

HAVERLING HIGH SCHOOL

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Complete staff directory can be found on the district website.

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www.bathcsd.org

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HAVERLING HIGH SCHOOL VISION STATEMENT

We at Haverling High School believe that it is within our power to continually improve our school. It is our responsibility to always strive for ways to further the central mission of our school: the improvement of student learning.

Students

We at Haverling High school believe that *all* students have a right to pursue an appropriate, academically-challenging course of study in a safe, supporting environment. It is our belief that this will be achieved by:

- Providing a wide range of challenging, stimulating courses.
- Providing real-world opportunities that integrate academics and community involvement.
- Providing a course of study that will prepare students for success in college and the workforce.
- Encouraging a high level of academic achievement – always aiming for mastery level
- Providing a range of extra-curricular activities appealing to a variety of interests

Curriculum and Instruction

We at Haverling High School believe that *all* students have a right to both skillful instruction by highly-qualified teachers *and* a quality curriculum that aligns with state and federal guidelines. It is our belief that this is demonstrated by:

- Encouraging students to take part in numerous electives.
- Encouraging students to attempt a wide range of ACE and AP offerings.
- Encouraging students to utilize available career education and counseling services
- Encouraging collaboration both among and within academic departments.
- Encouraging teachers to use a wide range of instructional strategies that help to insure that all students are learning.
- Encouraging teachers to use a variety of assessment techniques to help insure that all students are learning.
- Providing teachers with the opportunity and resources to enhance instruction through the use of technology.

Personnel

We at Haverling High School believe that *all* school personnel should be committed professionals concerned with the success of *all* students. It is our belief that this can be fostered by:

- Recognizing that all personnel should have positive attitudes and be committed to caring about and maintaining high expectations for all students.
- Recognizing that professional development is a key component of a strong faculty and staff.
- Acknowledging that the faculty and staff of Haverling High School possess many areas of expertise and that this expertise should be a key consideration when planning staff development.
- Acknowledging that increasing student learning is the end result of everything we do.

Climate

We at Haverling High School firmly believe that the overall climate of a school building has a large effect on student learning. *All* students and personnel have a right to a safe environment that facilitates academic success. We believe that the key elements of this positive climate include:

- Providing an environment free from drugs and alcohol.
- Providing an environment free from the fear of violence.
- Establishing an environment that encourages respect for the beliefs and viewpoints of other races, cultures, sexual orientations, and abilities.
- Providing a clean, inviting building.
- Encouraging the development of professional and respectful relationships.

Community Partnerships

We at Haverling High School believe that schools and communities must work hand-in-hand for the benefit of the students. It is our belief that an effective partnership between school and community can be fostered by:

- Establishing multiple avenues of communication between school personnel and parents/community members.
- Establishing planning committees that actively involve parents and other concerned community members.
- Encouraging a range of community events in cooperation with the high school.
- Encouraging students to display civic responsibility through involvement with the community.

Leadership

We at Haverling High School believe that a school cannot achieve to its fullest potential if the leadership of that school does not support and respect faculty and staff to the fullest degree possible. We believe that this respect and support can be demonstrated by:

- Encouraging open lines of communication between the administration and the faculty and staff.
- Providing opportunities for the open expression of viewpoints of the faculty, staff, parents, and students.
- Providing opportunities for faculty and staff to take appropriate leadership roles.
- Providing faculty and staff with appropriate professional development opportunities.
- Providing faculty and staff with necessary instructional, professional and technological resources.

I. Bath CSD Code of Conduct

A. Student Rights and Responsibilities

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

1. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender, sexual orientation or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.

All district students have the responsibility to:

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

B. Parent/Guardian Rights and Responsibilities

All parents/guardians are expected to:

1. Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.
2. Send their children to school ready to participate and learn.
3. Ensure their children attend school regularly and on time.
4. Ensure reasons for absences are documented in the school office.

5. Insist their children be dressed and groomed in a manner consistent with the student dress code.
6. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
7. Know school rules and help their children understand them.
8. Convey to their children a supportive attitude toward education and the district.
9. Build good relationships with teachers, other parents and their children's friends.
10. Help their children deal effectively with peer pressure.
11. Inform school officials of changes in the home situation that may affect student conduct or performance.
12. Provide a place for study and ensure homework assignments are completed.

C. Visitors to the Schools

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

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must report to the office of the principal upon arrival at the school. There they will be required to sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the principal's office before leaving the building.
3. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings are not required to register.
4. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum.
5. Teachers are expected not to take class time to discuss individual matters with visitors.

Any unauthorized person on school property will be reported to the principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.

All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.

D. Public Conduct on School Property

The district is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of environment, it is necessary to regulate public conduct on school property and at school functions. The purpose of this code is to maintain public order and prevent abuse of the rights of others.

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

Prohibited Conduct:

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
5. Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Shall use any tobacco products on school grounds.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles.
9. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
10. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district.
11. Loiter on or about school property.
12. Gamble on school property or at school functions.
13. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
14. Willfully incite others to commit any of the acts prohibited by this code.
15. Violate any federal or state statute, local ordinance or Board policy while on school property or while at a school function.

Penalties

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

Visitors: Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection. Attendance at future events may also be denied.

Students: They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.

E. Student Searches and Interrogations

The Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the district code of conduct. Students are not entitled to any sort of "Miranda" - type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned.

In addition, the Board authorizes the superintendent, building principals, the school nurse and district security officials to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or district code of conduct.

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

An authorized school official may search a student or the student's belongings based upon information received from a reliable informant. Individuals other than the district employees will be considered reliable informants if they have previously supplied information that was accurate and verified, or they make an admission against their own interest, or they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. District employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Before searching a student or the student's belongings, the authorized school official should attempt to get the student to admit that he or she possesses physical evidence that they violated the law or the district code, or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought.

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

1. Student Lockers, Desks and other School Storage Places

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

2. Police/ School Resource Officer Involvement in Searches and Interrogations of Students

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

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

No police officer shall be allowed to perform a student search unless authorized by a search warrant or upon demonstrating probable cause to establish that the commission of an illegal act is occurring on school premises or the search is made incidental to a lawful arrest. Whenever practical, said searches should be conducted by a police officer of the same gender as the student and in the presence of a nurse or another district professional employee who is also of the same gender. In the case of a police officer presenting a search warrant, the Building Principal shall first attempt to inform the parent or guardian of the police demand to search in order to afford the parent or guardian an opportunity to be present at the search. In the event that the parent or guardian cannot be contacted prior to a police search, the parent or guardian shall be informed of the search in writing by the Building Principal as soon thereafter as is practical.

Definition of terms:

1. Interview: The focus of an interview is to get information by questioning a person about his knowledge of an event or its circumstances and if appropriate, to get that knowledge documented, i.e. potential witnesses, actual witnesses and victims of crimes or offenses.
2. Interrogation: The focus of an interrogation is to obtain information by questioning a suspect or defendant about his participation in an offense, to seek his oral admission of the act or omission and if possible, to get those admissions documented in a written statement (or confession).

The Bath School District recognizes the necessity that students may be the subject of investigations by law enforcement and Child Protective Services. A student that may be the victim of neglect, physical or sexual abuse by a parent, guardian or other person legally responsible for said child and in those instances, the school will not contact the parents, guardians, or other legally responsible person for said child. Those contacts will be left to law enforcement and Child Protective Services as to not compromise the investigation or placing the child or other children in the home at further risks. The Bath School District will document that the student was interviewed (when, where, duration and by whom) and the nature of the interview (i.e. child abuse victim, etc.).

