. The Investigation Report may detail a time-line of the case and summarize relevant supporting documentation. The report may also include the Investigator's assessment of individual credibility. Any information or evidence deemed irrelevant will be kept as part of the case file and stored in a secure database but will not appear in the Investigation Report. The Investigator may redact irrelevant information from the Investigation Report when that information is contained in documents or evidence that is/are otherwise relevant.

The Investigator will send the report to the Complainant, Respondent, and their Advisors (where relevant), and allow them an equal opportunity to review and respond to the report within ten (10) calendar days. If parties do not provide the Investigator with a response within ten (10) calendar days, it will be assumed they reviewed the Investigation Report and chose not to respond. Upon receipt of a response to the report from either party, the Investigator may, but is not required to, amend the Investigation Report, if deemed necessary. The Investigator will then provide the complete Investigation Report (the "Final Report"), including each party's responses, to the Complainant, Respondent, their advisors (where relevant), and the Case Decision-Maker (as defined below).

### **Weighing of Evidence and Determination**

*Oversight.* The Case Decision-Maker is responsible for the existence of a sexual harassment violation and sanctions. The role of the Case Decision-Maker shall be filled by the Superintendent of Schools or his or her designee. In no circumstance will the Case Decision-Maker have served as the Title IX Coordinator, Investigator, or party's advisor in the same case, nor may the Case Decision-Maker serve as a voting member of the Grievance Board (see below) in the same case. The Case Decision-Maker will not have any conflict of interest or bias in favor of or against Complainant or Respondent generally, or in favor of or against the parties in a particular case. The Case Decision-Maker will be trained on topics including how to serve impartially, issues of relevance, including how to apply the rape shield protections provided for Complainant, and maintaining respect for decorum.

*Right of Written Cross-Examination.* The Complainant and the Respondent shall each of a limited right to cross-exam the other and witnesses after receipt of the Final Report. Such cross-examination will be conducted through written questions and answers as follows.

1. No less than ten (10) calendar days nor more than thirty (30) calendar days after receipt of the Final Report by the Case Decision-Maker, the Case Decision-Maker shall provide simultaneous written notice to the Complainant and Respondent requesting each party to submit written, relevant questions that a party wants asked of any party or witness within ten (10) calendar days of such written notice (such additional questions, hereafter referred to as the "Post Investigation Questions"). If parties do not provide the Case Decision-Maker with any Post Investigation Questions within ten (10) calendar days of the written notice, it will be assumed they chose not to respond and had no questions.
2. The Case Decision-Maker will review the Post Investigation Questions and send all relevant questions (in the sole discretion of the Case Decision-Maker) to the relevant party (Complainant, Respondent or witness) for a response.
3. The party (Complainant, Respondent or witness) for receiving the Post Investigation Questions have ten (10) calendar days of receipt of the questions to submit a response to the Case Decision-Maker. Any party (Complainant, Respondent or witness) receiving the Post Investigation Questions that does not respond will be subject to disciplinary action.

4. The Case Decision-Maker will forward upon receipt the answers to all the Post Investigation Questions to both the Complainant and Respondent.
5. As necessary and in the sole judgment of the Case Decision maker, the Complainant and Respondent may allow for additional, limited follow-up questions from each party. Any follow-up questions allowed must follow the process and timeline outlined for the initial Post Investigation Questions.

*Right of Case Decision-Maker to Request Information.* Upon completion of the Post Investigation Questions, the Case Decision-Maker shall review the Final Report, the Post Investigation Questions and answers and other evidence collected throughout the investigation. After reviewing such information, the Case Decision-Maker may submit additional questions to the parties, witnesses and the Investigator (the “Decision-Maker Questions”). The Case Decision-Maker may set reasonable time limits for answering such follow-up questions, if any.

*Determination Regarding Responsibility:* The School Districts uses the “Clear and Convincing” standard for finding responsibility in sexual harassment complaints. The “clear and convincing standard” means that the evidence presented by the appealing student must be highly and substantially more probable to be true than not and the trier of fact must have a firm belief or conviction in its factuality.

*General Considerations for Evaluating Testimony and Evidence:* Determinations regarding responsibility may be based in part, or entirely, on written, audiovisual, and digital evidence, as warranted in the reasoned judgment of the Case Decision-Maker.

The Case Decision-Maker shall not draw inferences regarding a party’s or witness’ credibility based on the party’s or witness’ status as a Complainant, Respondent, or witness, nor shall they base their judgments in stereotypes about how a party or witness would or should act under the circumstances.

Generally, credibility judgments should rest on the demeanor of the party or witness, the plausibility of their testimony, the consistency of their testimony, and its reliability in light of corroborating or conflicting testimony or evidence.

Still, credibility judgments should not rest on whether a party’s or witness’ testimony is non-linear or incomplete, or if the party or witness is displaying stress or anxiety.

The Case Decision-Maker will afford the highest weight relative to other testimony to first-hand testimony by parties and witnesses regarding their own memory of specific facts that occurred. Both inculpatory and exculpatory (i.e. tending to prove and disprove the allegations) evidence will be weighed in equal fashion.

Except where specifically barred by this policy, a witness’ testimony regarding third-party knowledge of the facts at issue will be allowed, but will generally be afforded lower weight than testimony regarding direct knowledge of specific facts that occurred. Other forms of testimony, such as expert testimony and character testimony, will be afforded lower weight relative to the testimony of fact witnesses.

Where a party’s or witness’ conduct or statements demonstrate that the party or witness is engaging in retaliatory conduct, including but not limited to witness tampering and intimidation, the Case Decision-Maker may draw an adverse inference as to that party’s or witness’ credibility.

*Components of the Determination Regarding Responsibility:* The written determination regarding responsibility (the “Determination”) will be issued simultaneously to all parties through the School District email, or other reasonable means, as necessary. The Determination will include:

- Identification of the allegations potentially constituting sexual harassment violations;
- A description of the procedural steps taken from the receipt of the formal complaint through the Determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and written cross examinations;
- Findings of fact supporting the determination;
- For each allegation: (i) a statement of, and rationale for, a determination regarding responsibility; (ii) a statement of, and rationale for, any disciplinary sanctions the School District imposes on the Respondent; and (iii) a statement of, and rationale for, whether remedies designed to restore or preserve equal access to the School District’s education program or activity will be provided by the School District to the Complainant; and
- The procedures and permitted reasons for appeal (described below in “Appeal”), including the Appeals Officer’s information.

In all cases, no actions may be undertaken by the School District that restrict rights protected under the U.S. Constitution, including the First Amendment, Fifth Amendment, and Fourteenth Amendment.

*Time-line of Determination Regarding Responsibility:* If there are no extenuating circumstances, the determination regarding responsibility and sanctions, if applicable, will be issued by the Case Decision-Maker within thirty (30) days of receipt of the final response to the Decision-Maker Questions or if no Decision Maker Questions were requested, within thirty (30) days of receipt of the final response to the Post Investigation Questions.

*Finality of the Determination Regarding Responsibility:* The determination regarding responsibility becomes final either on the date that the School District provides the parties with the written determination of the result of the appeal, if an appeal is filed consistent with the procedures and time-line outlined in “Appeals” below, or if an appeal is not filed, the date on which the opportunity to appeal expires.

Note that pursuant to federal law, if the Case Decision-Maker does not find that a student-Respondent committed an act of forcible sexual violence, the Complainant may only be advised of sanctions imposed against the student Respondent that directly relate to the Complainant.

