

RYE HIGH SCHOOL

STUDENT-PARENT HANDBOOK

2016-2017



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RYE HIGH SCHOOL

One Parsons Street, Rye, New York 10580 Tel 914-967-6100 Fax 914-967-4380

September, 2016

Dear Student, Parents, and Guardians,

Welcome to Rye High School! We offer a special welcome to incoming ninth graders moving up from the Middle School. To the rest of the student body, we say, on behalf of the entire faculty and staff, welcome back from what we hope was a relaxing and enjoyable summer. All of us are looking forward to a challenging and productive school year.

Rye High School is an exciting learning environment. The school offers a challenging academic program, as well as opportunities to study some of the special areas such as art, music, STEM, and performing arts. Teachers, counselors, administrators, and support staff take pride in our school and are committed to providing you with a quality education and to maintaining Rye High School's excellent reputation.

This handbook has been designed to organize essential information for the student and parent. Included are sections on academic requirements for graduation, policies and regulations governing attendance and other student issues, as well as information on extracurricular activities. There is a particularly informative section at the back of this handbook called, "Where To Go For What." If this handbook does not provide answers to your questions, ask one of the professionals listed in this section.

Being involved in school activities enriches the high school experience. Rye High School provides numerous opportunities for you to help others through community service programs, to participate in interscholastic sports, to work for your class organization, to become active in our extracurricular activity program and to volunteer your time in helping other students through our tutoring program. We encourage you to take full advantage of all the High School has to offer and to get involved.

Have a successful, enriching, and rewarding school year!

Cordially,

Patricia Taylor
Principal

Suzanne Short
Assistant Principal

Robert Zegarelli
Assistant Principal

RYE HIGH SCHOOL PHILOSOPHY

WE ARE A SCHOOL COMMUNITY dedicated to the challenge of providing each student an education required by and worthy of our democratic society. As such, we affirm our belief in the dignity of each individual, understanding that we are all valued and valuable members of the society. At the same time, we recognize the growing interdependence of the people of the earth and our consequent responsibility to promote understanding and appreciation of the rich diversity within our global community. We seek not only to help our students develop their minds and their ability to interact effectively with others, but also to identify and develop their interests in such a way that they realize their potential in college and career and continue to learn and grow throughout their lives.

In order to achieve these ends, we recognize two essential conditions. First, a spirit of openness and responsiveness among the members of the school and the community is indispensable. Hence, the school accepts its obligation to maintain cooperative links with the Rye community, especially with the parents of our students, and to uphold and advance the legitimate, constructive community values consistent with the nation's highest principles and aspirations.

Second, we consider it necessary to treat each student as an individual by attempting to identify and meet particular developmental and educational needs. In doing so, we recognize that students are more than minds to be molded, and we embrace our responsibility to be more than intellectual taskmasters. Therefore, the school staff and the community acknowledge and share the obligation of providing counsel and support, as well as co- and extracurricular opportunities so that our young people become healthy, responsible adults. In turn, we expect our students to act responsibly and purposefully, respectful of both the educational process and the people working cooperatively on their behalf.

We strive to create a stimulating, supportive environment in which students become excited about learning and come to understand that they are significant, purposeful individuals able to pursue their own happiness while accepting the obligation to work for the greater good of us all.

MISSION STATEMENT

The mission of the Rye City School District, in partnership with the community, is to ensure that every student is capable of becoming a life-long learner who can thrive in a global environment as a self-reliant and socially responsible citizen. To realize this mission, our schools will provide an engaging, challenging, personalized program that supports each individual's talents and potential.

THE VALUES WE HOLD AS TRUE

WE BELIEVE:

Everyone can learn.

Educational excellence is worthy of pursuit.

Individual differences and diversity broaden learning and life.

Teamwork is essential to achieving common goals.

Every individual has the responsibility to the well being of the larger community.

Every individual has intrinsic worth.

Individuals have responsibility for their own actions and behavior.

Education is a shared responsibility among students, home, school, and community; learning is ultimately the responsibility of the individual.

The primary responsibility for moral development and character rests with the home; the school has a role in fostering social responsibility.

Expectations affect performance.

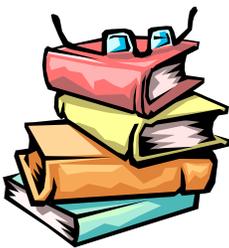
Freedom of expression and critical inquiry are essential to the health of a democratic society.

A global perspective is essential to a well rounded education.

Effort, commitment, and perseverance enable an individual to strive toward his or her potential.

Learning is a life-long pursuit.

Communication and mutual respect with all constituencies are vital.



Rye City School District
Rye, New York

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Civility Statement

We Strive to promote a culture of civility and caring in all aspects of our community life and beyond.

We recognize without judgment, the inherent dignity and worth of each person, group, family and organization.

We believe that all interpersonal exchanges, even adversarial ones, can be conducted with mutual respect.

We aspire to be part of a community that is rooted in acceptance, inclusion and compassion.

We accept the need for honest self-reflection and the obligation to hold ourselves accountable for our words and actions.

We commit to acting with integrity and living as observable models of positive civic behavior.

Ref: 8 NYCRR §100.2(c)(2)

Adoption Date: July 1, 2013

THE RYE HIGH SCHOOL PROFILE

Rye is a small-city school district in Westchester County located on Long Island Sound twenty-six miles northeast of New York City. The Rye High School student body numbers 1010 in grades 9-12. The guidance counselors seek to match a wide range of student abilities and interests with a program of study designed to prepare each student for his or her post-secondary educational or vocational plans. School accreditation: New York State Department of Education, Middle States Association.

FACULTY

Rye High School faculty and staff members include professional specialists in all academic and student support areas. The majority of the faculty has a Master's Degree or higher. Faculty members participate actively in planning and administration, with Department Coordinators overseeing the work and progress of all curricular areas. Staff includes nursing, clerical, and custodial personnel, teaching assistants and teacher aides as required.

CURRICULUM

The program of curriculum and instruction at Rye High School serves a student body that plans to engage in post-secondary education or enter the career world shortly after completion of high school. Over ninety-six percent of our students enter colleges, and universities. To meet the needs of all our students, Rye High School offers classes at the Honors and Regents levels. An extensive Advanced Placement program is also available to students. Occupational education and training for the career oriented are offered in cooperation with the Southern Westchester Board of Cooperative Educational Services. Additionally, a full range of classes and assistance for students is available, as well as the Rye School of Leadership for those who learn more successfully in an alternative setting.

EXTRACURRICULAR

An extensive extracurricular program, which includes service-oriented activities, and clubs as well as those in the performing arts, television production, interscholastic athletics, and student publications, enables each student to select activities suited to his or her talents and interests.

STANDARDIZED TESTS

Student success is measured by many standards, including individual achievement, class participation, course grades, and standardized tests. The latter are given in compliance with New York State and college and university requirements. See the Standardized Testing page for the tests given or offered for Rye High School students and the dates they will be administered.

ACADEMIC REQUIREMENTS

GRADUATION REQUIREMENTS

Regents Diploma

Required Courses	Credits
English	4
Social Studies	4
Math	3
Science	3
LOTE	1(a)
Art/Music	1
Health	.5
Physical Education	2
Sequence/Electives	3.5
Managing Your Future	.5
Community Service	.5(b)
Composition	.5(c)
TOTAL	23.5

- (a) Students may earn the Language Other Than English (LOTE) credit by completing two units of study and passing the locally developed assessment at the end of eighth grade. Students identified as having a disability may be exempt from the LOTE requirement if directed by the student’s Individualized Educational Plan (IEP).
- (b) Students must complete a minimum of 60 hours of Community Service to meet graduation requirements.
- (c) Composition is a Rye High School requirement met during the freshman year.

Required Exams for Regents Diploma (All exams require a score of 65 or above)
English Comprehensive Exam
Integrated Algebra Exam
Global History Exam
U.S. History Exam
Lab Science Exam

We encourage and support all students in the pursuit of a Regents diploma. The Guidance Counselors can provide information on the changing requirements for the Local Diploma.