The Bath School District also recognizes that students may be interviewed by law enforcement officer(s) about their knowledge of an event or its circumstances and, in those instances, the Bath School District and the law enforcement agency should extend the courtesy of parent notification and coordinate parent notification when the child is less than 16 years of age. The Bath School District recognizes that law enforcement need not make parent notification if the student is 16 years of age and older.

The Bath School District further recognizes that children under the age of 16 who are questioned (interrogation) by law enforcement officers about their participation in an offense, are subject to the provisions of the New York State Family Court Act, Article 3, Section 305.2 and Article 7, Section 724, which require the law enforcement officer to notify the parent or other person legally responsible for his care.

The Bath School District further recognizes that children 16 years of age and older, who are questioned (interrogation) by law enforcement officers about their participation in an offense are not subject to the provisions of the above paragraph and law enforcement is not required to notify the parent or other person legally responsible for his care.

3. Child Protective Services Investigations

Consistent with the district's commitment to keep students safe from harm and the obligation of school officials to report to child protective services when they have reasonable cause to suspect that a student has been abused or maltreated, the district will cooperate with local child protective services workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse, and/or neglect, or custody investigations.

All requests by child protective services to interview a student on school property shall be made directly to the building principal or his or her designee. The principal or his or her designee shall set the time and place of the interview. The principal or designee shall decide if it is necessary and appropriate for a school official to be present during the interview, depending on the age of the student being interviewed and the nature of the allegations. If the nature of the allegations is such that it may be necessary

for the student to remove any of his or her clothing in order for the child protective services worker to verify the allegations, the school nurse or other district medical personnel must be present during that portion of the interview. No student may be required to remove his or her clothing in front of a child protective services worker or school district official of the opposite sex.

F. Dissemination of Code of Conduct

The Board will work to ensure that the community is aware of this code of conduct through the following:

1. Providing copies of a summary of the code to all students at a general assembly held at the beginning of each school year.
2. Making available complete copies of the code in each building's office.

II. ATTENDANCE

A. General Information

Students are expected to attend all class sessions. If the parent/guardian is aware of a situation where the student will miss several days, please contact the HS Office.

Students who are absent from class will be held academically accountable for all work missed. Students should make an appointment with the teacher regarding the material covered, assignments, and other academic work that may have been missed during their absence.

B. Legal and Illegal Absences

Any absence from school is either legal or illegal, as determined by the SED. The following are considered **legal** absences:

Illness

Serious illness or death of family member

Medical, dental, and/or health related treatments

Absences approved in advance by the building administrator (Ex. College Visitations, job interview, court appearance.)

Absences resulting from conflicts in school scheduled academic activities as determined by the building administrator.

Religious observance

Out-of-school suspension

Authorized absence from class

Upon return after an absence a student's academic and/or administrative responsibilities should be completed within a maximum of 5 class days unless otherwise determined by the individual teacher or administrator. Exceptions could be made in case of a doctor verified extended illness.

When a student is absent, it is the responsibility of the parent/guardian to notify the appropriate office by 8:00 a.m. The high school office (776-4107) should be notified when a student in grades 9-12 will be absent. Homework requests should be made at this time.

In the event the school is not notified of an absence by a parent/guardian, a phone call may be made to the home to confirm the reason for the absence as time permits.

A student is expected to **BRING AN EXCUSE** written by his/her parent/guardian upon his/her return to school. The excuse should identify the date(s) of the absence and the reason for the absence and must be given to the HS office.

If the student fails to bring in an excuse to the office **(by the third day)** after his/her absence, the absence will be considered illegal.

C. Attendance Policy Overview

Good student attendance is an integral part of education; therefore, it is the policy of the Bath Central School District to promote a sound attendance policy, which in turn will lead to the development of skills, habits, understanding, and knowledge. Since irregular attendance is a frequent cause of school failure, the Bath Central School District has adopted the following policy.

Definitions: The following definitions shall apply to this policy:

Absence - in order to comply with state education law, an absence is defined as ANY absence from class, regardless of whether it is a legal or illegal absence. Absences from class shall include, but are not limited to the following reasons:

- Illness
- Truancy
- "Cutting" class
- Medical, dental, and health related treatments
- College visitations
- Family trips
- Employment

If you are not physically present in class you are considered absent, regardless of the reason. Absences resulting from Out of School Suspension will NOT count as an absence for this policy as state education law requires instruction during these suspensions.

Students assigned an out of school suspension will be provided with instruction during Project Resolve from 3:00 – 5:00 pm. Teachers will provide assignments missed during each day of the out of school suspension. If the student does not attend, or leaves early, they will receive a zero (0) on all missed work. Also, an absence from Project Resolve will

also count as an absence for the attendance policy for each class missed that day.

Class Period - to be credited with a period of class attendance a student must be present for **at least one-half of the period scheduled** for that class.

Long Term Illness - When a student is going to be out of school for an extended period of time (more than 3 days) due to illness certified by a physician, it is the responsibility of the parent to contact the school to arrange for homebound tutoring. Once he/she is receiving homebound tutoring, he/she is considered to be in attendance at school.

School Sponsored Absence - Should a student be absent from a class due to a school-sponsored activity, the student will have the opportunity to make-up the absence. The student must (within 3 days) speak with the respective teacher(s) and complete any work that the student had missed due to his/her absence. If the missed work is completed satisfactorily, within 3 days, the absence will not be counted towards the attendance policy.

The scope of a school sponsored activity includes, but is not limited to:

- Band Lessons
- Class Trips
- Class Meetings/assemblies
- School affiliated field trips
- Sports (participants only)
- Called to office/nurse
- Career Dev. Council Activities
- Course/Guidance tests
- Youth in Government internships

Transfer students: Students who move into the district part way through the school year shall have the maximum number of days allowed absent pro-rated based on the total number of days remaining in the school year.

Classified and 504 Students: Absences due to a student's disability may not be counted toward the number of absences to determine eligibility for course credit.

D. Attendance Requirement (High School)

In order to obtain credit for courses, a student must not surpass the maximum number of days allowed absent from class as specified below:

- Bi-Elective Semester Course (1/2 credit) - 6 class blocks
- Semester courses and BOCES Vocational Courses - 13 class blocks
- Full Year AP Courses (Physics) – 13 Blocks
- Full Year courses (band/choir) – 26 class blocks

STUDENTS WHO EXCEED THE NUMBER OF DAYS ALLOWED ABSENT WILL NOT BE ALLOWED TO TAKE THE LOCAL AND/OR STATE FINAL EXAMINATION.

E. Parental Notifications

Parents shall be notified of absences from class as follows:

- Stage 1 -** 3 days absent from a BE Semester course
5 days absent from a Semester course or Vocational course
5 days absent from Full Year AP Course
10 days absent from Full Year course (band/choir)

The attendance policy form will be mailed by the office to the home. Copies will be filed with the guidance office and the teacher involved.

Any appeals regarding the accuracy of the recorded absences may be made at this time by requesting a conference with the Principal.

- Stage 2 -** 5 days absent from BE Semester Course
10 days absent from a Semester course or Vocational course
10 days absent from a Full Year AP Course
20 days absent from Full Year course (band/choir)

The attendance policy form will be mailed by the office to the home. Parents will be contacted by a school representative to confirm receipt and understanding of the attendance policy and their child's status. Any appeals regarding the accuracy of the recorded absences may be made at this time.

Stage 3 - Denial of Credit

A certified letter will be mailed to the parent informing that the student has exceeded the maximum days allowed to receive credit for the course(s). A conference will be scheduled with the parent, student, and guidance counselor to discuss student responsibilities and options. Any appeals regarding the accuracy of the recorded absences may be made by requesting a conference with the principal.