*Sanctions and Other Remedial Measures:*

The Case Decision-Maker will impose sanctions that are:

- Fair and appropriate given the facts of the particular case;
- Consistent with the School District’s handling of similar cases;
- Adequate to protect the safety of the campus community; and
- Reflective of the seriousness of the sexual harassment.

The Case Decision-Maker will consider the recommended sanction and will consult the appropriate Title IX Coordinator to obtain information about sanctions imposed in similar cases. However, the Case Decision-Maker will determine the appropriate sanctions to impose.

In making the Determination, the Case Decision-Maker will consider relevant factors, including, if applicable: (i) facts and circumstances surrounding the event at issue, (ii) the nature of the prohibited conduct at issue (such as penetration, touching under clothing, touching over clothing, unauthorized recording, etc.); (iii) the circumstances concerning the issue of consent (such as force, threat, coercion, intentional incapacitation, etc.); (iv) state of mind (intentional, knowing, bias-motivated, reckless, negligent, etc.); (v) the impact of the offense on the Complainant; (vi) the Respondent's prior disciplinary history; (vii) the safety of the School District's community; and (viii) precedent established by previous sanctions.

*Sanctions for Student Respondents:* For students, sanctions imposed under this policy will be comprised of an "inactive sanction" and, where appropriate, "active sanctions".

An inactive sanction is an official School District sanction such as a reprimand, probation, disciplinary suspension, expulsion or dismissal. In instances where it is determined that a student misconduct resulting in the suspension or dismissal is of both an intentional and egregious nature, the conduct sanction may be recorded on the student's official transcript with a transcript notation.

An "active sanction" is designed to remedy the effects of the misconduct and/or prevent its recurrence and may or may not be imposed as part of the sanction. Examples of active sanctions include:

- Restitution: Repayment to the School District or to an affected party for damages resulting from a violation of this policy.
- Restorative: Programs, projects, or assignments designed to mitigate the harm done to the affected parties and restore the School District community. Restorative sanctions may include (but are not limited to) educational service, letters of apology, and restorative justice practices.
- Educational Service Hours: Service to a community organization to be completed by a specified date. Location and projects for completion of educational service must be approved by the Case Decision-Maker.
- Informal Resolution: Students may be referred to nontraditional means of conflict resolution. These sanctions may vary case to case.
- Educational: Programs, projects, or assignments designed to educate a student or student organization about the consequences of their actions and to impart skills that may help the student avoid future violations.

The following sanctions also may be imposed in a matter under this policy, in addition to (but not in lieu of) the inactive sanction:

- Changing the Respondent's academic schedule;
- Revocation of honors or awards;
- Restricting access to the School District facilities or activities (including student activities and school organizations);
- Issuing a No Contact Order to the parties or requiring that such an order remain in place;
- Dismissal or restriction from employment; and/or
- Ban from school grounds/buildings/events.

In addition to any sanction, the School District may also recommend counseling or other support services for the Respondent.

*Sanctions for Employee Respondents:* For employees, sanctions may include discipline up to and including termination of employment, consistent with the terms of all policies concerning personnel actions. In addition to any sanction, the School District may also recommend counseling or other support services for the Respondent.

*Sanctions for Third-Party Respondents:* In cases in which the Respondent is not a College student or employee, the Case Decision-Maker will determine an appropriate sanction within the scope of the School District's authority.

### **Appeals of Findings**

Either party involved in a formal sexual harassment complaint process may appeal the decision through the following grievance process. Such an appeal may only be filed as a result of any of the following (i) procedural irregularity that affected the outcome of the matter; (ii) new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and/or (iii) the Title IX Coordinator, investigator, or Case Decision-Maker had a conflict of interest or bias that affected the outcome of the matter. No disciplinary sanctions or other actions may be imposed for until the right of appeal has expired.

Disagreement with the finding or sanctions is not, by itself, grounds for appeal. The fact that any criminal charges based on the same conduct were dismissed, reduced, or resolved in favor of the Respondent does not require, and will not necessarily result in, a change in the disciplinary decisions and/or sanctions.

The submission of an appeal stays any sanctions for the pendency of an appeal. Supportive measures remain available during the pendency of the appeal.

The Board of Education will act as the Appeals Board. Each member of the Board of Education that will serve on the Appeals Board will be free of conflict of interest and bias, and no member of the Appeal Board may have served as Investigator, Title IX Coordinator, or Case Decision-Maker in the same matter.

The appealing Party must submit the appeal in writing to the Board of Education within three (3) days after receiving the Case Decision-Maker's written decision or a notice of dismissal. The time for appeal shall be offered equitably to all parties and shall not be extended for any party solely because the other party filed an appeal. Failure to submit a written appeal within the three (3) day period forfeits the right to appeal under this policy, regardless of the outcome of the other party's appeal (if submitted). If either the Complainant or Respondent submits an appeal, the Title IX Coordinator will as soon as practicable notify the other party in writing that an appeal has been filed and the grounds of the appeal. The non-appealing party may submit a written response within three (3) days after notice of an appeal. If both the Complainant and Respondent appeal, the appeals will be considered concurrently.

Appeals are decided upon the record of the original proceeding and any written information submitted by any of the parties as part of the Appeal. As such, the Appeals Board may review the Final Report, the Determination and other investigative evidence (as they determine in their sole discretion). In addition, the Appeals Board may solicit written clarification on any issue raised on appeal from the Case Decision-Maker assigned to the case, the Title IX Coordinator, the Investigator, the Complainant, or the Respondent. The Appeal Board shall not substitute their own judgment for the decision of the original Case Decision-Maker or attempt to rehear the case.

Following the Appeal Board's review of all information they will either (i) affirm the finding and sanction originally determined; (ii) affirm the finding and modify the sanction; or (iii) remand the case for a new hearing. Sanctions should only be modified if they are found to be clearly disproportionate to the gravity of the violation and/or precedent for similar offenses. Cases should only be remanded for a new hearing if the specified procedural errors were so substantial they effectively denied the respondent or complainant a fair hearing, new information merits a new hearing, or a conflict of interest or bias is found to have affected the outcome.

### **Legal Protections and External Remedies**

As stated above, sexual harassment is not only prohibited by the School District but is also prohibited by state, federal, and, where applicable, local law. Complainants are advised that the School District's internal investigatory procedures do not toll the time within which claims are required to be filed pursuant to federal, state or local law.

#### ***State Human Rights Law (HRL)***

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court. Complaining internally to the School District does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR. DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: [www.dhr.ny.gov](http://www.dhr.ny.gov). Contact DHR at (888) 392-3644 or visit [dhr.ny.gov/complaint](http://dhr.ny.gov/complaint) for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

#### ***Civil Rights Act of 1964***

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe

that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a “Charge of Discrimination.” The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at [www.eeoc.gov](http://www.eeoc.gov) or via email at [info@eeoc.gov](mailto:info@eeoc.gov). If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

### *Title IX*

Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

The U.S. Department of Education’s Office for Civil Rights (OCR) is responsible for the enforcement of Title IX. OCR evaluates, investigates, and resolves complaints alleging sex discrimination. OCR also conducts proactive investigations, called compliance reviews, to examine potential systemic violations based on sources of information other than complaints.