NYS Department of Education regulations state that students need to take the required Regents exams for graduation. Students with disabilities entering high school prior to September 2011 continue to have a safety net of the Regents Competency Test to provide them an additional opportunity to graduate. Students who have an I.E.P. and have not met the Regents diploma requirements may be eligible for a Local Diploma by successfully completing the 23.5 credits needed for graduation. If the student did not pass the required Regents exams, he/she must pass the Regents Competency Test in each of the required areas: Math, Science, Global Studies, U.S. History, Reading and Writing.

All students are required to sit for the mandated Regents exams.

While the RCT safety net ends with the class of students that entered grade 9 during the 2010-11 school year, the local diploma option remains available to all students with disabilities provided they earn a score of 55-64 on one or more required Regents examinations. There is currently no regulatory sunset date for this graduation Safety Net option for students with disabilities.

COLLEGE ENTRANCE REQUIREMENTS

Very Competitive

- 4-5 years of English
- 4-5 years of Social Studies
- 4-5 years of Mathematics
- 4-5 years of Science
- 4-5 years of a Foreign Language
(possibly begin a second foreign language)

Honors courses and Advanced Placement courses whenever appropriate;
plus strong recommendation and solid activities

Competitive

- 4 years of English
- 4 years of Social Studies
- 3 years of Mathematics
- 3 years of Science
- 3 years of Foreign Language
Plus electives

TYPICAL FOUR-YEAR PROGRAM PLAN

In a typical four-year program, students have a choice of additional electives and study halls. Study halls are valuable time to complete work, see teachers, participate in community service requirements, and unwind.

9th Grade	10th Grade	11th Grade	12th Grade
English	English	English	English
Social Studies	Social Studies	Social Studies	Social Studies
Math	Math	Math	Math
Science	Science	Science	Science
Foreign Language	Foreign Language	Foreign Language	Foreign Language
Art/Music	Elective Course	Elective Course	Elective Courses
Physical Ed.	Physical Ed.	Physical Ed.	Physical Ed.
Composition	Health	Managing Your Future	Elective
Lunch	Lunch	Lunch	Lunch

Regents/Honors Program 9, 10 and 11

All ninth, tenth, and eleventh graders in R/H classes are grouped heterogeneously in English and Social Studies. Students who decide that they want to earn an Honors designation will have the opportunity to do so by successfully completing specially designed and designated honors assignments and assessments. Students will make the decision during conversations with their parents, teachers and Guidance Counselors.

Students interested in honors credit should be aware of the following standards:

- Complete all regents-level assignments at a level of performance above and beyond what is required of regents-level students
- Complete all designated alternative honors assignments, projects, and/or test questions at a satisfactory level
- Be an active and enthusiastic participant in class discussions and activities
- Demonstrate a high degree of progress in analytical and critical thinking skills, both in oral discussion and on written assignments

The Honors designation will be included on a student's official transcripts to show that they were enrolled in an honors class. Students will also be awarded the five additional points in their cumulative grade point averages.

GRADING SYSTEM

COMPUTING GRADES

The following charts serve as guidelines for the weights of grading. With the approval of the Principal, teachers may make adjustments as appropriate for specific courses.

FULL-YEAR COURSE

	Marking Period		Marking Period		Final Exam	Final Grade
	1	2	3	4		
Ratio	1/5	1/5	1/5	1/5	1/5*	5/5
Example	85	75	96	75	96	85

**In cases where a mid-term exam and a final exam are given in a course, then together they count as 1/5th of the final grade. The final exam counts 2/3rds of the 1/5th and the midterm counts as 1/3rd of that 1/5th.*

ONE-SEMESTER COURSE

	Marking Period		Final Exam	Final Grade
	1	2		
Ratio	2/5	2/5	1/5	5/5
Example	85	75	96	83

DETAILS OF THE GRADING SYSTEM

All high school level courses for which credit is assigned are used in determining grade point averages. A grade point average is recorded on each student's transcript. A distribution of the grade point averages from each Junior class is included on the school profile.

Minimum passing grade is 65%. Quarterly grades below 57 are reported as a 57.

Academic Honor Roll Distribution:

High Honor Roll (90% average or better each marking period)

Honor Roll (85% to 89.99% average each marking period)

In order to receive academic honor roll distinction, a student may not receive any grade below 70%.

Class Standing for Graduating Students:

A cumulative grade point average (G.P.A.) for each student is compiled from all graded, credit-bearing courses taken each year at Rye High School. Transcripts reflect this G.P.A. It is important to note that Rye High School does not rank students. A grade distribution for the current senior class will be shown on the school profile. Of the **264** students enrolled in the class of 2017, **252** were included in our range of grades. The remaining **12** students were not included because they were five-year graduates or attended foreign schools or schools which do not have a grading system compatible with that of Rye High School.

Credit for Regents Exam:

Rye High School will award credit to a student who has failed a Regents course during the year if that student achieves an 85% or higher on the Regents exam.

Dropping out and Repeating the Year:

A student carrying two failures into the next school year will be ineligible. If a student has dropped out of school during the second semester because of extensive failure/cutting with the intention of repeating the entire school year, eligibility will be determined by a committee consisting of the Principal, Assistant Principal, and Guidance Counselor. The committee will consider whether or not eligibility is appropriate on a case by case basis. If eligibility is granted, the student will be placed on probation and have his/her performance evaluated at mid-first quarter by an Assistant Principal. If the student is failing even one course at that time, he/she will become immediately ineligible.

Grades for Repeated Classes:

A higher grade received for a class repeated in summer school, or a higher grade received on a Regents examination retaken during the summer or during a subsequent school year, will replace a former grade and will be calculated into a student's grade-point average. The original grade will remain on the transcript but will not count in the average.

Grades in Dropped Classes:

Students must be enrolled at all times in a minimum of five classes, plus physical education. To drop or add a course, a student must meet with his or her guidance counselor. All requests must have written approval from the student's parent or guardian. No entry will be made on student transcripts for a course dropped within the first five weeks of school. Courses dropped after that time will be noted on the permanent record and transcript with a withdrawal (WD). Unless there are extenuating circumstances, a student may not drop a full-year course after mid-year without approval from the Principal. Students will not be allowed to drop a one-semester course after 3 weeks without the permission of the Principal.

Seniors who fail to be enrolled in five classes plus physical education will have their colleges notified that they are not meeting the minimum requirement as determined by school policy. Seniors who withdraw from a class they are failing, which results in having less than the minimum requirement, will receive a withdrawal failure (WF), and a revised transcript will be

forwarded to their colleges. Students who have a schedule change in their senior year will have a revised transcript sent to their colleges as well.

Incompletes:

Students who do not complete all assignments by the end of the marking period may be given an incomplete with permission from the Principal. Students will have two weeks **from the end of the marking period** to submit assignments that change the incomplete to a passing grade. Incompletes are not permitted for the fourth-quarter grades. If the student fails to submit the completed work on time, the grade will be calculated with the missing assignments earning a zero.

Medical Grades:

The following steps will be taken when a medical grade is needed by a student:

1. A doctor's note is required as documentation of a particular medical condition/diagnosis.
2. Student will meet with the Nurse, Psychologist, Guidance Counselor or other Student Support Team member to discuss the circumstances surrounding the medical condition and its impact on learning and completion of school work.
3. A recommendation will be brought forward to the SST team for review.
4. The SST team will review and decide if a Medical Grade is in the student's best interest based on the information presented on the student's behalf.
5. A list of students granted Medicals will be published with the SST minutes.
6. Medical documentation must be resubmitted every three weeks for review.

Modified Grades:

Rye High School is committed to providing the best possible educational experiences for all students.

To accommodate some of our students with disabilities and our international students not yet fluent in English but enrolled in mainstream courses, a modified grading system can be put into effect. Modified grades are a combination of a grade based on effort plus a grade based on tests, quizzes, and assignments, etc. Fifty percent of the grade is an average of all grades on tests and assignments, and fifty percent is determined by effort (comprised of class participation, completion of homework, attention in class).