These options may include, but are not limited to:

1. Continue in the course. In order to take a course for credit in summer school a student MUST meet course requirements.
2. Consider an alternate form of education such as G.E.D. or a B.O.C.E.S. program.

F. Credit Recovery Program

Students that reach Stage 3 attendance and would be denied credit, have the option of regaining the credit for that course through the credit recovery program.

G. Appointments

Students are not allowed to leave the school building and/or school grounds during the school day without a note specifically requesting such leave for the legal reasons. All other excuses will be considered illegal. The note should be presented to the appropriate office prior to 1st period/block and must be signed by the student's parent/guardian. Phone calls are made randomly to verify student excuses.

When the student returns to the building after the appointment, he/she must return the release form to the office to receive a pass to class.

H. Absences and Extracurricular Activities

1. Students not in attendance by 10:09 a.m. or released from the nurse's office due to illness will also be ineligible from attending or participating in school activities that afternoon or evening.
2. Students who are absent from school on Friday or released from the nurse's office due to illness, will be ineligible to participate in any school activities on Saturday.
3. Students who were under suspension, either in school or out, MAY NOT attend or participate in school activities that afternoon or evening. (If the suspension is on a Friday, the student will not be allowed to attend any school activities until the following Monday or until the suspension is complete.

I. Truancies

You are truant if you are absent from class, absent from school, or leave school grounds at any time without the permission of school officials and parents.

Class Truancy:

1. First truancy will result in parent notification by the teacher and assignment of an Administrative detention.
2. Second truancy will result in parent notification and assignment of one SOS.
3. Third truancy will result in parent notification, an administrative conference and assignment of two SOS's.
4. Fourth truancy will result in parent notification, an administrative conference, and assignment to ISS, and may result in a Superintendent's Hearing to determine your future educational placement.

Full Day Truancy and/or Leaving School Grounds without Permission:

1. First truancy will result in parent notification by an administrator and assignment to one day of SOS
2. Second truancy will result in parent conference with an administrator and assignment of two days of SOS
3. Third truancy will result in assignment of one day of ISS and may result in a Superintendent's Hearing to determine your future educational placement.

J. Tardiness

1. All students are expected to be in their 1st period/block class by 7:30 a.m.
4th illegal = Administrative Detention
8th illegal = 2 Administrative Detentions
12th illegal = SOS
2. Students repeatedly arriving illegally tardy to class will receive the following consequences:

2nd illegal = Teacher Detention
Parent Contact by the teacher

3rd illegal = Administrative Detention
Parent Contact by the Assistant Principal

4th illegal = Two Administrative Detentions
Conference with Parent & Student

5th illegal = S.O.S.
Conference with Parent & Student
3. Students arriving at school after 7:30 a.m. must report to the appropriate office to receive an admission form prior to reporting to class.
4. A student arriving after 7:30 a.m. should bring a note signed by his/her parent/guardian stating reason for tardiness.
5. Detention may be assigned by a teacher for numerous instances of LEGAL tardiness to class.

K. Attendance Awards

Blue Ribbon Perfect Attendance

A student who has not been tardy to school and attends all classes every day school is in session will qualify for a Blue Ribbon Perfect Attendance Award.

Perfect Attendance

A student who has not been tardy to school and attends all classes every day school is in session except for legal appointments that meet the criteria below will qualify for a Perfect Attendance Award.

Legal appointments that come during school day will not be counted against perfect attendance if the student is present in at least three (3) of the five (5) Blocks during the school day.

It is imperative that students who arrive late due to an appointment have written verification from the health care provider. Students returning to school must report

to the office before going to their class and turn in the blue release slip signed by the health care provider. If the appointment is at the end of the school day, the blue release slip should be turned into the office before 7:30am the next morning.

III. Guidance and Related Services

A. Alternative Education Program

Students who are having problems meeting school requirements in regard to academic credits, attendance, social problems, etc., may attend an alternative program on the BOCES campus in Coopers Plains or Hornell.

Selection for the program is determined by the Student Support Team.

B. Availability Of Student Records

1. Permanent record files are intended to provide information that can be used to develop the best possible educational program for each student. A parent or a legal guardian is entitled to inspect the student's cumulative record.
2. At the time of inspection, it is recommended that appropriate school personnel be present in order to assist in the interpretation of the records and to answer any questions that may arise.
3. A student who is either age 18 or who is attending a post-secondary institution is given the same rights previously afforded to his/her parents.
4. A parent/guardian and/or student over 18 who wishes to inspect a student record should call the Guidance Office at (776-4109) to make an appointment.

C. Grade point average

The Grade Point Average (GPA) is calculated by using all grades. A value for each class is calculated by multiplying the final average for the course by the credit value of the course. The total of all these values is then divided by the total number of attempted credits to determine the student's cumulative GPA.

For ACE and AP courses, the value for each course is weighted by multiplying by a factor of 1.03.

The GPA and Class Rank are reported as weighted for all students.

D. Class Rank

In order for a student to be ranked academically in the top 10% of his/her class, he/she must have successfully completed a minimum of 7 Regents examinations. If a student's average is high enough to fall within the top 10% of the class but this requirement is not met, the student's rank would be the next in line after the 10% ranking.

E. Class Schedule

Every student will be given a class schedule upon his/her admission to Haverling.

There are a total of five blocks per day in the high school. All full time students must be scheduled for the minimum of 4 classes each semester.

F. Summer School Courses

Students who repeat a course during the summer will have a new course grade entered onto their transcripts. This new course grade will be calculated by taking 2/3 of the summer school grade and 1/3 of the grade earned during the school year.

G. Diploma Requirements

As New York State graduation requirements differ from class to class, specific class requirements vary among graduating class years.

For further information regarding your child's graduation requirements, contact your son/daughter's current guidance counselor.

Any student wishing to graduate early must inform their guidance counselor of their intentions prior to the start of the school year in September.

H. Honor Roll

1. Students must pass all courses and be enrolled as a full time student to be considered for the Honor Roll. Physical Education grades will be included in the average.
2. Students who have achieved a grade point average of 90.0 or above will be placed on the High Honor roll list.
3. Students who have achieved a grade point average between 85.00 and 89.99 will be placed on the Honor Roll.
4. The High Honor roll list and the Honor Roll list will be published in an area newspaper at the completion of each of the six marking periods.

I. HTA Honors Banquet

The Haverling Teachers' Association holds an annual banquet in May to honor juniors and seniors with high academic standing. Students with cumulative grade point averages of 90.0 or higher are invited to this banquet and recognized for their achievements. (Grade point averages are not rounded up for this event.) In addition to student recognition, this banquet serves as an opportunity to announce several scholarship winners, other award winners, and the HTA scholarship winners. Haverling Teachers' Association members prepare and serve the evening meal.

J. National Honor Society

To become a member of National Honor Society, a student is chosen on the basis of 4 different criteria. First, the student must be a Junior or Senior and have a cumulative grade point average of 90% or above. This average merely allows the student to be considered for selection, not automatically makes him/her a member. Second, all students who have the 90% average are ranked by the faculty on scholarship, leadership, character, and service. This information is then organized and presented to the National Honor Society Faculty Council for final review. In order to help the Council, the students being considered must complete a Student Activity Information Form that explains their extra-curricular activities in and out of school, any leadership positions held, community service, and work related experiences. Students who receive high recommendations in all 4 areas are inducted as members into the Haverling National Honor Society.

K. Report Cards

Report cards are mailed to each student's parent/guardian at the completion of each 6-week marking period (6 times a year).

L. Schedule Changes

Students may request changes to their schedule for next year up through the days designated by the Guidance department in the summer.

After the designated days in the summer, all schedules are set for the next school year. However, if there is a problem or concern with a class, students will have the first 4 days of the semester to request a change.