For assistance related to Title IX or other civil rights laws, please contact [OCR](http://OCR.ed.gov) at [OCR@ed.gov](mailto:OCR@ed.gov) or 800-421-3481, TDD 800-877-8339.

### *Dignity for All Students Act*

The Dignity for All Students Act (DASA), codified as N.Y. Education Law, Art. 2, § 10 et seq., protects all students from harassment, bullying and discrimination while on school grounds and during school activities based on numerous protected classes, including, but not limited to sexual orientation, gender (including gender identity and expression), and sex. A complaint alleging a violation of DASA may be made to one of the School District’s Dignity Act Coordinators and/or any staff member in accordance with the School District’s policy.

### *Local Protections*

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

### Discipline/Penalties

Any individual who violates the sexual harassment policy by engaging in prohibited sexual harassment will be subject to appropriate disciplinary action. Sexual harassment by employees is considered employee misconduct. Disciplinary measures available to school authorities include, but are not limited to the following:

Students: Discipline may range from a reprimand up to and including suspension from school, to be imposed consistent with the student conduct and discipline policy and applicable law.

Employees: Discipline may range from a warning up to and including termination, to be imposed consistent with all applicable contractual and statutory rights. Discipline may also be imposed upon management and administrators who knowingly allow prohibited behavior(s) to continue.

Volunteers: Penalties may range from a warning up to and including loss of volunteer assignment.

Vendors: Penalties may range from a warning up to and including loss of School District business.

Other individuals: Penalties may range from a warning up to and including denial of future access to school property.

In recognition of the trauma experienced by individuals who believe they have been sexually harassed, the Complainant will be referred to an appropriate local counseling service or the Employee Assistant Program.

### **Complaint Records**

Upon written request, Complainants should receive a copy of any resolution reports filed by the Title IX Coordinator concerning his/her complaint. Upon substantiation, copies should also be filed with the employment records of both the Complainant and Respondent.

### **Training**

In addition, training programs shall be established for students and employees to raise awareness of the issues surrounding sexual harassment and to implement preventative measures to help reduce incidents of sexual harassment including but not limited to the following:

1. All students and employee shall be informed of this policy in student and employee handbooks and student registration materials. The policy shall be posted on the School District's website and in prominent locations at each school.
2. All new employees shall receive information about the policy and procedures concerning the prohibition against sexual harassment at new employee orientation. All other employees shall be provided information at least once a year regarding this policy and school district's commitment to a harassment-free learning and working environment. Principals, Title IX Coordinator, Investigators and other administrative employees who have specific responsibilities for investigating and resolving complaints of sexual harassment shall receive a yearly training on this policy, procedures and related legal developments.
3. Program directors and principals in each school shall be responsible for informing students and staff on a yearly basis of



the terms of this policy, including procedures established for investigation and resolution of complaints, general issues surrounding sexual harassment, the rights and responsibilities of students and employees, and the impact of sexual harassment on the Complainant.

Age appropriate instructional materials will be incorporated into the curriculum to educate students so that they can recognize and reduce the incidence of sexual harassment.

Annual employee training programs shall be interactive and include: (i) an explanation of sexual harassment consistent with guidance issued by the NYS Department of Labor and the NYS Division of Human Rights; (ii) examples of conduct that is unlawful sexual harassment; (iii) information on federal and state laws about sexual harassment and remedies available to Complainants of sexual harassment; and (iv) information concerning employees' right to make complaints and all available forums for investigating complaints.

This policy shall be posted in a prominent place in each School District facility, on the School District's website and shall also be published in student registration materials, student, parent and employee handbooks, and other appropriate school publications.

Cross Ref: Policy 5300 Code of Conduct  
Policy 0100 Equal Opportunity  
Policy 0115 Dignity for All Students

Ref: Education Amendments of 1972, Title IX, 20 U.S.C. §1681 *et seq.*  
Title VII of Civil Rights Act (1964), 42 U.S.C. §2000-e; 34 CFR §100 *et seq.*

Revision date: December 10, 2020  
Adoption date: February 7, 2019

**Please see the district website for Formal Complaint Form - Policy 0110 - E-1**

### **DIVERSITY, EQUITY, AND INCLUSIVITY EDUCATION Policy 0105**

Racism, discrimination, and marginalization of any people or groups of people have no place in the School District or the greater school district community.

All students must have equal access to educational opportunities regardless of the color of their skin, their gender, their sexual orientation, the language they speak, or their background. This freedom is fundamental to a K-12 education program and is extended to everyone without exception including, but not limited to, race, color, weight, national origin, ethnic group, religion, religious practice, age, disability, socio-economic class, sex, reproductive health decisions, sexual orientation, or gender (including gender identity and expression).

This policy will be posted on the School District's website and other appropriate school publications as determined by the Superintendent of Schools or designee(s).

Adoption date: July 27, 2021

### **BOOKS AND EQUIPMENT**

All books and equipment which are issued by classroom teachers, advisors, or coaches are provided for all students at no charge.

Each student will fill out an obligation card, which is recognition that the student has received a book, article of clothing, or piece of equipment. A number is recorded on this card. When the student returns an item at the termination of a course/season, the number of the item returned and the number on the card must be the same.

**IT IS THE STUDENT'S RESPONSIBILITY TO RETURN BOOKS AND/OR EQUIPMENT DIRECTLY TO THE TEACHER AND TO RECEIVE BACK THE OBLIGATION CARD.**

Students who have lost or damaged books/equipment should arrange for payment. Teachers will file obligation cards for students who have outstanding debts. Such students will be unable to receive report cards or to have transcripts mailed until they clear their record of all obligations.

**CALCULATORS**

Calculators will be issued to students by the Math Department upon entering 9<sup>th</sup> grade and will be available for student use until graduation. Each calculator is imprinted with a unique electronic bar code, which is entered into a computer database. Students must return their assigned calculator at the end of senior year. If a calculator is lost, stolen or damaged the student must purchase a new replacement calculator. Report cards or official transcripts will not be provided if calculators are not replaced.

**iPADS**

Issued to students by Roslyn High School upon entering 9<sup>th</sup> grade will be available for student use until graduation. Each iPad is imprinted with a unique electronic bar code which is entered into a computer database. Students must return their assigned iPad at the end of senior year. If loss or damage to the equipment/property occurs and determination is made that the loss or damage is a result of negligence, the borrower will be held financially responsible to replace it.

**LOCKERS**

Students are assigned a locker and combination upon entering high school. Students will keep the same locker and combination throughout high school, except Gym lockers which are assigned annually. Students are not to share lockers or locker combinations. The security of your locker depends upon the security of your combination. Make sure your locker is always locked. Items of value (i.e. cameras, watches, etc.) are not to be kept in lockers. If a locker needs repair during the year, secure a locker repair form from the Attendance Office. If you so desire, you may attach an additional padlock to your own locker. Student lockers are school property and may be searched and/or have the contents removed with or without prior notification. A lock not issued by school may be clipped to affect such a search or removal of property. **MAKE SURE YOU KEEP ALL BELONGINGS IN YOUR LOCKER AND LOCK IT CAREFULLY! DO NOT LEAVE BOOKBAGS OR POCKETBOOKS UNLOCKED IN GYM LOCKER ROOM, CAFETERIA, CLASSROOMS, OR HALLWAYS.**

**PERSONAL BELONGINGS**

You are the only person responsible for your belongings. Make sure you secure all your personal belongings and do not bring valuables to school. **DO NOT** keep wallets, calculators, etc. in the outside pocket of your book bag. **THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN PROPERTY.**

## **BUS TRANSPORTATION**

A bus pass for each student eligible for bus service is mailed from the Transportation Office in late August. Each pass shows the student's individual bus stop location, morning pick-up time, and bus number. All students will be required to show their bus passes before boarding the bus. A student without a pass may be excluded from riding by the bus driver. Bus passes are to be used only by the students to whom they have been issued. Replacement passes may only be obtained in the Transportation Office at the bus garage.