Outside Courses:

Courses taken outside the high school structure (summer enrichment programs, university programs, study abroad) are noted on the transcript and mentioned in references, but are not calculated in the grading and weighting system. Summer school courses for advancement must be approved by the Department Coordinator and the Principal.

Participation in Graduation Ceremony:

All seniors are encouraged to participate in the graduation ceremony. If a senior fails more than two courses required for graduation, he/she will not be allowed to participate in the graduation ceremony. Students with the two failures must demonstrate that they will earn the required credits for graduation by August immediately following graduation.

Permanent Record:

A student's permanent record shall, in all instances, show all courses in which a student has been enrolled after the twelfth week of school.

Physical Education Opt-Out:

Interscholastic athletics is an integral part of the District's secondary school education program. Student eligibility for participation in interscholastic teams shall include:

1. eligibility under Policy 5275
2. authorization by the school physician
3. endorsement by the school principal based on rules and regulations of various league, conference, sectional, State Education Department Regulations and the New York State Athletic Association
4. Written parent/guardian consent.

Students in grades 11 or 12 who participate on a Rye City School District athletic team or athletic club and who have demonstrated acceptable levels of physical fitness, physical skills, and knowledge of physical education activities may, with parental permission, request to opt out of physical education class for the semester in which they participate in such extra class programs, provided the time spent participating in the District athletic team or club is equivalent to the time the students would otherwise be required to spend in physical education class. Opt-out requests must be approved by the Director of Physical Education, Health and Athletics and the High School Principal based upon the Regulations of the Commissioner of Education ("Regulations"). The determination of whether a student seeking to opt-out of physical education class has demonstrated acceptable levels of physical fitness, physical skills, and knowledge of physical education activities, as required by the Regulations, shall be in the sole discretion of the District.

Credit for physical education will be awarded on a pass/fail basis. Once a student's opt-out request is approved, the student is excused from physical education for the approved semester, provided the student remains on the team.

Out-of-District Athletics: The Superintendent at his/her discretion may approve, for physical education credit on a pass/fail basis, out-of-school physical or athletic programs that have been approved in consultation with the Director of Physical Education, Health and Athletics.

Student Conduct: During the time that a student who is approved for opt-out would otherwise have physical education class, the student shall comply with applicable rules for students not assigned to a course during the same period.

Reference: Regulations of the Commissioner of Education 135.4

Adoption Date: February 8, 2011

Effective Date: July 1, 2011

Revised Policy Adoption Date: July 1, 2013

Senior Exemptions:

An average of 90% or above for the course is required for seniors to be exempt from the final school exam in that course. A senior must have **NO** illegal absences and a maximum number of nine legal absences per semester in order to be eligible for the exemption (mandatory field trips will be counted in the nine legal absences; also counted in the nine are college visits, visits to College and Career Room, and attendance at Student Council meetings). The exemption policy applies to the first and second semester of senior year. Participation in the exemption policy is **optional** for the teacher and must be announced by the teacher within the first four weeks of the semester to **BOTH** students and Administration. This exemption applies only to local exams and not to Regents exams.

Weighted Grades:

Grades received in Honors-level and Advanced Placement courses shall be weighted +5 additional points in computing final averages as used in the grade point average on the transcript.

ACADEMIC REPORTING

PARENT-TEACHER CONFERENCES

Parents are encouraged to have conferences with their student's teachers as often as they feel it is necessary. It usually takes a few days to arrange a conference. Parents should first try to contact the teacher through his or her department or by contacting the Guidance Counselor.

PERIODIC PROGRESS REPORTS

Interim reports providing information about students' academic progress are recorded on the Parent Portal of the school information system. Parents are strongly encouraged to monitor their child's progress through the Parent Portal. The purpose is to alert parents concerning unsatisfactory progress and offer specific suggestions for improvement of the student's work or to commend a student's good work. The maximum benefit from these reports comes only when parents contact the teacher to arrange for a conference, and when students confer with the subject teacher for specific suggestions for work improvement.

REPORT CARDS

Report cards are issued to the student four times a year: mid-November, early February, mid-April, and the end of June. All report cards will be mailed home. Students should direct all questions concerning grades to the teacher responsible for issuing them.

STUDENT RECORDS

Parents of a student under age eighteen or students who have reached their eighteenth birthday, have a right to inspect and review any and all of the student's official records and files.

The following procedure is to be followed to inspect and review these records:

1. A request to review a student's Pupil Record Folder, oral or written, should be directed to the Principal or to one of the Assistant Principals, who will set the time and place for the review within a reasonable time following the request.
2. The Principal or a designated representative will be present to explain and interpret the material in the folder.
3. The parent or student over eighteen has the right to challenge, in writing, any part of the contents of the folder.
4. In the event of a written challenge, the Principal will respond in writing regarding his/her findings related to the challenge. If the parents or students are not satisfied with the Principal's response, they will be given an opportunity to present their position to the Superintendent of Schools.
5. A request for a hearing before the Superintendent must be made in writing. The request must include the details of the challenge.
6. The Superintendent will hold a hearing within ten school days of his receipt of the written challenge. His decision will be transmitted, in writing, to the parent or the student who is over eighteen, within five school days following the hearing.

Student records are confidential and may not be released or made available to persons other than parents or students without their written consent, with the exception of certain school officials, teachers, and certain state and federal agencies as allowed by New York State Education Law.

WEEKLY PROGRESS REPORTS

Weekly reports of academic progress are available to parents when evidence indicates the need for special supervision for a limited period. Arrangements for receiving weekly reports are made through the Guidance Office. It is the student's responsibility to present this weekly report to the teacher of each subject at the beginning of each class period on any day predetermined by the student and counselor. If the student is absent on that particular day, it is his or her responsibility to present this special report to each subject teacher at the beginning of each class period on his first day of attendance that week.

ALTERNATIVE MEANS OF EARNING CREDIT

A student may earn up to 6.5 units of credit without completing the related unit of study. Prior approval must be given by the Superintendent of Schools or the Principal based on the student's past academic performance. Credit may be awarded if:

1. The student achieves a score of at least 85% or its equivalent on a State-developed or State-approved exam, as determined by the New York State Commissioner of Education.
2. The student passes an oral examination or successfully completes a special project in the subject area to demonstrate proficiency, as determined by the Principal.
3. The student attends school or receives substantially equivalent instruction elsewhere.*

A student may obtain a unit of credit in art and music by participating in a school's major performing organization (band, orchestra, chorus, or theater groups) and/or, in exceptional cases, by participating in an advanced art or music activity. Credit for such participation must be recommended by the student's art or music teacher and those Department Coordinators, in addition to the Principal. The area of participation or activity must be consistent with the objectives of the school's art and music programs.

**These alternative means of earning credit are based on the Commissioner's Regulation 100.5 D1 and 100.5 B and on Sections 3204 (2), 3204, and 3205 of New York State Education Laws.*

RYE HIGH SCHOOL NATIONAL HONOR SOCIETY

CRITERIA FOR SELECTION

The National Honor Society is an organization that serves to promote the development of scholarship, character, service, and leadership in young people and to recognize students who have excelled in these four areas. In the spring of junior year, students who meet the minimum grade-point average will be invited to apply. An application consists of a resume and an essay that details the student's experiences in leadership. The applications are evaluated by a committee under the direction of the National Honor Society Advisor. In addition, faculty members evaluate each candidate in the areas of character and leadership using a numerical scale; in order to be elected, the applicant must have the confidence of the faculty, as expressed through the voting. Students who are selected for the National Honor Society must agree to do at least **ten hours of tutoring** during senior year. The following criteria describe students who excel in the four areas which we are required by the National Honor Society to consider.

SCHOLARSHIP

The student who excels in scholarship has a cumulative average of 90%, which also must be maintained after selection.