The only way a student will be able to drop a class during these four days is by scheduling another class in its place.

For a change to be complete, signatures must be obtained from the teachers involved and the student's parents. The forms should be returned to the guidance office as soon as possible.

After this first week, there will not be any additions or drops for the remainder of the semester. The principal reserves the right to make changes in a student's schedule at any time for extenuating circumstances.

Full year courses - Band, Choir, Wind Ensemble, AP Physics, ACE English, Spanish, French

For these classes, students who request to drop at the end of the first semester will need to go through the following procedures:

- A. Request should be made by the end of the last day of classes before exam week begins.
- B. A meeting will be held to discuss the reason for the request. This meeting will include the student, parent(s), teacher, guidance counselor, and principal.

If the student is going to be removed from the class, a "Withdraw" will be indicated on their report card and no credit will be given for the first half of the year.

M. Signing In and Out of the Guidance Office

Students wishing to see a guidance counselor must sign in when arriving at the guidance office and sign out when leaving. Otherwise you will be reported as not having been in the office.

IV. Haverling High School Policies and Guidelines

A. Bussing

High School students will continue to be dropped off and loaded in the front circle. We believe all passengers can behave appropriately and safely while riding on a school bus. In order to provide any person riding the bus, the safe transportation they deserve, the following discipline plan will be enforced:

Bus Safety Rules:

1. The bus driver is the authority on the bus. The driver may assign seats and reassign seats if the rules are not followed.
2. Stay in your seats.
3. Do not throw objects.
4. No eating or drinking on the bus. Glass containers are not allowed.
5. Keep hands, feet, head, and objects out of the aisle and inside the bus.
6. Do not use profane, vulgar, abusive language, words, or gestures, which may incite another person.
7. Do not fight or cause physical harm to anyone.
8. Do not bring tobacco, alcohol, drugs, firearms, knives, or other weapons on the bus.
9. Do not bring pets, or objects (such as glass containers) on the bus that may jeopardize the health or safety of the passengers.
10. Do not damage or tamper with bus equipment, including seat belts.
11. Do not commit, or participate in, any willful act that disrupts the normal operation of the school bus. You are responsible and accountable for your behavior.
12. Students are expected to be ready 10 minutes prior to the designated arrival of the bus.

Consequences:

The Transportation Department will use the following steps in response to violation(s) of the School Bus Safety Rules and Transportation Policy and Procedures.

Level 1:

- a. Driver and/or monitor warns student verbally.
- b. Driver and/or monitor files a bus conduct report with the Transportation Supervisor as documentation.
- c. Driver, monitor, or Transportation Supervisor may phone Parent/Guardian to make them aware of bus rule(s) violation.

Level 2:

- a. Driver and/or monitor files a bus conduct report with Transportation Supervisor as documentation.
- b. Driver and/or monitor phones Parent/Guardian to make aware of bus rule(s) violation.

Level 3:

- a. Driver and/or monitor files a bus conduct report with the Transportation Supervisor.
- b. Transportation Department will attach a copy of Level I and Level II bus conduct report and deliver to the principal.
- c. Principal or Assistant Principal meets with student to determine appropriate disciplinary action.
- d. Principal or Assistant Principal will contact parent/guardian.

Level 4:

- a. Driver and/or monitor file bus conduct report, accident report, and any other supportive documentation in the event a student is involved in a willful action that threatens the welfare of another student or staff member.
- b. Driver, monitor, or Transportation Supervisor will phone parent/guardian to make them aware of the serious incident.
- c. Transportation Supervisor will deliver documentation to principal.
- d. Principal or Assistant Principal will meet with student to determine appropriate disciplinary action.
- e. Principal or Assistant Principal will contact parent/guardian.

Level IV incidents are not required to follow Level I, II, and III in sequence. Level IV consequences are in response to a serious and dangerous action.

Every student who rides a bus to school is expected to ride the same bus home unless the driver has a note from the Principal or Assistant Principal stating special arrangements have been approved by the school. A signed and dated parental note to the building principal is necessary to make special arrangements for transportation.

If there are questions or problems, first consult with your bus driver. If further information is desired, call Mr. David Lewis, Director of Transportation at (776-7900).

Late Bus Passes:

All bus students who are required to stay after school for detention and/or teacher directed activities would need to obtain a Late Bus Pass.

Students who are staying with a teacher for teacher detention or to participate in a teacher directed activity will be issued a Late Bus Pass from that teacher.

No students will be permitted on the second bus trip without a Late Bus Pass.

Students with a Late Bus Pass are to wait for the late bus in the Hutch and board the busses with the Elementary students at the Dana L. Lyon loading zone at approximately 3:10 pm. Students need to be exhibit appropriate behavior while waiting for the busses to arrive.

Failure to follow the procedures listed above will result in suspension from riding the late bus.

B. Cafeteria

1. Each student will be assigned one of the following lunch periods:
High School Grades 9-12: Block 3 – 11:01 – 11:31, Block 4 – 11:36-12:06 or 12:22-12:52.
2. Forms to apply for FREE and REDUCED LUNCH TICKETS may be obtained during the school day from the cafeteria manager's office or by contacting the Cafeteria office at (776-6882).
3. Students using the cafeteria are expected to:
 - arrive promptly with your cafeteria card
 - remain seated at the table throughout the lunch period, except when returning their trays after they have finished eating.
 - be courteous to cafeteria staff, faculty, supervisors, and fellow students.
 - show respect for school property.

Students who abuse these expectations will face disciplinary action.

4. **All food is to be consumed in the cafeteria.**
5. Students may bring lunch from home. However, fast food is not acceptable to be brought into the cafeteria.
6. From 7:00 – 7:30 a.m. daily, breakfast will be served in the high school cafeteria.

C. Dances

1. Haverling students in grades 9-12 may attend HS dances.
2. Dance times are from 8:00 p.m. to 11:00 p.m. (Special dances may vary times and will be announced in school prior to the dance.)
3. Students who were under suspension during the week of the dance, assigned SOS for that weekend or were absent that day may not attend the dance that evening.
4. Students leaving prior to completion of the dance are to leave school grounds and will not be readmitted
5. Students will not be admitted to a dance after 9:30p.m. For the Jr./Sr. Prom students will not be admitted after 10:30 p.m.
6. Students should dress appropriately and wear soft-soled shoes.
7. Students from other school districts, who wish to attend a school dance at Haverling, must be pre-registered by a Haverling student by the end of the day preceding the dance. The pre-registration form will be available in the assistant principal's office. Haverling students will be limited to ONE guest. Out of district students not on the registration list will not be allowed on school grounds. The administration reserves the right to deny access to certain

guests. No one over the age of 20 will be permitted to attend a dance. The Haverling student will be held responsible for the behavior of his/her guest.

D. Distribution of Literature

Students have a right to distribute literature on school grounds and in school buildings provided such distribution does not interfere with or disrupt the educational process. No literature may be distributed unless a copy is submitted in advance to the Superintendent of Schools.

The Superintendent shall establish guidelines that are in keeping with the above and shall provide for the review of the content of all student publications prior to their distribution.

E. Electronic Devices

Although we acknowledge the role of technology in our lives, electronic devices, such as, cell phones, beepers, portable games, Ipods/MP3 players, and others, can cause distractions in classrooms. These attractive devices are targets for theft, so we encourage students to leave them at home. If it is necessary for a student to carry one of these items, it must be turned off and kept out of sight.

The **only** time these devices can be used between 7:30-2:15 will be in the Cafeteria during the student's lunch time and Senior Honor Pass Lounge.

Cell phones with picture/video taking abilities should not be used to take pictures or videos at any time on school grounds.