Our goal this year, as it has been in the past, is to provide safe and comfortable transportation for all of our students. We look forward to attaining this goal in a spirit of cooperation and understanding.

## **BUSES**

School bus stops and pick-up times are established by the Department of Transportation and approved by the Roslyn School Board prior to the start of school in September. School buses will pick up and discharge passengers only at regularly-scheduled stops. If there are any questions or concerns about transportation or the following guidelines, please call 801-5190.

1. Bus switching and change of pick-up and drop-off site are only allowed in emergency situations. ALL ADJUSTMENTS OF TRANSPORTATION ARRANGEMENTS MUST BE APPROVED BY A BUILDING ADMINISTRATOR. Parents must not make verbal or written requests directly to bus drivers. Only a building administrator can modify transportation plans.
2. In order for permission to be given for a student to ride on a different bus, a written note from both parents is required. The note should indicate the date, reason for the needed change, and the number of the bus that the student will be taking.
3. Walkers are not permitted to ride buses.
4. Contact the Department of Transportation to report items left on the bus. (801-5190)

## **SCHOOL BUS SAFETY RULES**

PARENTS – please review these rules carefully and discuss them with your child. We believe you will agree that the rules are reasonable and necessary.

### **PUPILS SHOULD**

- carry bus passes at all times.
- be on time.
- ride only the school bus assigned.
- board and exit the school bus in an orderly manner.
- be courteous to residents, the bus driver and other students.
- wait for the bus driver's signal before crossing in front of the school bus. (Walk ten feet in front of the bus before crossing in front of the bus.)
- remain seated at all times.
- help keep the bus clean and sanitary.
- board and exit the school bus only at assigned stops.
- use appropriate language.
- keep all personal belongings, including musical instruments, on their laps.

### **VIOLATIONS INCLUDE**

- inappropriate behavior, such as pushing, shoving, and fighting aboard the school bus.
- inappropriate language.
- taking possessions belonging to others.
- throwing items out the bus window.

- reserving or saving seats.
- vandalizing the school bus. (Vandals will be required to pay for damages.)
- eating, drinking, or smoking on the school bus.
- extending arms or any other part of the body out of the window.
- failure to remain seated.
- participating in any other unsafe or damaging activity.

Violations of the rules listed above will require disciplinary action. Please refer to "Range of Disciplinary Actions" below.

### **RANGE OF DISCIPLINARY ACTIONS**

We are concerned about the safety and well-being of all Roslyn pupils. Riders who violate the School Bus Safety Rules may have their school bus privileges suspended. Below is a list of permissible consequences which may be imposed:

1. Parent notified of violation
2. Conference with parent, pupil, and school personnel
3. Pupil placed on probation
4. Parent notified; bus privileges suspended for (3) school days

If problems persist, suspension of bus privileges may occur for the remainder of the school year.

*NOTE: If a violation, even the first, constitutes a serious danger to any individual, then a conference shall be required as outlined under 2nd violation above, and bus privileges may be suspended immediately for a minimum of five (5) days.*

School bus stops are determined by the Roslyn School Board prior to the start of school in September. School buses will pick up and discharge passengers only at regularly scheduled stops.

School bus rules are designed in accordance with State regulations and in order to insure safe transportation. No smoking is permitted on school buses. School buses are an extension of school property. The same self-discipline and respect for others' rights which students exhibit on school grounds is expected on school buses. Any student who does not abide by the rules governing school property may be deprived of the privilege of riding the bus. Late bus routes have been arranged from each school to provide transportation home for students availing themselves of extra help after school or participating in a wide variety of extra-curricular activities.

### **THE CAFETERIA**

In order to serve both students and staff, the cafeteria maintains food service much of the school day. The snack bar is open for breakfast at 7:15 a.m.; lunch is served during the lunch periods 4, 5, 6, 7, and 8. The snack bar hours are posted outside the snack bar. The snack bar supplements the standard lunch menu by serving foods like bagels and muffins in the morning, and ice cream, juices, yogurt, cookies, and snacks in the afternoon.

Students are able to purchase a variety of foods at reasonable prices by going through the line in an orderly and civilized manner. It is every individual's responsibility to make their cafeteria a clean and pleasant place to eat. This particularly means cleaning up after oneself. These simple rules have been set for all who use the cafeteria:

1. Deposit all lunch litter in wastebaskets.
2. Leave the table and floor around your place in a clean condition for others.

3. Keep your feet off the cafeteria tables.
4. Proper behavior should be maintained at all times.

There is a strict rule that no food or drinks may be taken from the cafeteria. Anyone who is found eating or drinking outside the cafeteria will have the food confiscated and, for serious and repeated offenses, disciplinary action will occur.

### **AFTER SCHOOL ACTIVITIES**

A variety of after-school activities take place at Roslyn High School. No student group may meet in the school after school hours without the presence of a teacher. Students should make their parents aware of any plans to stay after school.

### **FIELD TRIPS**

No student will be allowed to go on field trip without a permission slip.

### **FIRE LAWS**

If you are the first to spot a fire, sound the alarm. On hearing the fire alarm, leave the building quickly by using the nearest exit. Do not attempt to put the fire out.

### **FIRE DRILLS, LOCKDOWNS AND LOCKOUTS**

Fire drills, lockdowns and lockouts are required by law and are an important safety precaution. For Fire drills, it is essential that, when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly and quietly as possible. The teacher in each classroom will give the students instructions. For Lockdowns and Lockouts, students will be expected to follow the direction of any faculty member present.

### **STUDENT RECORDS**

The student's permanent record is the true, historical record. Only bona fide grade changes are made on the permanent record. All Regents exam scores are recorded. However, if you retake a Regents exam, the **higher** score will be recorded on your transcript for that exam. The transcript is the official student record which is sent, at the student's request, to other educational institutions. The student's transcript must be reviewed by the student before it is released.

### **HIGH SCHOOL TRANSCRIPTS FOR TRANSFER STUDENTS AND FOR FOREIGN STUDENTS**

All transfer-in students, including those from foreign countries, must have their previous work evaluated and translated into Roslyn High School credits. Only grades earned in Roslyn High School will be calculated into the GPA.

### **EXAMINATION OF STUDENT RECORDS**

Any student over the age of eighteen may see the official student record. Students who are not yet eighteen years of age may see the student record only when authorized and accompanied by a parent.

### **POSTERS**

There are several bulletin boards and display areas throughout the school. Posters or announcements should be attached to these surfaces only. Some of this space is reserved for the use of a particular club; the remainder is for general student use. Students who desire permission to post notices must consult with the faculty advisor and an administrator before posting any notice or sign. Students are responsible for taking down their own posters which are no longer timely.

## SPEAKERS

A speaker addressing a meeting in any School District building or on School District grounds may not:

1. denigrate any group because of their religion, race, ethnicity, or sexual orientation.
2. use obscene language.
3. advocate the commission of illegal acts.