CHARACTER

The student of outstanding character consistently exemplifies desirable qualities of behavior. He or she

- contributes to a positive atmosphere in class and in activities or sports
- complies with school regulations and policies
- demonstrates the highest standards of reliability and honesty
- shows courtesy, concern, and respect for others
- demonstrates concentration and perseverance in order to attain goals

Any serious violation of school rules (for example, vandalism of school property, theft, plagiarism in academic work, or any offense that results in suspension) may prevent a student from being elected to the National Honor Society. Such behavior also constitutes grounds for expelling a student who has been elected to the National Honor Society.

SERVICE

The student demonstrates outstanding service who:

- participates regularly in school or community activities
- is dependable
- works well with others; undertakes a variety of tasks
- has completed a minimum of seventy-five hours of community service by September 1st immediately preceding the student's senior year, and has filed these hours with the Secretary to the School Principal in the Main Office by September 12th.

LEADERSHIP

The student who excels in leadership:

- is resourceful in identifying problems and offering solutions
- inspires positive behavior in others
- contributes ideas that improve the life of the school or community
- demonstrates initiative in the classroom
- is able to delegate responsibility
- successfully holds offices or positions of responsibility

RYE HIGH SCHOOL SCHOLARS' DINNER

Each April, eligible juniors are recognized for their academic achievement at the Scholars' Dinner. Juniors earning a 90 average and higher for five semesters are invited, with their parents, to receive recognition. Book Awards are also presented during that evening.

RYE SCHOOL OF LEADERSHIP

The Rye School of Leadership is a school of choice or, in some cases, assignment, designed to acknowledge the diverse needs of secondary students. It serves grades nine through twelve by providing a small school setting for those students who, for a variety of reasons, are not achieving personal or academic success in the traditional school environment. The program offers the courses required by New York State for high school graduation while encouraging students to assume personal responsibility for their educational futures. Members of this school cooperative are urged to define and pursue short- and long-term goals, investigate the processes involved in problem solving and decision making, explore individual interests, and develop the social, organizational, and study skills necessary for school achievement. Students considering this alternative should discuss the option and application procedures with their Guidance Counselors. Parental involvement is required throughout the year.

SPECIAL EDUCATION

Students with disabilities are entitled to special services under New York State Law. If a parent believes his or her youngster has a disability that is interfering with educational progress, the parent should make an appointment with the Guidance Counselor immediately. Referrals can be initiated in a variety of ways. Often, a general education teacher refers a child to the Student Support Team when a problem arises. The SST may consist of the building principals, school psychologists, school nurse, social workers, and guidance counselors. After a SST meeting, certain pre-referral intervention strategies and types of instruction will be initiated before going to a CSE (Committee on Special Education) evaluation. The SST may then be called again to assess the situation and possibly recommend a CSE evaluation. A teacher professional or parent can also recommend a child to the Committee on Special Education for an evaluation after intervention strategies have been implemented.

STANDARDIZED TESTING

Below is the schedule of tests for the 2016-2017 school year. The dates marked with an asterisk (*) are for tests given at Rye High School. The ACT, SAT, and SAT II exams not marked with an asterisk are offered at neighboring school districts. Registrations can be completed online, or students can contact their guidance counselors for applications.

The Rye High School Code and Test Center Numbers are required on some applications:

Rye High School Code #: 334970
Rye High School Test Center #: 33830

PSAT Preliminary Scholastic Aptitude Tests: 11th graders - October 19th (This is the qualifying exam for the National Merit Scholarship for juniors taking the test)

AP Advanced Placement Tests: 10th – 12th graders – May 1 - 12

An Advanced Placement course is valued by colleges as proof that a student is seeking the highest challenges. If a student achieves a score of three or higher on the AP examination, many colleges will award credit for the course. Sometimes a student can select a higher level course in college or be waived from a requirement based on his/her grade on the AP exam. Each college has a different set of regulations, so it is important to read the catalogs carefully.

All students taking the AP examinations will have to pay a **fee of approximately \$92.00** to take the examination. The students must sign a contract in the fall of the year stating that they will sit for the examination and pay the required fee. If there is true financial hardship, the Principal can offer a reduced fee if the family qualifies for the reduction.

SAT I AND SAT II TESTS

(Both SAT I & II are offered on all dates with the exception of March 9th when only the SAT I is given.)

<i>Test Date</i>	<i>Registration Closes</i>
October 1, 2016*	September 1, 2016
November 5, 2016*	October 7, 2016
December 3, 2016	November 3, 2016
January 21, 2017	December 21, 2016
March 11, 2017*	February 10, 2017
May 6, 2017*	April 7, 2017
June 3, 2017*	May 9, 2017

ACT Exam

(Not given at Rye High School)

<i>Test Date</i>	<i>Registration Closes</i>
September 10, 2016	August 5, 2016
October 22, 2016	September 16, 2016
December 10, 2016	November 4, 2016
February 11, 2017	January 13, 2017
April 8, 2017	March 3, 2017
June 10, 2017	May 5, 2017

ENGLISH LANGUAGE LEARNERS

All new English Language Learners will be given a language proficiency test as they are being scheduled for courses by the ELL teacher. The testing will assist in the decision as to whether students will be scheduled for an English class or an ELL class.

TECHNICAL EDUCATION

Programs are offered in conjunction with the Board of Cooperative Educational Services (BOCES) to prepare students for entry into an occupational area of their choice. The occupational program is open to all students at or above the tenth-grade level. Four high school credits are granted each year for this half-day program. Students should consult their guidance counselors for further information about the application process and requirements.

**REGULATIONS,
RIGHTS,
AND
RESPONSIBILITIES**

ATTENDANCE RESPONSIBILITY

Students are required to be in attendance when school is in session and to be on time for all scheduled instructional periods. The Rye High School community values learning as a social enterprise. Students excel intellectually and are challenged in a classroom environment charged with the thinking of their peers. A classroom where students learn from one another, test their thinking, and learn to express themselves in a clear and articulate manner is our ideal. As a school community, we recognize the value of what our teachers have to offer to our students in the classroom setting. Evaluation of students is, therefore, predicated in part upon performance in the classroom.

Parents are expected to support our policy and, with their child, are responsible for their child's regular school attendance. Each staff member is responsible for maintaining attendance records of the pupils under his or her charge and to report attendance and tardiness to the Assistant Principals' Office.

Attendance in the class is the first responsibility of all students of Rye High School. As a school community, we cannot overstate the importance of classroom attendance. We do not tolerate illegal absences and, for that reason, there are severe consequences. There is a growing concern about the number of "legal" absences taken during the school day by students for doctors' or dentists' appointments, driving tests, and other "not excusable" reasons. **We urge all parents and students to make appointments for these matters outside of the hours of 8:00 a.m. and 2:32 p.m. We ask that all parents and students read the following paragraphs, especially the legal reasons for absence.**

I. Pre-Notification of Legal Absence

Parents have the responsibility of informing the school Attendance Office in writing and by telephone (**967-6100 ext. 1950**) of any anticipated legal absence. See *Legal Absences and Tardiness*.

Students have the responsibility of making arrangements **before the absence** for obtaining assignments, for making up work, and for rescheduling any tests that may be missed as a result of the absence. If notification is not completed, the student can expect to receive a failing grade or a zero for any work, including class work, that he or she misses. Parents need to call the school (**967-6100 ext. 1950**) as early as possible on a day when their child is absent for any reason. When calling, the child's name and the reason the student will be absent must be given.

II. Legal Reasons for Absence or Tardiness

In accordance with **New York State Education Law** and the regulations of the **Commissioner of Education**, the following are generally considered "legal" reasons for absences or tardiness in the Rye schools:

- Illness
- Illness or death in the family

- Impassable roads or weather making travel unsafe (only the Superintendent of Schools is authorized to rule on this provision)
- Religious observance
- Quarantine
- Required appearance in court
- Approved music lessons
- Attendance at organized clinics
- Remedial health treatment
- College visitations*

**College Visitations - It is important for students to visit colleges that they might like to attend. While days missed from school to visit colleges are considered legal absences, students must realize that their school work can suffer if they are out of class too often.*

When a pupil is absent from school with the knowledge of his/her parents for other than a legal reason, it is considered a case of “unlawful absence.” Excuses which indicate “travel,” “vacation,” “work,” or “needed at home” are examples of such absence. The school acknowledges the occasional legitimacy of such absences. On such occasions, parents are obligated to inform the school in advance of any anticipated absence so the student may make arrangements to make up work, reschedule tests, etc., at the discretion of the classroom teacher. If pre-notification is not made, the student will be given a zero for all work missed. In the event that the “unlawful absence” provision is abused, the student will be subject to disciplinary action.