Students using these devices inappropriately or using them during prohibited times, will be required to hand over the device and will face the following consequences:

- 1st offense – teacher det. – device to office p/u by parent
- 2nd offense – admin. det. – device to office p/u by parent
- 3rd offense – 2 admin. det – device to office p/u by parent
- 4th offense – SOS – device to office p/u by parent

Communication between parents and students should occur through the high school office **or** during the students lunch time.

F. Facility Access for Student Groups

The Haverling Central School District, upon the direction of the Board of Education, shall grant equal access to student groups who wish to meet for religious, political, or philosophical purposes within the school buildings of the district under the following conditions:

1. the student activity is student initiated and student led.
2. that the school administrators are satisfied normal school procedures regarding maintenance of order and discipline are met.
3. the activity is held after the instructional day is over as are all other non-curriculum related activities.
4. non-school persons may not direct, conduct, control, or regularly attend activities of these groups.
5. the school or its employees may not sponsor, promote, lead, or participate in the meetings.

The scheduling of areas for meetings will follow existing procedures through the office of the high school building principal.

G. Food and Drink In Hallway/Classrooms

Open beverages and/or eating food in the hallways are not allowed.

Food and beverages in the classroom should be limited to special occasions or events only with permission of the teacher.

H. Hall Passes

1. Under normal circumstances a student is not expected to leave class.
2. A student should not be in the hall without a pass issued by the teacher who released the student.
3. A student will not be excused from a class or study hall unless he/she has a pre-signed pass by the individual who wishes to see him/her that period. The student must remain with the individual who signed the pass for the entire period.
4. A student who arrives late to his/her next period class because he/she was getting additional help from a teacher should ask for a hall pass from that teacher. The student should give this pass to the teacher when entering his/her next class.
5. A student who has been issued a Permanent Pass must remain in that teacher's classroom for the entire period. No student on a Permanent Pass will be allowed to be out in the hall or in another area of the school building/grounds.

I. Health Office

1. A student who needs to seek assistance from the school nurse should obtain a signed pass from his/her teacher before going to the Health Office. Exceptions will be made in the case of an emergency. In the case of an emergency, or if the nurse cannot be located, students should contact the principal's office.
2. All medication must be dispensed from the Health Office under a signed consent form issued by the physician and the parent/guardian.
3. Medication and/or prescriptions must be in the original bottle or container as dispensed by the pharmacist.
4. All accidents and injuries must be reported to the nurse.
5. The nurse must speak directly with a parent/guardian or other authorized person before giving a student permission to leave school due to injury or illness. Disciplinary action will be taken if a student leaves the school building without authorization.

6. A note from the student's physician may be required if a student needs an adaptive gym program or needs to be excused from physical education class for an extended period of time.

J. Homework

1. All students are expected to turn in homework in a timely fashion. Homework that is not turned in on a timely fashion may not receive full credit.
2. A student who wishes to obtain additional help with a classroom assignment is expected to make an appointment to see the teacher.
3. A student who is absent may have his/her parent/guardian call the appropriate Office by 8:00 a.m. and request homework assignments be made available to them. Homework requests may be picked up in the office after 3:00 p.m.
4. It is the student's responsibility, after any classroom absence, to obtain and complete missed classroom responsibilities as determined by the individual teacher.

K. Insurance

In most cases the only applicable coverage will be that carried by the student's parents. If any insurance questions should arise, please contact the Superintendent's office.

The District's insurance policy is a secondary policy.

L. Internet Access

The Haverling School District is providing employees and students with access to the District's Electronic Communication System, which includes the Internet. Regulations governing the acceptable use of the Internet are available to parents, students, and staff in each school's library or at our district website (www.bathcsd.org). By signing the district's AUP (Acceptable Use Policy) students are agreeing to abide by all rules stated within the policy. Copies of the policy are available on the district website.

M. Field Trips

1. Going on a field trip is a privilege one earns.
2. Each student must present a parental permission slip signed by the parent/guardian to the teacher in charge at least 3 school days prior to the date of departure.
3. A student may be denied permission to participate in the field trip due to disciplinary reasons, unfulfilled academic responsibilities, excessive absences from class, a scheduled test/quiz, and/or critical lesson/lab. Final determination will be made by the assistant high school principal.

N. Library

1. Student access to the library during study halls will be determined according to the procedures and policies established by the study hall teacher.
2. Student access to the library during advisement will be limited to those students having a pass from an academic teacher. The pass should indicate that the student is in need of library materials or resources for a school project. The student will be required to present the pass to his/her advisement teacher before going to the library.
3. In most cases, students using the library are to remain in the library for the entire class period.

O. Lost And Found

1. Lost books, papers, clothing etc. may be found in the high school office.
2. Lost gym suits, towels, sneakers, etc. may be found in the physical education office.
3. All student lockers will be equipped with embedded locks. Students should not give their combination to anyone.

P. Physical Education

1. New York State Department of Education requires that all students successfully complete physical education requirements in order to graduate. The Physical Education grade will count in each student's grade point average.
2. A student who is absent will have up to two weeks to make up their class participation points unless it is the end of a marking period. If it is the last week of the marking period, the student will be given two days, since grades must be turned in. Any student who is not feeling well may be excused but must also make up the class they missed to regain their class participation points.
3. Any student who has a medical condition that does not allow the student to participate in physical education class must have a signed medical excuse from his/her physician. A student who is on a medical excuse will be required to do a written report on the appropriate activity to complete his/her physical education requirements.
4. Whenever possible a selective physical education program in which students may choose from different activities will be offered. Students who are seniors will have first choice while freshman will be last to choose. If an activity is full then the underclassmen will be placed in an available activity. Students, who are disruptive or create a safety concern during an activity, may be moved to a different activity.
5. All students in grades 9-12 will be required to participate in the three week swimming unit. The only exception will be for a medical excuse.

6. Uniforms are mandatory for physical education class. The uniform requirements are:
- a. Elastic waist gym shorts that are above the waist or sweat pants with an elastic waist band. Both shorts and sweats must be in good condition (no holes or tears) Boxers are not shorts.
 - b. A t-shirt that is any color with a crew neck. No muscle shirts or underwear are allowed. T-shirts must be in good condition and not ripped or torn.
 - c. Socks of any color are allowed as long as they can be seen above the sneaker.
 - d. Sneakers with a non-marking sole. This sneaker must be suitable and safe for running and not have a sole that would be dangerous to others (example a boot sole, platform, or any heel) This sneaker must also be fastened or tied and have a back to it.
 - e. A sweatshirt may be worn but also must not be torn or ripped. No jackets or coats will be allowed.
 - f. All jewelry with the exception of small posts must be removed. This is for the safety of each student and the other students. Students who refuse to remove any visible jewelry will not be able to participate and will be considered unprepared.

Q. School Closings

In the event of emergency school closings, notices will be broadcast over the following radio stations:

A.WABH	AM1380	BATH
B.WVIN	FM98.3	BATH
C.WCIK	FM103.1	BATH
D.WINK	AM/FM106	Elmira

The rapid calling system will also be utilized to communicate important information, such as, school closings when possible.