## PARKING

Student parking is a privilege reserved only for seniors who have Roslyn High School parking permits issued by the Dean of Students. **Permits will be issued only after students have successfully completed the Roslyn High School Driving Safety Course (in addition to Driver's Education).** At the time of application, the student will have to show a valid New York State driver's license, the New York State vehicle registration, the insurance certificate, a letter of permission from the parent or guardian, and attendance at the Roslyn High School Parking Assembly. Parking for seniors is based on a lottery system. Unavailability of spaces is not an excuse for illegal parking or lateness to class. Parking violators will have their parking privileges revoked and may have their cars towed away and/or other disciplinary action.

Students holding permits will be permitted to park in designated areas only. **NO ONE IS PERMITTED TO PARK IN THE CIRCLE**, visitor's spots, the fire lane, gravel areas or grass areas. Cars parked in these areas may be towed or ticketed. Parking is not permitted along the Administration Lot in the rear of the school. Vehicles are to be operated safely; they are to be locked, and they are not to be used for the purpose of smoking.

Underclass students are strictly prohibited from parking or driving on school grounds. Students who violate this regulation will jeopardize senior parking privileges.

## DISASTER PREPAREDNESS

New York State has ordered each school district to formulate a plan which would contribute to the protection of all in the building should a man-made or natural disaster occur. Students will be given instructions by the building Principal at such time. Students may be asked to proceed to the following shelter designations:

Grade 9	—	Main Gym
Grade 10	—	Auditorium
Grade 11	—	Auditorium
Grade 12	—	Lower Gyms

If it becomes necessary, the building Principal may instruct all students and staff to go home.

## HIGH SCHOOL BELL SCHEDULES

### STANDARD BELL SCHEDULE

Period 1	8:00 a.m.	8:44 a.m.*
Period 2	8:48 a.m.	9:29 a.m.
Period 3	9:33 a.m.	10:14 a.m.
Period 4	10:18 a.m.	10:59 a.m. LUNCH
Period 5	11:03 a.m.	11:44 a.m. LUNCH
Period 6	11:48 a.m.	12:29 p.m. LUNCH
Period 7	12:33 p.m.	1:14 p.m. LUNCH
Period 8	1:18 p.m.	1:59 p.m. LUNCH
Period 9	2:03 p.m.	2:44 p.m.**

\*Homeroom — Last 3 minutes

AFTER SCHOOL HELP: MONDAY, WEDNESDAY, THURSDAY  
from 2:44 p.m. to 3:14 p.m.

\*\*Students are encouraged to use the library and those Study Centers which are open to them after school each day. However, when these facilities are closed, students not involved in a supervised school activity must leave the building at this time.

### ONE OR TWO HOUR DELAY SCHEDULES

**One Hour Delay** – all bus pickups take place one hour later than the regular time. Therefore, since first period usually begins at 8:00 AM, on a one-hour delay the following schedule will be implemented:

Period 1	9:00 a.m.	9:36 a.m. (this includes 3 minutes for homeroom)
Period 2	9:40 a.m.	10:12 a.m.
Period 3	10:16 a.m.	10:48 a.m.
Period 4	10:52 a.m.	11:28 a.m. LUNCH
Period 5	11:32 a.m.	12:08 p.m. LUNCH
Period 6	12:12 p.m.	12:48 p.m. LUNCH
Period 7	12:52 p.m.	1:28 p.m. LUNCH
Period 8	1:32 p.m.	2:08 p.m. LUNCH
Period 9	2:12 p.m.	2:44 p.m. (Regular dismissal time)

AFTER SCHOOL HELP: MONDAY, WEDNESDAY, THURSDAY  
from 2:44 p.m. to 3:14 p.m.

**Two Hour Delay** – all bus pickups take place two hours later than the regular time. Therefore, since first period usually begins at 8:00 AM, on a two-hour delay, the following schedule will be implemented:

Period 1	10:00 a.m.	10:28 a.m.	
Period 2	10:32 a.m.	11:00 a.m.	
Period 3	11:04 a.m.	11:32 a.m.	
Period 4	11:36 a.m.	12:04 p.m.	LUNCH
Period 5	12:08 p.m.	12:36 p.m.	LUNCH
Period 6	12:40 p.m.	1:08 p.m.	LUNCH
Period 7	1:12 p.m.	1:40 p.m.	LUNCH
Period 8	1:44 p.m.	2:12 p.m.	LUNCH
Period 9	2:16 p.m.	2:44 p.m.	(Regular dismissal time)

AFTER SCHOOL HELP: MONDAY, WEDNESDAY, THURSDAY  
from 2:44 p.m. to 3:14 p.m.

### COMMUNICATION PROTOCOL

1. For any classroom concern, call the **teacher** first. In order to reach teachers through their respective departments, telephone numbers are listed below.

2. If, after talking to the teacher, the issue is not resolved, the next person to contact is the head of the department:

Josh Cabat	English	801-5142
Paul Rosenboom	Social Studies	801-5173
Gary Ramonetti	Science	801-5159
Michael Brostowski	Phys. Ed. and Health	801-5165
Danielle Pappas	World Languages/ENL	801-5180

Barbara Schwartz  
Charles Windwer

Special Education  
Mathematics

801-5060  
801-5151

3. If the issue is not resolved in a timely manner, or if the concern involves more than one teacher or department, then contact an assistant principal or the dean:

**Ms. Murphy or Mr. Lazarus at 801-5100 or Dr. Yi at 801-5115**

4. If you have gone through all the appropriate channels and do not feel your concerns have been addressed, then contact the building Principal:

**Dr. Scott Andrews at 801-5101**

**DEPARTMENT PHONE NUMBERS**

**801-5\*\*\***

Community Service..... 100  
English ..... 140  
Health ..... 110  
Mathematics ..... 149

Music (Choral) ..... 154  
Physical Education ..... 165  
Science ..... 157  
Special Education ..... 060  
Social Studies ..... 169  
World Languages /ENL.....178

Music (Instrumental) ..... 152

## ***COUNSELING SERVICES***

### **THE COUNSELING CENTER: 801-5120**

Counseling is both a program of activities and a relationship between two individuals – the counselor and the student. Counselors provide educational and career counseling and assist students with interpersonal relationships that are central to their lives. The counselor acts as a liaison between the various components of a student's life – school and home, teacher and student, college and high school. Services provided include program planning, evaluation of school progress, personal concerns, college planning, and career exploration. These goals are realized through such activities as individual and group counseling, conferences, field trips, career and school conferences. Various multimedia materials are available in the counseling center and in the library.

Since the major concern of your counselor is your personal and academic development and as this is related to your relationships with teachers, administrators, and parents, your counselor must necessarily be concerned with your relationships with people in the broader sphere of school and community. Your counselor is your advocate, seeking to assist the school and community in understanding the needs of all adolescents as well as your particular needs. At the same time, your counselor will help you to clarify the demands and expectations which your environment makes upon you.

### **CONFERENCES**

You may request as many conferences as you feel necessary, as may your teachers, your parents, or counselor. Conferences which you request are best because growth and change take place when you see the need for them. You may arrange for a conference by contacting the Counseling Center. Counseling appointments should be scheduled to avoid conflicts with formal instruction. If, however, you must miss a class, it is your responsibility to notify your classroom teacher prior to your appointment.