III. Procedure for Verifying that an Absence is Legal

Attendance will be updated throughout the day as we receive notes from parents/guardians of absent students. At the end of the day, an automated phone call will be placed to notify parents/guardians of students who have missed one or more classes for the day, along with directions to clear the absence. It is the student’s responsibility to check on the Parent Portal to identify the class from which he/she was marked absent and to clear the absence. All legal absences must be cleared within 48 hours. There will be consequences for uncleared absences.

IV. Procedure for Clearing Absences

- If a student missed a part of the day or the full day with the parent/guardian’s permission, the parent should call the absence line and provide a note for the student to submit to the Assistant Principals’ office **within 48 hours.**
- If a student missed a class(es) but was with another faculty or staff member on campus, the student must speak with the faculty/staff member to clear the absence.
- Any uncleared absences (cuts) will have the following consequences:
 1. A grade of zero for work not completed on the day of the absence
 2. Administrative and/or parent conference
 3. Loss of privileges
 4. Loss of eligibility for teams, clubs, and school activities
 5. Detention
 6. Development of action plan
 7. In-school suspension
 8. Loss of course credit

V. Strategies for Improving Student Attendance and Discouraging Unexcused Absences

- High school students must attend a minimum of six (6) class periods in order to participate in any school-based extracurricular activity on the same day.
- Absence Procedures:
 - Parents shall notify the school of a student's absence by calling the attendance line 914-9676100 X 1950 and provide the reason for absence. The school shall provide makeup work and assistance for excused absences.
 - The District may require a doctor's note in the event of an extended illness.
 - Professional staff shall keep daily, accurate records of student attendance and shall report absences consistent with the High School's procedures.
 - In the event of an unexplained absence, parents will be notified via an automated telephone call with directions to clear the absence if it qualifies as an excused absence. If the absence is unexcused, the student will be required to serve a detention.
 - Parents are advised to review the record of student absences on the online student record system on a regular basis.
 - After a student accumulates 14 excused and/or unexcused absences from a class, the Principal, or his/her designee, will request, in writing, a meeting with the student and his or her parents to create an action plan to improve student attendance.
 - After a student has 23 excused and/or unexcused absences from class, the Principal, or his or her designee, will, in writing, inform the student and his or her parents of the risk of loss of credit after 28 absences and indicating the need to set up a second meeting to revisit the action plan to address excessive absences.
- Tardiness Procedure:
 - Parents shall notify the school, when possible, that the student will be tardy. The student shall sign in at the security desk upon arrival.
 - The teacher shall admit the student and record lateness in his or her records. A student who is chronically tardy shall be referred to the Counselor, Principal, or an Assistant Principal.
 - For purposes of monitoring class attendance for credit, five (5) tardies will be counted as one (1) unexcused absence.
- Non-Disciplinary Intervention
- Discipline
 - Unexcused absences may result in disciplinary action, determined on a case-by-case basis by school officials. Disciplinary action may include but is not limited to the following:
 1. A grade of zero for work not completed on the day of the absence
 2. Administrative and/or parent conference
 3. Loss of privileges
 4. Loss of eligibility for teams, clubs, and school activities
 5. Detention
 6. Development of action plan
 7. In-school suspension
 8. Loss of course credit
 - Teacher, counselors, or school officials shall notify parents or guardians by phone and/or writing, as appropriate.

- A student shall not receive course credit after twenty eight (28) absences from a class.
- In the event a student is determined to be ineligible for credit because of 28 or more absences from class, an appeal of the determination may be made to the Principal. Review of the appeal will be considered by the Principal or his/her designee and will involve input from the student, parent, teacher, and other relevant High School staff members.
- The attendance policy is available for viewing on the District website. Copies are retained at the Main Office in each school, and upon request shall be available for review by members of the community at that location.

IN THE HALLS

Eleventh and twelfth graders may, if they choose, remain in the halls during a free period. Ninth and tenth grade students may spend a portion of their lunch period in the halls after they have eaten lunch. **If students elect to spend some free time in the hallways, they are expected to work quietly in front of their lockers or to talk quietly, making sure that their conversation is not disruptive or distracting to classes in session.**

Any inappropriate behavior, such as roughhousing, yelling, or running, etc., will result in an assigned detention and possible suspension.

Students may have sports equipment (sticks, balls, etc.) in the hallways only to carry that equipment to and from practice and/or games. Students using or playing with sports equipment in the halls will have it confiscated and brought to the Athletic Director's Office for the coach of the offending student to retrieve.

LEAVING THE SCHOOL CAMPUS

All students, with the exception of juniors and seniors, are to remain on the school campus in one of the above-noted places throughout the school day **unless** they have a valid and approved reason for leaving. See *Signing Out* below.

As of the 2014-2015 school year, both juniors and seniors may leave the campus **when they do not have a class**. If a junior or senior needs to leave campus during class for an approved absence when class is scheduled, he or she must follow the sign-out procedure. Juniors and seniors are not permitted to take underclassmen off campus. If a student takes an underclassman off campus in violation of the sign-out rule, he or she will lose the off-campus privilege.

Failure to sign out appropriately will result in detention.

PARTICIPATING IN ATHLETICS

A student-athlete who arrives without authorization after 8:49 a.m. will not be allowed to participate that day unless approved by the Assistant Principal.

PARTICIPATING IN AFTER SCHOOL EVENTS

Any student planning on attending or participating in an after school event (for example, Junior/Senior Prom), **must attend a minimum of 6 periods** during the day of the event. If the student arrives late or leaves early from school on the day of the event, the periods missed must be considered a 'legal absence' for the student to participate or attend the event.

SIGNING IN

Students who arrive late must sign in at the front desk. If a student is late, a note must be brought indicating the reason for tardiness.

If the student presents no note explaining the tardiness, he or she will have **48 hours** to bring in such a note. If no note is produced, the tardiness will be considered "illegal."

If the tardiness is "legal," this fact will be recorded. If the tardiness is "illegal," designated disciplinary consequences will follow.

SIGNING OUT

If a student must leave school before his or her last class of the day, he or she must:

- I. present a written request from a parent or guardian stating the reason and time of dismissal to Security at the front desk or to the school nurse in the Health Office for doctors' or dentists' appointments.
- II. show the approved note to his or her teacher at the appropriate time.
- III. Sign out with front desk, leaving the note there. Emergency sign-outs will be approved and processed only in the Assistant Principals' Office (ext.1910).

STUDY HALLS AND FREE PERIODS

Ninth and tenth graders are required to attend supervised study halls as assigned on their schedules. Students are expected to come to study halls prepared with books and materials necessary to do schoolwork. A limited number of students will be allowed to visit the library and computer laboratory.

Eleventh and twelfth graders are expected to use the Media Center, Tutoring Center, or the cafeteria when they are not in a scheduled class. The Juniors and Seniors are permitted to sign out of the building during their free periods unless otherwise indicated by a parent. Please see *Leaving the School Campus* above.

TESTING CENTER

It is understood by the faculty and administration at Rye High School that absences can and will occur at times throughout the school year, including the days of in-class exams. In the event that a student is absent from class the day of the exam, the expectation is as follows:

1. If a student is absent on the day of an exam and returns to school the following day, it is the responsibility of the student to report to the Testing Center (room 203, across from the Cafeteria) to make up the exam on the day of his or her return.
2. In the event that a student misses instructional days leading up to the exam in addition to the exam itself, it is the student's responsibility to acquire the missed material from the classroom teacher. It is also the responsibility of the student to report to the Testing Center (room 203, across from the Cafeteria) to make up the exam by a deadline established by the classroom teacher through a discussion initiated by the student, but no longer than five (5) days after the exam date.
3. If a student is absent during the periods in which the exam is given but arrives at school later in the day, it is expected that the student take the exam that same day. In this case, it is the responsibility of the student to report to the Testing Center (room 203, across from the Cafeteria) to make up the exam. The student should speak with the teacher prior to reporting to the Testing Center to ensure that the exam has been delivered to the Testing Center by the appropriate time.
4. *In the event that a student was absent the day of the exam and the exam is not made up within five (5) school days, the student will earn a score of zero on the exam.*
5. Any exceptions to the expectations and responsibilities described above must be approved by the Principal or one of the Assistant Principals.