R. Senior Honor Pass

The Senior Pass was developed in response to the expressed desire of the seniors who wanted a way to demonstrate their willingness and ability to accept adult responsibility and accountability. Students meeting all necessary requirements are eligible to apply for the Honor Pass at the end of their Junior year and at the end of each quarter. The assistant principal will process applications and issue the honor pass. Seniors must carry their pass with them when they leave the building for lunch or when using the honor lounge. Senior Honor Pass holders will have access to parking in the **student parking lot closest to the entrance.**

S. Student Drivers

1. Each student who regularly drives a vehicle to school must register the vehicle with the high school office.
2. Seniors and underclassmen who drive vehicles to school should park their vehicles in the designated parking area(s) located to the south of the high school campus.
3. Student drivers are not to park their cars on the circle, in the visitor parking lot, on the grass, or in the faculty parking lot, which is located in the back of the HS, adjacent to the football field.
4. Student drivers are expected to discharge and pick up passengers on the circle.
5. A student that abuses the above privileges and/or uses unsafe driving practices while on school grounds will lose his/her parking privileges and/or receive additional disciplinary action.

T. Student Publications

Students shall enjoy the constitutional right of freedom of expression. They shall have the right to express their views in speech, writing, or through any other medium or form, limited solely by those restrictions imposed on all citizens generally and those specifically applicable to children and youth in a school setting.

The Board of Education encourages student publications not only because they offer an educational activity through which students gain experience in reporting, writing, editing, and understanding responsible journalism, but also because they provide an opportunity for students to express their views and a means of communicating both within and beyond the school community.

All student publications will comply with the rules for responsible journalism. Libelous statements, unfounded charges and accusations, obscenity, false statements, materials advocating racial or religious prejudice, hatred, violence, the breaking of laws and school policies and/or regulations, or materials designed to disrupt the educational process will not be permitted. Expressions of personal opinion must be clearly identified as such, and bear the name of the author. Opportunity for the expression of opinions differing from those of the student publishers must be provided.

In addition, student newspapers and/or publications, which are paid for by the school district and/or produced under the direction of a teacher as part of the school curriculum, are not considered a public forum. In such cases, the Board reserves the right to edit or delete such student speech, which it feels, is inconsistent with the district's basic educational mission.

U. Study Halls/Advisement

1. Students are expected to arrive to study halls/advisement on time with work to do.
2. Students may sign out with a "pre-signed" pass to go to another teacher's room during the scheduled period/block. Students are required to remain with that teacher for the remainder of that period/block.
3. Any student who abuses his/her library privilege will face disciplinary action.
4. Students who wish to use the library during advisement must report to advisement with a pre-signed pass from one of their classroom teachers. The pre-signed pass will be an indication that the student has work to do that can be done only in the library.

V. Discipline Code of Student Behavior

A. Corporal Punishment

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden.

However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

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

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

B. Disciplinary Penalties

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

If there is a question that the conduct of a classified student may be related to his/her disability, the student shall be referred to the Committee on Special Education for a manifestation determination hearing. If warranted, discipline shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability.

Students who are found to have violated the district's code of conduct, may be subject to the following penalties, either alone or in combination:

1. Oral warning
2. Written warning
3. Written notification to parent
4. Teacher Detention
5. Administrative Detention
6. Suspension from transportation
7. Suspension from athletic participation
8. Suspension from social or extracurricular activities
9. Suspension of internet access/computer usage
10. Suspension of other privileges
11. School on Saturday (SOS)
12. In School Suspension (ISS)
13. Removal from classroom by teacher
14. Short-term (five days or less) suspension from school
15. Long-term (more than five days) suspension from school
16. Permanent suspension from school

The specific details of some of the above punishments are as follows:

1. Teacher Detention

A teacher may require a student to remain after school any school day unless the building administrator prior to 2:20 p.m. has provided a valid excuse on the day the student is to serve detention.

Teachers may choose to have students stay the next night due to appointments, bus problems, work, etc.

Sports and work are not a valid excuses for missing detention.

Bus students staying for teacher detention and/or receiving individualized help after 2:14 p.m. will be given a LATE BUS PASS by that teacher.

2. Administrative Detention

Detention forms may be issued to students by the administrator for:
chronic tardiness.
failure to serve teacher detention.
any other disciplinary problem

Administrative detention will be served from 2:20 p.m. to 3:50 p.m. on Tuesdays and Thursdays.

All students must be in the detention room (Room TBA) by 2:20 p.m.

Students who fail to report for administrative detention will be assigned School on Saturday.

A student on administrative detention will be expected to work on homework, class assignments, or read. These activities will not involve

talking to other students, disrupting other students, or disrupting the quiet atmosphere of the detention room.

Students will have to make arrangements for their own transportation at 3:50 p.m.

3. School on Saturday (SOS)

A student may be assigned SOS as a result of serious infractions of the school rules or repeated instances of violation of school rules.

SOS will be held from 8:15-11:45am on every Saturday of the school year, except during school holidays.

Students are expected to bring books to study during this time.

It is expected that the student will make the necessary positive changes in behavior. If the negative behavior continues, an out of school or in school suspension may result.

4. In-School Suspension (ISS)

Students assigned ISS are expected to work quietly in a separate room during the school day. The students work and materials for their classes will be brought to them. Students will eat lunch separately from the rest of the student body and will be expected to adhere to all ISS rules and procedures.

Students may be assigned ISS for serious violations of school rules. The administration understands the importance of keeping students in school. Therefore ISS will be used in instances where students may normally have been suspended from school. Insubordination, use of tobacco on campus, and refusal to attend SOS are some examples where ISS may be used. The amount of time spent in ISS will vary depending on the severity of the behavior.

5. Out of School Suspension (OSS)

Students assigned OSS are suspended from school for serious violations of the school code of conduct where other forms of discipline do not match the seriousness of the behavior.

Students suspended out of school cannot attend any extra-curricular or after school events.

When a student receives OSS they are expected to attend Project Resolve for each day of the suspension. Project Resolve occurs from 3:00-5:00 and is supervised by a certified teacher. Students that attend Project Resolve are considered in attendance for that day and will receive their school work for the day. Students will have the opportunity to discuss their behavior and the choices they made that resulted in the suspension.

C. Dress Code

All students, staff, and visitors are expected to give proper attention to personal cleanliness and appropriate dress for school and all school functions. Students and their parents/guardians have the primary responsibility for maintaining acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students to develop an understanding of appropriate appearance in the school setting.

Though not exhaustive, the following guidelines should guide students in choosing appropriate dress:

1. Dress, grooming, and appearance should be safe, appropriate, and not interfere with the educational process.
2. Students should not wear clothing that is provocative or immodest. Recognizing that definitions of immodest may vary from individual to individual, the following list should help guide students and their parents/guardians in determining if a particular piece of clothing will be considered immodest. The following items shall be considered immodest:
 - a. Tops that lack a back
 - b. Tops with revealing necklines
 - c. Tops with straps less than 2 inches in width
 - d. Tops that do not cover the navel
 - e. White A-shirts worn without another shirt over them
 - f. See-through garments
 - g. Clothing that allows the undergarments to show
 - h. Extremely short skirts and shorts
3. Student must wear appropriate footwear at all times. Footwear must not be a safety hazard. Socks alone do not qualify as footwear.
4. No hats, headbands, bandanas, or other head coverings are to be worn in the school building from 7:30 to 2:14 on school days, except for religious or medical purposes. Though the high school allows hats to be worn in the building before 7:30, the middle school does not allow hats to be worn at any time. High school students will be required to respect this rule and remove their hats upon entering the middle school.
5. No chains or coats may be worn in the school building between 7:30 and 2:14 on school days.
6. Book bags and backpacks may not be carried in the building between 7:30 and 2:14.
7. No garments may include any item that is vulgar, obscene, libelous, or denigrates others on account of race, color, religion, creed, national origin, gender, sexual orientation, or disability.
8. Students may not wear garments that promote and/or endorse the use or abuse of alcohol, tobacco, or illegal drugs.
9. Students may not wear garments that promote and/or endorse illegal or violent activities.