### **CALENDAR OF COUNSELING PROGRAMS**

Throughout the school year, the high school Guidance Department schedules a number of informative meetings for the school community. Topics for these meetings range from



college admission trends to course selection for the upcoming school year. Typically these meetings are held in the evening and are for parents and students. (Dates are listed in the Scope Calendar and on the Roslyn High School Guidance website at <http://roslynschools.org>)

### **STRIVE**

This program is offered to students on the basis of recommendations from teachers, guidance counselors, and/or administrators. The program offers extra support for students whose past academic performance suggests that they could benefit from a more team based approach to their high school education. STRIVE is limited to ninth and tenth grade students.

### **PSYCHOLOGICAL SERVICES**

Psychological services, available from a certified school psychologist, are provided for use by all students. The psychologist is particularly well prepared to help students deal with specific problems arising in school, with friends, or at home. Students, parents, and teachers are welcome to use the services of the school psychologist. Ms. Klages is available to all students. Students may make appointments with her directly.

### **SOCIAL WORKER**

Our school social worker is available to help students on an individual and/or group basis with concerns such as divorce, bereavement, peer and family relationships, academic concerns, substance abuse, anxiety and stress, etc.

Ms. McHugh, the school social worker, is also involved in school-wide programs such as Peer Aids Educators, Peer Drug Educators, Senior Peer Leaders and Challenge Day. Her office is in the Guidance Department.

### **PEER COUNSELING PROGRAM**

We know that peers have a significant influence on a teenager's life. Realizing this, the Roslyn High School Counseling Center offers freshman students a Peer Counseling Program. Senior students receive specialized training to serve as a Peer Counselor under the supervision of the school psychologist and the school social worker. Freshmen are encouraged to join on a voluntary basis at the beginning of the school year.

### **ROSLYN HIGH SCHOOL LIBRARY**

The Library looks forward to welcoming students and staff to our modern facility, and working with you to shape our vision for library and information services. The Roslyn High School Library Media Center is a place where information literacy, curricular research needs, and the appreciation of reading is assisted and encouraged through its valuable print and digital resources. The Library provides print and digital collections of high-quality books and e-books, current periodicals, reference materials, and library research guides. The library staff is happy to assist you with research assignments, technology issues, citation questions, and choosing books and materials.

### **Library Website and Google Classroom**

The Library website and the Library's Google Classroom are designed to connect you to critical resources and vital links. This includes our print and e-book catalog, subscription databases, citation information, Bryant Library information, and curated resources for special subject areas.

You will find the RHS Library website by visiting the High School website and choosing the

“Academic Center” tab. Please join the Roslyn High Library’s Google Classroom, using the code xy6ncn7, so that you will have access to login usernames and passwords for the databases, digital products, and class handouts.

### Library Policies

- Please observe all school rules and regulations as outlined in the student handbook.
- When entering the library, please check in at the front desk.
- Please cooperate with the Library staff and other students to ensure an atmosphere suitable for study.
- Please note that food is not permitted in the Library.

### Book Circulation Policies

- Library staff will check out items to you at the front desk.
- The due date is indicated in the back of the book.
- Please return materials on or before the due date. You may renew as needed.
- Please respond quickly to overdue notices to return or renew books.
- The Library may limit circulation by placing materials on reserve for class use.

### STUDY CENTERS

Each academic department has its own Study Center which is designed for study, practice, and research in the subject area. These Study Centers have textbooks, research material, and other resources for student use.

Study Centers have a faculty member or a teacher assistant available for consultation several periods of the school day. The teacher assistant is also an important resource person and is trained to help students locate materials.

Each Study Center provides facilities for making up class work or for receiving extra tutorial help. Teacher preparation rooms are adjacent to the Study Centers, and students may make appointments to meet teachers at the Centers. Books and other materials may be borrowed from the Study Centers. Each Center has its own procedures, and the teacher assistant assigned to the Center will arrange the loan. These Study Centers are open for use throughout the school day, except when otherwise noted.

### HEALTH SERVICES

The Nurse's Office is located in the Health Suite on the first floor between the Counseling Center and the Music Wing. The school nurse is on duty throughout the school day. Students who need to see the nurse must obtain a pass from their classroom teacher.

### STUDENT INFORMATION PROFILE

Parents should check the Parent Portal Student Profile to ensure that all emergency contact information has been updated.

### MEDICAL/DENTAL APPOINTMENTS

When wishing to leave school for a medical or dental appointment, students need not report to the school nurse beforehand. Students must sign out, however, at the Attendance Office. The secretary there will issue a formal pass upon receipt of a note signed by a parent requesting the early dismissal.

## **INJURIES**

All injuries and accidents, no matter how slight, should be reported to the school nurse. She will administer first aid when necessary, and she will decide on further action.

## **PHYSICAL EXAMINATIONS**

New York State law requires a physical examination for all new students and all students entering 9<sup>th</sup> and 11<sup>th</sup> grades. Students are urged to have their mandated examinations done by their own private physicians. The school physician is required to do the health appraisal for those students who have not been examined by their private physician.

## **IMMUNIZATIONS**

New York State mandates that each student attending a public school must have been immunized as follows: 3-Diphtheria and Tetanus Toxoid-containing vaccine and Pertussis Vaccine (DTaP/DTP/Tdap); 1-Diphtheria and Tetanus Toxoid-containing vaccine booster; 3-Polio vaccine (IPV/OPV) or 4 doses if the 3<sup>rd</sup> was received at 4 years of age or older; 2-Measles Mumps and Rubella vaccine(MMR); 3-hepatitis B vaccine or 2 doses of adult hepatitis B vaccine for children who received the doses at least 4 months apart between 11 and 15 years of age; 1-Varicella vaccine; 2-Meningococcal vaccine by the beginning of 12<sup>th</sup> grade or 1 if administered after 16 years of age.

## **MEDICATIONS IN SCHOOL AND ON FIELD TRIPS**

All medications needed during the school hours must be ordered by a physician, including over-the-counter medications. A Medication Administration form and/or Self Medication form MUST be on file for all medications. If a parent/guardian and the child's physician feel that the child may be self-directed, please complete the Self Medication Form and return it to the Health Office. Medication forms must be completed by both a parent/guardian and the child's physician and returned with the medication to the Health Office annually. All forms can be found on the High School web page.

Only a school nurse can administer medications unless otherwise specified; teachers and other staff members are not permitted to dispense medication. Students who have a provider order that states they have demonstrated their ability to self-administer their medications safely and effectively, and written parent/guardian consent are permitted to carry and administer the following medication on school property and at any school functions:

- 1) Inhaled rescue medications for respiratory symptoms;
- 2) Epinephrine auto-injector to treat life threatening allergies;
- 3) Insulin, glucagon and other diabetes supplies to manage their diabetes.

During field trips and after-school activities, the school nurse may not be available. Students may be self-directed to take their own medication if they receive documented prior approval. Students who are self-directed may carry their own medication or they may ask a staff member to hold it for them.

## **SPORTS PHYSICALS**

Annual physical examinations conducted by the school doctor or a private physician are required by State law for all students competing in interscholastic sports. Students will be notified in advance of dates for examinations by school physician.

## **SPECIAL HEALTH SERVICES**

As part of the general health maintenance service, the school nurse conducts hearing and vision screening as well as screening for scoliosis. The state requires all 9<sup>th</sup> and 11<sup>th</sup> graders to have a physical on file. The school nurse maintains a health file for all students.