BEHAVIOR EXPECTATIONS FOR ALL RYE STUDENTS

All students are expected to behave in a manner appropriate to the educational environment of Rye High School. **This environment is properly maintained by each individual's respect for himself/herself; each individual's respect for every other individual in the school; respect for every individual's right to learn; respect for school property; and respect for the property of others.** Any violation of this respect is unacceptable. In addition to the usual consequences for unacceptable behavior, the opportunity to participate in after-school activities and sports will be denied to those who demonstrate a lack of respect toward themselves, others, or the property of others. Violations may also result in suspension from school. Please refer to the District's Code of Conduct.

All District Students Have the Right To:

1. Participate in all District activities on an equal basis regardless of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex, subject to necessary restrictions based on health or safety;
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;
4. Have a safe, healthy, orderly and courteous school environment;
5. Be provided with an education that is intellectually challenging and relevant to demands of the 21st century;
6. Learn in a safe, supportive and orderly school environment that focuses on positive student behavior;
7. Learn in an environment free from interruption, harassment, discrimination, intimidation and fear;
8. Be guided by a discipline policy which is fairly and consistently implemented;
9. Be suspended from instruction only after his or her rights pursuant to Education Law 3214 have been observed; and
10. Not submit to a survey, analysis, or evaluation that reveals certain types of information which can be found in the Code of Conduct, page 11.

Responsibilities:

1. To become familiar with and abide by all district policies, rules and regulations pertaining to student conduct;
2. To work to the best of his/her ability in all academic and extracurricular pursuits and strive toward the highest level of achievement possible;
3. To accept responsibility for his/her actions;
4. To conduct himself/herself, when participating in or attending school-sponsored extracurricular events, as a representative of the District and as such hold himself/herself to the highest standards of conduct, demeanor and sportsmanship, and to accept responsibility for his/her actions;
5. To attend school and class on a regular and punctual basis;
6. To refrain from bullying, harassing and/or discriminating against others and to report any such conduct that occurs to a teacher or District administrator;
7. To respect the rights of others, including the right to secure an education in an environment that is orderly and disciplined;
8. To respect school property and help to keep it free from damage;
9. To complete class assignments and other school responsibilities by established deadlines;
10. To seek help in solving problems that might lead to discipline problems;
11. To actively discourage inappropriate behavior of other students and report the incidents to the administration;
12. To dress in accordance with standards promulgated by the Board of Education; and
13. To react to direction given by teacher, administrators and other school personnel in a respectful, positive manner.

SCHOOL REGULATIONS REGARDING STUDENT BEHAVIOR

The list of infractions and their consequences below defines the limits of acceptable student behavior. They are in effect for the school day as well as for all school-sponsored activities and

field trips. Student behavior is defined by the Code of Conduct and the NYS Dignity for All Students Act effective July 1, 2012.

Possible infractions but not limited to:

1. Running in hallways;
2. Making unreasonable noise;
3. Using language or gestures that are profane, lewd, vulgar or abusive;
4. Obstructing vehicular or pedestrian traffic;
5. Threatening another with bodily harm;
6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without the permission from the administrator in charge of the building;
7. Engaging in any willful act which disrupts the normal operation of the school community;
8. Computer/electronic communications 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;
9. Inappropriate dress;
10. Insubordinate and disruptive conduct:
 - a. failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students, or otherwise demonstrating disrespect;
 - b. lateness for, missing or leaving school without permission;
 - c. skipping detention;
 - d. lying to school personnel;
11. Academic Misconduct:
 - a. cheating;
 - b. plagiarism;
 - c. copying;
 - d. altering records;
 - e. assisting another student in any of the above actions;
12. Conduct that endangers the safety, morals, health or welfare of others:
 - a. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function;
 - b. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them;
 - c. Discrimination, which includes the use of race, color, weight, national origin, ethnic group, religion, religious practice gender, sex, sexual orientation or disability as a basis for treating another in a negative manner;
 - d. Harassment (as defined above) or bullying. Bullying means systematically and intentionally inflicting physical hurt or psychological distress on one or more students. It is further defined as:
 1. Unwanted purposeful written, verbal, nonverbal or physical behavior, including but not limited to any threatening, insulting or dehumanizing gesture, by an adult or student, that has the potential to create an intimidating, hostile or offensive educational environment or cause long-term damage; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance

or participation, is carried out repeatedly and is often characterized by an imbalance of power;

2. Bullying may involve, but is not limited to: unwanted teasing, threatening, intimidating, stalking, cyberstalking, cyberbullying, physical violence, theft, sexual, religious or racial harassment, public humiliation, destruction of school or personal property, social exclusion, including incitement and/or coercion and rumor or spreading of falsehoods.

- e. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm;
 - f. 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;
 - g. Selling, using or possessing obscene material;
 - h. Using vulgar or abusive language, cursing or swearing;
 - i. Smoking a cigarette, electronic cigarette “e-cigarette”, cigar, pipe or using chewing or smokeless tobacco;
 - j. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either; “illegal substances” include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, synthetic cannabinoids, look-alike or imitation drugs and any substances commonly referred to as “designer drugs”;
 - k. Using prescription and over-the-counter drugs inappropriately or sharing prescriptions and over-the-counter drugs;
 - l. Gambling;
 - m. Indecent exposure; that is, exposure to sight of the private parts of the body in a lewd or indecent manner;
 - n. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911 or discharging a fire extinguisher.
 - o. Tampering with and or activating emergency science showers.
13. Violent or Dangerous Conduct that Endangers the Safety, Morals, Health or Welfare of Others by Any Act, Including but Not Limited to:
- a. Committing an act of violence (such as hitting, spitting, kicking, punching and scratching) upon a teacher, administrator, other school employee, student or any other person on school property, or attempting to do so;
 - b. Possessing a weapon;
 - c. Displaying what appears to be a weapon;
 - d. Threatening to use any weapon;
 - e. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other District employee or any person on school property, including graffiti or arson;
 - f. Intentionally damaging or destroying School District property.
14. Illegal parking on campus (will result in towing)
15. Misuse of school equipment, ie; emergency showers in Science classrooms

Penalties:

- 1. Oral Warning;
- 2. Written warning;
- 3. Detention;
- 4. Removal from class by teacher;

5. Suspension from transportation;
6. Suspension from social or extracurricular or co-curricular activities;
7. Short term (five days or less) suspension from school;
8. Long-term (more than five days) suspension from school;
9. In-school suspension;
10. Permanent suspension (expulsion) from school.

DEFINITIONS

Cell Phones/Smart Watches - Students may bring cell phones/smart watches to school but can only use the cell phone/smart watch in the cafeteria or outside the building during a student's lunch or free period or upon approval by an individual teacher in the classroom for instructional purpose. Cell phones/smart watches must be kept off or silent at all times when not in use. Inappropriate use of cell phones/smart watches will result in confiscation and will need to be retrieved from the Assistant Principal's office after school. Repeat offenders will face a more severe consequence.

Harassment - means the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; such conduct, verbal threats, intimidation or abuse includes but is not limited to conduct, verbal threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex (Education Law §11[7]).

Hazing - Harassing, intimidating, or bullying of any of our students by other students, especially under the guise of this activity's being part of some Rye tradition of initiation, will absolutely not be tolerated in any form at Rye High School. Any student or group of students including athletes, engaging in this kind of activity will suffer severe consequences, including suspension from school, along with a required parent conference with the Assistant Principal and Principal.