Building principals or their designees shall be responsible for informing all students and the students' parents/guardians of the dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Individuals who violate the dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary, replacing it with an acceptable item. If the offending student does not have access to an acceptable item, the school will provide the individual with an appropriate garment for the remainder of the school day. Any student who refuses to comply with school policy shall be subject to discipline, up to and including School on Saturday. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

D. Minimum Periods of Suspension

Students who bring a weapon to school

Any student found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one calendar year. A student with a disability may be suspended only in accordance with state and federal law. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law §3214. The superintendent has the authority to modify the one-year suspension on a case-by-case basis.

Students who commit violent acts other than bringing a weapon to school

Any student who is found to have committed a violent act, other than bringing a weapon onto school property, shall be subject to suspension from school for at least five days. A student with a disability may be suspended only in accordance with state and federal law. If the proposed penalty is the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis.

Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interferes with the teacher's authority over the classroom

Any student who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom will be suspended from school for at least five days. A student with a disability may be suspended only in accordance with state and federal law. For purposes of this code of conduct, "repeatedly is substantially disruptive" means engaging in conduct that results in the student being removed from the classroom by teacher(s) pursuant to Education Law §3214(3-a) and this code on four or more occasions during a semester or three or more occasions during a trimester. If the proposed penalty is the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The

superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis.

E. Prohibited Student Conduct

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

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

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

1. Engage in conduct that is disorderly. Examples of disorderly conduct include but are not limited to:
 - a. Running in hallways.
 - b. Making unreasonable noise.
 - c. Using language or gestures that are profane, lewd, vulgar or abusive.
 - d. Obstructing vehicular or pedestrian traffic.
 - e. Engaging in any willful act, which disrupts the normal operation of the school community.
 - f. Computer/electronic communication misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the district's acceptable use policy.
2. Engage in conduct that is insubordinate. Examples of insubordinate conduct include but are not limited to:

Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
3. Engage in conduct that is violent. Examples of violent conduct include but are not limited to:
 - a. Committing or attempting to commit an act of violence (such as hitting, kicking, punching, scratching, and biting) upon another student or any other person lawfully on school property or attempting to do so.
 - b. Possessing a weapon, or what appears to be a weapon. Authorized law enforcement officials are the only persons

- permitted to have a weapon in their possession while on school property or at a school function.
- c. Threatening to use any weapon.
 - d. Intentionally damaging or destroying school or personal property while on school property, including graffiti or arson.
4. Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include but are not limited to:
- a. Stealing, lying, cheating, or other acts of dishonesty, including violation of acceptable use policy for computer and internet use, altering records, or assisting another student in any of the above actions.
 - b. Plagiarism – Plagiarism occurs when a person presents other people’s ideas, information, or words as if they were his or her own. Plagiarism is a form of theft, as well as a form of cheating. When a person copies a passage from a published source, such as a periodical, an encyclopedia, a book, or the internet, and presents that passage as if it were his or her own creation, then that person has committed plagiarism. Even if the wording is slightly changed, a little plagiarism is still plagiarism. If a person has someone else write a paper, or any part of a paper for him or her, then that person is guilty of plagiarism (and the other person is equally guilty). Any act of plagiarism will result in a failing grade for that paper or project and could result in the student failing the course. Documented acts of plagiarism will be kept on record. A repeated act of plagiarism will have more serious consequences.
 - c. Using in words, clothing, or signs, profane, lewd, vulgar, abusive language or words that may incite or offend another person.
 - d. Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation or disability as a basis for treating another in a negative manner.
 - e. Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.
 - f. Verbal or physical intimidation.
 - g. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.
 - h. Selling, using or possessing obscene material.
 - i. Smoking a cigarette, cigar or pipe, or using chewing or smokeless tobacco or possession of tobacco products on school premises (including buildings or grounds) or on a bus going to or from a school function or a school-sponsored function.
 - j. Being under the influence of an alcoholic beverage, drinking an alcoholic beverage or being in possession of an alcoholic beverage on school premises (including buildings or grounds), at

a school-sponsored function, or on a bus going to or from a school-sponsored function. Alcoholic beverages shall mean and include alcohol, spirits, liquor, wine, beer and cider having alcoholic content.

- k. Being under the influence of, using, possession of, sale or gift of any drug or controlled substance, including marijuana or any instruments for the use of such drugs, controlled substance or marijuana such as a pipe, syringe or other paraphernalia, while on school premises (including buildings and grounds) or on a bus going to or from a school function or school sponsored function. Excepted is any drug taken in accordance with medical regulations outlined in the student handbook.
- l. Look-alike drug or tobacco products will be treated as a drug, alcohol, or tobacco product.
- m. Inappropriately using or sharing prescription and over-the-counter drugs.
- n. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
- o. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
- p. The use or possession of any type of laser pointer while on school premises or on a bus going to or from a school function or school sponsored function.
- q. Videotaping, filming, or photography of any student without explicit knowledge and permission of the student is expressly prohibited. Therefore the use of any type of cell phones with picture taking ability while on school grounds is prohibited.
- r. The making of drug paraphernalia.
- s. Public Displays of Affection (PDAs).

F. Referrals for Specialized Services

Counseling

A student in need of counseling may be referred by appropriate school personnel or by the student's parent.

PINS Petition

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

- a) Being habitually truant and not attending school as required by part one of Article 65 of the Education Law.
- b) Engaging in an ongoing or continual course of conduct that makes the student ungovernable, or habitually disobedient and beyond the lawful control of the school.
- c) Knowingly and unlawfully possesses marijuana in violation of Penal Law §221.05. A single violation of §221.05 will be a sufficient basis for filing a PINS.

Juvenile Delinquents and Juvenile Offenders

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

- a) Any student under the age of 16 who is found to have brought a weapon to school or
- b) Any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law §1.20(42).

G. Reporting Violations

All students are expected to **promptly** report violations of the code of conduct to a teacher, guidance counselor, the building principal or his or her designee. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the building principal, the principal's designee or the superintendent.

H. School Resource Officer

A representative of the Bath Police Department will serve as our School Resource Officer. The officer will be located in the High School Office and be available to parents, students, and staff during school hours. The officer's focus areas include attendance problems, thefts, harassment, and safety education.

I. Sexual Harassment Policy

It is policy of the district that all employees and students have a right to work or study in an environment free of discrimination, which encompasses freedom from sexual harassment. The district strongly disapproves of sexual harassment of its employees or students in any form, and states that all employees as well as students at all levels of the district must avoid offensive or inappropriate sexual or sexually harassing behavior at school, on school grounds, school functions, and on school transportation and will be held responsible for ensuring that such workplace is free from sexual harassment. Specifically, the district prohibits the following:

- Unwelcome sexual advances

- Requests for sexual favors, whether or not accompanied by promises or threats with regard to the student-teacher, student-student or employment relationship;

- Other verbal or physical conduct of a sexual nature made to any employee or student that may threaten or insinuate either explicitly or implicitly that any person's submission to or rejection of sexual advances will in any way influence any decision regarding that person's employment, evaluation, wages, advancement, assigned duties, shifts, academic performance, or any other condition of employment, academic or career development;

- Any verbal or physical conduct that has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment.

- Public display of affection: such as hugging, kissing or inappropriate touching, at any time, in any place in the school.

Such conduct may result in disciplinary action up to and including dismissal or suspension in accordance with appropriate provisions of Education Law and other legal statutes.

Other sexually harassing conduct in the workplace, whether physical or verbal, committed by supervisors or non-supervisory personnel or students is also prohibited. This behavior includes but is not limited to, commentary about an

individual's body, sexually degrading words to describe an individual, offensive comments, off-color language or jokes, innuendos, and sexually suggestive objects, books, magazines, photographs, cartoons or pictures.