## PHYSICAL EDUCATION GRADING

The high school attendance policy will be in effect for Physical Education classes as it is in all other classes. As an alternate-day semester course, students may be absent no more than five (5) times per semester in Physical Education.

Please visit the high School physical education website for grading procedures.

Physical Education is treated as a yearly course.

"Freshman Forgiveness" will be in effect. Marking period one is not used in the first semester average if the grade for marking period two is higher; *this is for freshmen only*.

## THE ROSLYN HILLTOP ACADEMY

The Roslyn Hilltop Academy provides the high school student with a non-traditional, alternative environment which maximizes their personal strengths while focusing on their individual learning styles. Through the use of an innovative curriculum developed and implemented by a nurturing staff, the Hilltop Academy's task is to instill in every student a passion for knowledge and create life-long learners. The Academy encourages responsible, independent thinking, recognizes diversity and respects the individual needs of students.

## BOCES

The Board of Cooperative Education Services, otherwise known as BOCES, offers a wide variety of occupational and cultural arts courses for high school students. Tuition and transportation are paid by the Roslyn School District.

A Roslyn student may begin a BOCES course any time after tenth grade providing the student has made satisfactory progress towards graduation and has good attendance. The decision to enroll in a BOCES program should be made after consultation with the student's counselor. The counselor will handle the actual BOCES registration. **These programs are available to juniors and seniors only.**

A variety of courses are available in both Occupational Education and in the Cultural Arts, which are half-day programs. Credit is awarded for satisfactory participation.

All students who avail themselves of BOCES services are still eligible and, indeed, are encouraged to become involved in school activities and to participate in special school programs and events.

## WHERE THE ACTION IS

### STUDENT GOVERNMENT: OCC (ORGANIZATION OF CLASS COUNCILS)

The OCC is comprised of four councils of seven representatives from each class. The OCC is co-chaired by an annually elected President and a faculty advisor. Additionally, annual elections are held for individual Class Council Representatives and Vice President.

The OCC has three standing committees: Issues and Problems, Activities, and Publicity/Public Relations. Each committee has a student chairperson, elected by the members of the OCC. The OCC meets weekly to plan and implement school-wide events and respond to issues and problems. Committees meet twice a month or more often as needed.

## ROSLYN HIGH SCHOOL CLUBS

Clubs are an integral part of the Roslyn High School experience. With nearly all of our students participating in after-school activities, clubs provide a meaningful extension of the school day under the supervision of faculty advisors. For the health and safety of all students, practices and rehearsals must end by 11 p.m. There will be no exceptions.

Clubs enable students to explore areas in which they have a special interest, as well as to discover new activities and ideas. We encourage students to take advantage of the opportunities provided by the more than 50 clubs described on the Roslyn High School website. See an Assistant Principal (801-5100) or your guidance counselor if you have any questions.

## THE INTERSCHOLASTIC ATHLETIC PROGRAM

An extensive Interscholastic Athletic Program is conducted during the fall, winter, and spring seasons. Announcements are made and meetings are held prior to each season concerning sport physicals, team information, and tryouts. All candidates must have a sports physical examination before participating in an activity. In addition, eligibility for athletic competition is based on a student's strict adherence to school policies and procedures. The academic eligibility policy is in effect as of November, 1994. Please refer to the school website to check specific dates for when each season and/or sport begins and ends. Sports offered are listed according to season:

### FALL

Badminton - Boys'	Varsity
Cheerleading	Varsity
Cross Country – Boys'	Varsity
Cross Country – Girls'	Varsity
Football – Boys'	Varsity & Junior Varsity
Golf – Boys'	Varsity & Junior Varsity
Soccer – Boys'	Varsity & Junior Varsity
Soccer – Girls'	Varsity & Junior Varsity*
Tennis – Girls'	Varsity & Junior Varsity
Volleyball – Boys'	Varsity & Junior Varsity
Volleyball – Girls'	Varsity & Junior Varsity

### WINTER

Basketball – Boys'	Varsity, Junior Varsity, & Junior Varsity "B"
Basketball – Girls'	Varsity & Junior Varsity
Bowling – Boys'	Varsity & Junior Varsity
Bowling – Girls'	Varsity & Junior Varsity
Competitive Cheerleading	Varsity*
Fencing - Boys'	Varsity
Fencing - Girls'	Varsity
Gymnastics - Girls'	Varsity
Swimming – Boys'	Varsity (w/Port Washington)
Winter Track – Boys'	Varsity
Winter Track – Girls'	Varsity
Wrestling – Boys'	Varsity & Junior Varsity

### SPRING

Badminton – Girls'	Varsity
Baseball – Boys'	Varsity & Junior Varsity
Golf – Girls'	Varsity & Junior Varsity
Lacrosse – Boys'	Varsity & Junior Varsity

Lacrosse – Girls'	Varsity & Junior Varsity
Softball	Varsity & Junior Varsity*
Tennis – Boys'	Varsity & Junior Varsity
Track & Field – Boys'	Varsity
Track & Field – Girls'	Varsity

\*When numbers permit

**Vacation Policy:** Please refer to the school website for the district's policy. For the **Fall Season**, student athletes must be present at all fall season try-outs, which will begin before the school year starts. For the **Winter Season**, if we qualify for playoff games and matches, they will take place during the February recess. Varsity athletes are expected to be available for these championship contests.

### **ATTENDANCE STANDARDS FOR ATHLETES**

It is our expectation that Roslyn High School athletes will maintain excellent attendance at all practices and games that are scheduled during their athletic seasons. A sense of commitment and responsibility are vital ingredients for personal and team success. Please note the following: Legal absences from athletic practices or contests are defined the same way that they are for school absences—school-sponsored trips and activities, days of religious observance, days of suspension from school and court appearance dates. Students may return to athletic practices/contests when they return to school after a legal absence.

Legal absences from school will not be considered "cuts" from practices or contests. They carry no consequence in terms of playing time.

"Special case" absences may include death or serious illness in the families of athletes. Communications received from parents/athletes and given to coaches must be shared with the Athletic Director. The consequences for these absences, if any, shall be determined by the Athletic Director. Students who miss practices or games due to illegal absences will not be removed from teams. However, the following minimum consequences will apply to all illegal absences, during regular practice time:

- (1) For every single contest missed, the athlete will be "benched" for the next regularly-scheduled contest.
- (2) For every two practices missed, the athlete will be "benched" for the next regularly-scheduled contest.

The consequences for missed practices or contests will be the same for all athletes on any sport at any level.

After the consequences are served, the return of individual athletes to regular playing time or "starting time" will be left to the discretion of the individual coach.

Any individual exceptions to these attendance standards will be at the sole discretion of the Athletic Director after consultation with the coaching, counseling or administrative staff.

**For information on the athletic program, please call the Athletic Director at 801-5160.**

### **THE RECREATION PROGRAM**

#### **Bulldog Intensive Training Experience (BITE)**

An evening weight-training program available to all students. It is offered two evenings per week in the high school fitness center.

## **STUDENT ELIGIBILITY FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

Participation in extracurricular activities is an integral part of a student's educational experience and provides additional motivation to many students. Coaches and advisors are, therefore, in a unique position to teach lifelong values and work ethics that enable students to be successful in many aspects of their lives. Participation in extracurricular activities, however, should not negate academic responsibilities. Students should recognize fully and appreciate fully their responsibilities to the entire educational process.