Illegal Drugs - In accordance with law, the term illegal drugs means controlled substances but not those legally possessed or used under the supervision of a licensed healthcare professional or other permitted authority under the Federal Controlled Substances Act or under any other provision of federal law. Controlled substances are drugs and other substances identified under schedules set forth in applicable federal law provisions.

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

School Function - Any school-sponsored extracurricular or co-curricular event or activity, regardless of where such event/activity takes place.

Sexual Orientation - means actual or perceived heterosexuality, homosexuality or bisexuality (Education Law §11[5]).

Suspension - The act of a Building Principal (or acting Building Principal), Superintendent of Schools, District Superintendent or Board of Education in discontinuing the presence of a student from attendance at school.

Violent Student - A student who:

1. Commits an act of violence upon a school employee, or attempts to do so;
2. Commits, while on school property or at a school function, an act of violence upon him or herself, another student or any other person on school property or at the school function, or attempts to do so;
3. Possesses, while on school property or a school function, a weapon;
4. Displays, while on school property or at a school function, what appears to be a weapon;
5. Threatens, while on school property or at a school function, to use a weapon;
6. Threatens to harm another while on school property or at a school function;
7. Knowingly and intentionally damages or destroys the personal property of any school employee or any person on school property or at a school function;
8. Knowingly and intentionally damages or destroys school district property.

Weapon - A firearm as defined in the Gun-Free Schools Act (18 USC §921) {any firearm, including a starter gun, which will be or is designed to be or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of such firearm; any firearm muffler or silencer; or any destructive device}, as well as any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, or any other sharp knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, dangerous chemicals, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death. Federal and state laws mandate that a student who possesses a weapon be suspended from school for a minimum of one calendar year. (*Also see Board of Education Policy 5312.2*)

GUIDELINES FOR BEHAVIOR ON CABLE PRODUCTIONS

Students participating in live television productions must adhere to high ethical standards. The public medium is not the vehicle for personal agendas or private messages; it is a way to inform the community about what is happening in the school, to increase participation, and to encourage thoughtful reflection. Students should remember that the cable casts are public; they should not include material that will be hurtful or personal or could lead to negative behaviors.

Participants should use common sense and decency and check with instructors if they are doubtful about a story or comment. Any use of obscene or offensive language or gestures is not allowed.

For a first offense of the cable code guidelines, students will receive a minimum of a one-day suspension from school and a ten-week suspension from participating in any aspect of a live production.

For a second offense, a student will receive a minimum of a one-day suspension from school. If the student is enrolled in a course which requires participation in a live production, the student will be removed from the class. The student may take the course again after a full semester has passed.

POLICE CONTACT WITH STUDENTS

District officials are committed to cooperating with police 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. Before police officials are permitted to question or search any student in a non-emergency situation, the Building Principal or his/her designee shall first notify the student's parent/guardian to give the parent the opportunity to be present during the police questioning or search. If the student's parent/guardian cannot be contacted prior to the police questioning or search, the questioning or search shall not be conducted. The Principal or designee will also be present during any police questioning or search of a student on school property or at a school function.

In an emergency situation where there is danger to the student or others, police will take whatever action is necessary to protect the school and its occupants.

Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school. This means:

1. They must be informed of their legal rights;
2. They may remain silent if they so desire;
3. They may request the presence of an attorney.

STUDENT DRESS CODE

The responsibility for student dress, personal cleanliness and general appearance shall rest with individual students and parents. However, the Board of Education requires students to attend school in appropriate dress that meets health and safety standards and does not interfere with the learning process. The Board also requires students to wear appropriate protective gear in certain classes (i.e., science laboratories, home economics, technology, and physical education). Hats, clothing and attire which have an expression or insignia which is obscene or libelous, which advocates racial or religious prejudice, or is disruptive, is prohibited.

The following, considered to be inappropriate dress, grooming and appearance, (including hair style/color, jewelry, makeup and nails), are prohibited in school or at school functions:

- 1) Any dress or appearance which constitutes a threat or danger to the health and safety of students (e.g., heavy jewelry or jewelry with spikes which can injure the student or others);
- 2) Any dress or appearance which is vulgar, lewd, obscene or indecent or profane or which exposes to sight the private parts of the body (e.g., t-shirts with a phallic symbol and messages consisting of sexual metaphors; see-through garments, extremely plunging necklines or waistlines);
- 3) Any dress or appearance which encourages or advocates the use of illegal drugs, alcohol and/or tobacco;
- 4) Any dress or appearance which advocates or encourages other illegal or violent activities;
- 5) Any dress or appearance which advocates discrimination or denigrates others based upon race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex;
- 6) The wearing of hats in the classroom as they are a sign of disrespect (unless worn for religious or medical reasons);
- 7) Extremely brief garments such as tube tops, net tops, halter tops, cropped tops, tank tops, tops with spaghetti straps, plunging necklines (front and/or back) and see-through garments;
- 8) Clothing that exposes the midriff section of the torso;
- 9) The wearing of clothing in such a way as to allow underwear to be exposed;
- 10) Pants or skirts shorter than 4" above the knee;
- 11) Any dress or appearance which is unsafe, inappropriate or constitutes a disruption to the educational process.
- 12) Footwear that is a safety hazard (footwear is to be worn at all times).

The Superintendent of Schools and other designated administrative personnel shall have the authority to require a student to change his/her attire should it be deemed inappropriate (*Also see Board of Education Policy 5311.5*)

ELIGIBILITY TO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES AND INTERSCHOLASTIC SPORTS

The Board of Education recognizes the educational value of student participation in extracurricular activities and strives to provide a well-balanced program of activities (athletic and clubs/organizations/theater) which will respond to a variety of student interests and needs.

For the purposes of this regulation, the following definition applies:

A day (24 hours) refers to a participation day, not a school day. A participation day is any day that an activity is meeting, practicing, performing or playing and may be a regular school day, a vacation day, a holiday or a weekend day. Most weekend activity is scheduled for Saturday; however, if a practice or competition/performance is rescheduled for Sunday, then that becomes a participation day in lieu of Saturday. If a game or performance is scheduled for Saturday and postponed to Sunday and coach/advisor holds a practice or team meeting on Saturday, the student's ineligibility will still carry over to Sunday.

To implement Board Policy 5275, the following three standards for eligibility must be met by students in order for them to participate in extracurricular activities.

1. Maintain a Full Schedule

A student is expected to carry a program of five classes (or the equivalent), plus physical education. The student is expected to be in regular attendance in all of his or her classes for the marking period.

If a student has a confirmed unexcused absence from school and/or class, the student shall be declared ineligible for five days. If the school attendance or class attendance problem persists, the administration shall declare the student ineligible to participate in activities, clubs, and athletics for the remainder of the marking period.

2. Maintain Standards for Academic Performance

Academic eligibility is based on quarter grades, not semester or final grades.

Students who achieve a minimum of a 70% average in all subjects and pass all subjects are academically eligible to fully participate in all activities, clubs, and athletics.

If a student has a **MINIMUM QUARTERLY G.P.A. OF 70% and is failing one course only** and the student's initial failure in that course is at the end of marking periods one, two, and three, the student will be ineligible for participation in extracurricular activities (clubs, activities, athletics) for a minimum of five days **from the date of report card distribution**. During this period of ineligibility, the student is responsible for developing an **Achievement Plan** with the assistance and the approval of the teacher whose course was failed and the approval of the student's advisor/coach. At the High School, involvement in the Academic Intervention Program is a required part of maintaining eligibility once the plan is approved.

When an IDEA or Section 504 student is in jeopardy of failing to meet minimum grade requirements, the Principal or his/her designee shall convene a meeting of the Eligibility Committee. This meeting will be held to determine if the failure is a manifestation of the student's disability. If the failure is related to the student's disability a referral shall be made to the Committee on Special Education [CSE] or Section 504 for a potential program modification. In addition, the Eligibility Committee will determine eligibility for participation. If the "Eligibility Committee" decides that the disability **does not** affect academic performance, the student will remain **ineligible**.