Students who have complaints of sexual harassment by anyone in the school environment, including any supervisors, students, or visitors are urged to report such conduct to the compliance officer so that the district may investigate and resolve the problem. If the complaint involves the compliance officer, or if the person for any reason is uncomfortable in dealing with the compliance officer, the student may go to the Superintendent or a person appointed by the Superintendent to handle the complaint.

The district will endeavor to investigate all complaints as expeditiously and as professionally as possible. Where investigations confirm the allegations, appropriate corrective action will be taken.

The district will endeavor to maintain the information provided to it in the complaint and investigation process as confidentially as possible, consistent with the laws of the State and, if applicable, the collective negotiations agreement.

There will be no retaliation against employees or students for reporting sexual harassment or assisting the district in the investigation of a complaint. However, if after investigating any complaint of harassment or unlawful discrimination, the district learns that the complaint is not in good faith or that an employee or student has provided false information regarding the complaint, disciplinary action may be taken against the individual who provided the false information.

The procedure to investigate any complaint shall be consistent with the Anti-Discrimination Policy 5301P.

J. Teacher Disciplinary Removal of Disruptive Students

A student's behavior can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. In most instances the classroom teacher can control a student's behavior and maintain or restore control over the classroom by using good classroom management techniques. These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student the opportunity to regain his or her composure and self-control in an alternative setting. Such practices may include, but are not limited to: (1) short-term "time out" in a classroom or in an administrator's office; (2) sending a student to the principal's office for the remainder of the class time only; or (3) sending a student to a guidance counselor or other district staff member for counseling. Time-honored classroom management techniques such as these do not constitute disciplinary removals for purposes of this code.

On occasion, a student's behavior may become disruptive. For purposes of this code of conduct, a disruptive student is a student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom. A substantial disruption of the educational process or substantial interference with a teacher's authority occurs when a student demonstrates a

persistent unwillingness to comply with the teacher's instructions or repeatedly violates the teacher's classroom behavior rules.

A classroom teacher may remove a disruptive student from class for up to two days. The removal from class applies to the class of the removing teacher only. Upon removal, the teacher must provide substantially equivalent educational directions and materials.

K. Vandalism

Any student vandalizing school property or another individual's personal property will be held accountable for replacement costs in addition to disciplinary and/or legal action.

VI. EXTRACURRICULAR ACTIVITIES

A. Attendance and Extracurricular Activities

Students involved in extra curricular activities or in the sport program may not attend or participate in school activities on the afternoon and evening of the day that the student was under school suspension or absent from school. For a more detailed explanation, see the Interscholastic Athletics Handbook section on attendance.

B. Clubs

Extracurricular activities form an essential part of the honor and prestige of Haverling High School. These activities develop and strengthen interests as well as provide service to the school and community. Any student who would like information about starting a club, joining a club or activity should contact his/her guidance counselor or the advisor of the student council. Students who are involved in extra curricular activities are expected to follow Haverling's rule for student behavior during these events.

At the time of printing, the following the extracurricular clubs are available at Haverling:

1. ACADEMIC

- a. Academic All-Stars
- b. French Club
- c. National Honor Society
- d. Spanish Club

2. Arts

- a. Senior High Art Club
- b. Drama Club
- c. Senior Musical

3. HUMANITIES

- a. SADD
- b. Project Care
- c. Student Council

4. LITERATURE

- a. Haverlinguist (HS yearbook)
- b. Ram Junior (Prim-Elem yearbook)

5. MUSIC

- a. Color Guard
- b. Jazz Band
- c. Chamber Choir
- d. Majorettes

6. MISCELLANEOUS

- a. Chess Club
- a. Riding Club
- b. Ski Club
- c. Weight Lifting Club
- d. Future Teachers of America

C. Athletic Philosophy

We believe that our athletes, in representing our school and community, should maintain morals, actions, and deeds of the highest caliber not only on the field of athletic endeavor but also in our school, our community, and other communities as well. We feel that no student/athlete should engage in behavior, which reflects discredit upon the school, the team, and/or him/herself. Student/Athletes accept this added responsibility by accepting the policies explained in the Athletic Handbook.

D. Athletic Council

1. The Athletic Council shall act cooperatively with the administration, the coaches, and teachers to see that our student athletes maintain a high caliber of conduct. It shall also cooperatively seek ways and methods to improve the athletic quality and quantity at Haverling.
2. It is the aim of the Athletic Council* to govern every matter brought to its attention concerning the conduct of our student/athletes. It will serve as a Hearing Board to review disciplinary concerns.

*Athletic Council--The council is comprised of the Athletic Director, Administrator, and three coaches (rotating).

E. Athletic Academic Eligibility Policy -

Team Rosters will be distributed to all teachers at the end of the 2nd week of the season.

Athletes may be placed on academic probation due to a lack of effort or for failing grades.

LACK OF EFFORT – referrals filled out by classroom teachers on Fridays

One referral – attends Athletic Study Hall (ASH) M-Th – 2:20-3:00 pm

- evaluation sheet taken to the teacher on Friday – returned to office

Good evaluation = off probation

Not acceptable = ASH continues & ineligible for competition next week

Two or more referrals – attends ASH & ineligible for competition next week

- evaluation sheet taken to the teachers on Friday

Improved in all classes = off probation

One or more classes not improved = ASH continues & ineligibility continue for the next week

GRADES – Failure list will be evaluated at the end of each Marking period.

Failing one class – Athletic Study Hall (ASH) M-Th – 2:20-3:00 pm

- Evaluation sheet taken to teacher on Friday - returned to office

Passing work & Effort - continue ASH, eligible for competitions next week

Not passing or Unacceptable effort – ASH & Ineligible for competition next week

Two or more Failing Grades - ASH & Ineligible for competitions next week
- Evaluation forms taken to teachers on Friday

Passing work & Effort – continue ASH, eligible for competitions next week
Not passing or still unacceptable effort in one or more – continue ASH & ineligible for competitions next week

Students on academic probation for grades will continue to attend ASH and earn their eligibility on a weekly basis throughout the next marking period. If a teacher recognizes a vast improvement in a student's average, they may sign the student off probation at anytime during the marking period.

Special situations:

** A week is from Monday to Saturday. Therefore a student ineligible for competitions for a week would be ineligible from Monday – Saturday. If improvement was shown, they would be off probation beginning the following Monday.

** High School Student with failing grade(s) at the end of the first semester would do a run around sheet for all their second semester classes in place of a specific evaluation sheet.

** Any combination of failing grades and lack of effort referrals will be treated like two failing grades and the student will earn their eligibility on a weekly basis.

**If an athlete illegally misses a study hall session, they are ineligible for the next scheduled contest. Administration will inform the athlete, coach, and parent when this happens.

F. Current Sports Offered at Haverling High School

Listed below are the athletic activities that are currently offered:

SENIOR HIGH FALL

1. Cross Country
2. Fall Varsity Cheerleading
3. Girls' Swimming
4. Girls' Tennis
5. JV and Varsity Football
6. JV and Varsity Boys' Soccer
7. JV and Varsity Girls' Soccer
8. JV and Varsity Girls' Volleyball

SENIOR HIGH WINTER

1. JV & Varsity Boys' Basketball
2. JV & Varsity Girls' Basketball
3. Boys' Swimming
4. JV & Varsity Wrestling
5. Winter Cheerleading
6. Ski Team
7. Indoor Track
8. Freshman Boys' Basketball

SENIOR HIGH SPRING

1. Boys' and Girls' Track
2. Boys' Tennis
3. JV and Varsity Baseball
4. JV and Varsity Golf
5. JV and Varsity Softball
6. JV and Varsity Lacrosse