Academic standards will apply to students involved in all extracurricular activities including, among others, all phases of drama productions, interscholastic athletics, clubs, advisory boards, intramurals, etc. Coaches and advisors will assist in monitoring the achievements of all students on their rosters and to help their students achieve success.

### **PHILOSOPHY AND RATIONALE**

The purpose of this policy is to encourage academic success. The first responsibility of a student is to the successful completion of academic requirements. This policy provides students with appropriate support when they experience academic difficulties and establishes follow-up procedures once the student is identified.

Students must understand that their primary objective is to strive towards their full academic potential. Participation in extracurricular activities is a privilege that is earned.

Participation in extracurricular activities can motivate students toward sustained or improved accountability in all of their classes.

The more formalized policy will result in increasing a student's awareness of the variety of staff members who work on his/her behalf. Students will know that their coaches and club advisors are aware of their performance levels in all classes, their attitudes in school, and their achievements.

### **SPECIAL NOTE REGARDING PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES**

Participation in extra-curricular activities at Roslyn High School is a privilege. Student participation on athletic teams and clubs, and attendance at sports events and all other school-sponsored events and activities, including, but not limited to: OCC events, the Junior Dance, Senior Party and Senior Prom is dependent upon adherence to the school's Code of Discipline.

Therefore, at the discretion of the administration, any students who violate the high school Code of Discipline may lose his/her privilege to participate in these activities and events. In the event of the loss of privileges, a student will have the opportunity of a due process hearing.

### **ATHLETIC ELIGIBILITY**

All student athletes and their parent(s)/guardian(s) must sign a "Code of Conduct/Athletic Participation Contract" before each season of participation. Any violation of the sportsmanship code will resort in a minimum one game suspension. Future violations may resort in dismissal from the team. All student-athletes must register 1 week prior to the season start date using Family ID. Sport registration opens 30 days prior to the season start date.

## ACADEMIC ELIGIBILITY

With the assistance of administrators, the advisor or coach will be directly responsible for the enforcement of this academic policy. Monitoring and support shall consist of after-school help (at the Middle School and High School) on Mondays, Wednesdays, and Thursdays and help in study centers at the High School during free periods. Students must attend after-school help until significant improvement has occurred. Students are accountable for procuring forms from their teachers to document their attendance at after-school help.

Students will not be eligible for extracurricular participation on a given day if the student is not legally present in school for at least half of that school day with a legitimate and legal excuse for tardiness.

### General Rules:

1. Both students and parents will be notified of a student's ineligibility to participate in extracurricular activities.
2. In the event that there is disagreement by the student and/or parent as to the determination of ineligibility, an opportunity will be provided for a discussion with the Principal and the Athletic Director, their coach or advisor, or their designee depending on the activity involved.
3. Students suspended from school may not participate in any extracurricular activities during their period of in-school or out-of-school suspension.

### Academic Eligibility Policy

Participation in extracurricular activities is an integral part of a student's educational experience. It is a privilege to be a member of a Roslyn High School team and/or club.

As per the district's Academic Eligibility Policy, students are required to maintain a GPA of 70 or higher and may not fail more than one class during a quarter to be eligible to participate in extracurricular activities.

If a student has a GPA below 70 and/or has failed more than one class the student will not be eligible to participate in any extracurricular activities.

A student who has become academically ineligible will have the opportunity to pursue a 5-week probation period which requires the student to submit daily progress reports to the Dean's office. If improvement is indicated, the student will no longer be on the ineligibility list. The student will be encouraged to continue the progress reports to maintain academic improvement. **A student will only be afforded academic ineligibility probation once per school year.**

The high school is presently implementing an academic probation period for students who do not meet these criteria. The addition of the probation procedure gives every student the opportunity of a five-week time period to redirect and motivate them towards improved accountability in their classes. A student will only be afforded a probation period ONCE per school year.

## SUGGESTIONS FOR PERSONAL SURVIVAL

### If you need help with a personal problem or conflict...

Speak with your school counselor, the psychologist, the social worker, the dean of students, an assistant principal or the principal.

### If you need working papers . . .

during lunch periods, get information and application form from the Health Office.



**If you must receive a telephone message . . .**

phone messages for students should be for **emergencies only** and will only be accepted from a student's parents or guardian.

**If you have lost an item . . .**

go to the Attendance Office. Missing items should be reported to the Dean's Office.

**If you need a bus pass . . .**

only the Transportation Office can issue one to you. You can reach them at 801-5190.

**If you would like to find a part-time job . . .**

the Counseling Center provides notices of part-time summer opportunities.

**If you wish to bring a guest to school . . .**

you must make arrangements **at least 3 days in advance** of the actual visit. Be certain that the guest attends a school which is not in session at the time of the visit. You will need a note from your parent accepting responsibility for the visitor while he/she is in the school and a pass from an assistant principal to have the guest attend classes with you or join you in the building for any other reason. **This will only be permitted under special circumstances.**

**If you need to be excused early from school . . .**

your parent or guardian must come into the school building to sign you out. Your early dismissal will be noted on the attendance list.

**If you feel ill . . .**

you must obtain a pass to the nurse's office from the teacher whose class you should be in. If you are on a free period, you should report directly to the nurse. The nurse will make a determination whether or not you should remain in school. No student will be permitted to leave school unless contact has been made with the student's parent or guardian, or emergency contact person.

**If you sustain an injury in school . . .**

no matter how slight, it must be reported to the nurse, an administrator, a coach or a teacher. A student incident report will be completed. The school nurse will administer first aid when necessary and will decide on further action. The school nurse is on duty throughout the school day. The Nurse's Office is located in the Health Suite on the first floor between the Counseling Center and the Band Room.

**If you are unable to participate in physical education due to an illness or an injury . . .**

the physical education teacher may excuse you for a single period. If you are unable to participate for a prolonged period, you must present to the school nurse a doctor's note specifically stating the nature of the illness and its anticipated duration. You must then present the excuse, obtained from the nurse, to the physical education teacher.

**If you are in need of homebound instruction (meaning that you anticipate a lengthy absence)...**

your parent should make a formal request through your school counselor. A doctor's note stating the reason for the absence and the anticipated length of absence must accompany the application. Home instruction is available when consecutive absences occur for 20 days or more. Once homebound instruction has been approved and a schedule set up, you may expect to receive 2 hours of instruction per week for each academic course in which you are enrolled for a total of 10 hours. There must be a parent or a parent-authorized adult over the

age of 18 in the home while the homebound teacher is there.

**Return to school** – In order to secure admittance back to class, the homebound student must bring the nurse a doctor's note authorizing the return to school.

**If you need extra help with a particular course...**

first, contact the classroom teacher. Usually a program of supportive activity will evolve from such a meeting. Also, since each department has a study center, most staffed during the school day by an aide and a teacher, students who need some help may go to the study center during unassigned periods and work with the teacher who is on duty there. Also, on Mondays, Wednesdays, and Thursdays, we have an extended school day for teachers for thirty minutes beyond the end of the ninth period, during which time teachers are available to give extra help.

**If you desire a private tutor...**

make your request to the Guidance Director via email to [tbaptiste@roslynschools.org](mailto:tbaptiste@roslynschools.org). Roslyn High School does not encourage students to employ tutors to supplement their education program. It is the policy of the school that students may receive as much help as they need during the school day and during extended school days when teachers are available for extra help.

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