The goal of the Achievement Plan is to provide direction for the student in identifying what needs to be accomplished to pass the course. The Achievement Plan will contain the following information:

- i. Reasons for failure
- ii. A plan for addressing or overcoming those reasons.
- iii. Steps explaining how improvement will be achieved.
- iv. Signatures of all parties involved (Student, Parent, Teacher, Coach/Advisor, TC Representative, and Assistant Principal)

After the teacher and advisor/coach approve, the approved Achievement Plan must be endorsed by the Assistant Principal. The student must make an appointment with the Assistant Principal to discuss and submit the Achievement Plan in order for a student's eligibility to be restored after the five-day period. Failure to submit an Achievement Plan within the five day ineligibility period or lack of adherence to the elements of the Achievement Plan, will cause the student to be declared ineligible for the remainder of the marking period.

All students who submit Achievement Plans will have their performance reviewed at mid-quarter. At that time, if the teacher whose course was failed indicates that the student is currently passing the course, the student will remain eligible until the next report card (but the student must continue to attend the Tutoring Center or X-Period assignment until the end of the quarter or beyond, or earn a minimum grade of "C" in the course that was failed). However, if at the mid-quarter review, the student continues to be failing, he/she will become ineligible for the balance of the marking period and, of course, continue to attend the Tutoring Center or X-Period assignment for academic support.

A student who fails two or more courses in one quarter is automatically ineligible for participation in activities, clubs, and athletics for the following quarter, and the student will be required to attend the Tutoring Center.

Fourth Quarter/Final Grades - Students who have a minimum of a 70% GPA and who fail a course in the fourth quarter but pass the course for the year shall maintain their eligibility for the following September. Students who fail course(s) for the year are encouraged to attend summer school to make up the failure(s). If a student starts the new school year with only one failure, then the student can complete an Achievement Plan outlined above, and remain eligible.

A student carrying one failure into the next school year but not continuing on in that course sequence shall be placed on probation for the first marking period. The student can be assigned to the Tutoring Center and also complete an Achievement Plan depending on the course failed.

Any student carrying a failure from the previous year who is failing at the mid-point of the first quarter of the following year in the same course or in a related subject area, shall be ineligible until the first quarter report card is distributed. At this point, the procedure begins again for the first, second and third quarters.

3. Maintain Standards for School Citizenship

Students who regularly follow school rules and regulations shall be eligible to fully participate in activities, clubs, and athletics. Students who do not obey school rules and regulations, as defined in the Board Policies and Student Handbook Regulations, shall be ineligible for participation in activities and/or athletics.

If a student is assigned to in-school suspension or is suspended from school, he or she shall be ineligible for the length of the in-school or out-of-school suspension. Additional violations of school rules and regulations causing suspension shall result in students being declared ineligible for the duration of the marking period, semester or for the year, depending on the seriousness of the infraction.

Students who do not obey school rules and regulations as defined by this Handbook and in the following Board Policies, may also be ineligible for participation in activities and /or athletics.

- Board Policy 5100: School Attendance
- Board Policy 5260: Student Absences and Excuses
- Board Policy 5300: Student Conduct
- Board Policy 5301: Students and the Law
- Board Policy 5312: Prohibited Conduct in Students
- Board Policy 5312.1: Drug and alcohol Abuse
- Board Policy 5312.2: Dangerous Weapons in School
- Board Policy 5312.3: Student Use of Tobacco

ATHLETIC DEPARTMENT GOALS AND OBJECTIVES

ABOUT THE PROGRAM

The athletic program in the Rye City School District is an integral part of the educational program. Interscholastic athletic competition provides students with physical, mental, and emotional expression which benefit not only the individual, but also the school and the entire community. Participants have the opportunity to acquire qualities of total fitness, self discipline, loyalty, and a devotion to a cause greater than themselves.

All students are encouraged to “try out” for our teams. Participation in the athletic program is a privilege granted in return for compliance with certain rules and regulations.

STANDARDS FOR INTERSCHOLASTIC ATHLETES

Interscholastic sports are an important part of the total educational program of the Rye City School District. It is the overwhelming opinion of physical educators and coaches that athletes perform best when they follow intelligent training rules which include restrictions on the use of tobacco, alcohol, and illegal drugs. To this end, the following expectations have been established for students participating in interscholastic athletics:

- Student athletes are expected to follow all school regulations pertaining to the use of tobacco, alcohol, and other drugs as outlined in the Handbook.
- Student athletes, under the direction of the coach and captains, will discuss the negative impact of the use of tobacco, alcohol, and illegal drugs on performance. Students will agree not to use these substances.
- Student athletes must maintain good academic standing. Any student who earns two or more failing grades or has less than a 70% will be ineligible to participate in any extracurricular activity for the next complete marking period.
- Student athletes must maintain the highest level of positive behavior in and out of the classroom. A student who cuts academic classes or is disruptive will not be permitted to participate until the situation is rectified with the Assistant Principal. The Assistant Principal will notify the Athletic Director and the coach when the student is reinstated.
- Athletes are expected to be at **all** practices and competitions unless excused by the coach.
- Any student (athlete or not) who is absent from school may not participate in any school-sponsored event on the day of absence. The student may not participate as an athlete or spectator.
- A student athlete who does not attend a minimum of six periods of classes on the day of the game will not be allowed to participate that day unless approved by the Assistant Principal.
- A student athlete is responsible for the care of and return of any Garnet uniform or equipment immediately after the last contest. Payment for lost articles is expected.
- Athletes and parent/guardians must sign the Interscholastic Sports Medical Clearance Card acknowledging these Standards for Interscholastic Athletes and the Consequences for Violations of Athlete's Standards prior to participation.

CONSEQUENCES FOR VIOLATIONS OF INTERSCHOLASTIC ATHLETES

- For possession or use of any tobacco products (cigarettes, snuff, chewing tobacco), alcohol, or illegal drugs, the student athlete will suffer a two-week suspension from competition in his/her sport. He/she will be required to practice with the team while on suspension. A second violation will result in removal from the team for the duration of the season. A third violation (if the athlete plays another sport in the next season or in a subsequent season) will result in removal from all interscholastic sports for the year.

SPECTATOR CONDUCT

Whether a spectator or fan, good sportsmanship must prevail. Cheer for the Rye High School; never root against or mock opponents. Be considerate of opposing players, coaches, fans, and officials. Treat them the way you would want to be treated...with respect. Become familiar with the spirit and rules of the game. **Remember, all school rules of conduct apply to athletic contests on or off campus. Unacceptable sportsmanship will result in removal from the event.** It's not if we win or lose the game that counts. It's how we play that is long remembered.

SPORTSMANSHIP

The New York State Public High School Athletic Association recognizes and appreciates that the influence and responsibility of the school administration with regard to good sportsmanship extends to all levels of competition and all students. However, it must also be seen that the

Association has been vested with the responsibility to ensure that all contests under its jurisdiction are conducted satisfactorily. This standard applies to all regular-season and post-schedule play.

- Any member of a squad ruled out of a contest for unsportsman-like conduct or for a flagrant foul shall not participate in that sport in the next previously scheduled contest with a member school or in the New York State Public High School Athletic Association tournament play. Disqualification from one season carries over to the next season of participation.
- Any member of the squad who strikes, shoves, kicks, or makes other physical contact with the intent to do so to an official shall be expelled from the game immediately and banned from further participation in all sports for one year from the date of the offense.

Note: Member of the squad includes coach, player, manager, scorekeepers, timers, statisticians.

TRAVEL

Student athletes must travel to and from away contests on the team van or bus under the supervision of the coach. If parents wish to take their own athlete home, notification to the coach is required in advance.

BICYCLES AND SKATES

Students riding bikes are expected to obey basic safety rules. Students who ride bicycles to school must park and lock them in the bicycle racks. Every effort will be made to protect bicycles from theft and damage, but it must be understood that the school cannot assume any responsibility for losses incurred. The bicycle racks will be supervised each day between 8:00 a.m. and 4:00 p.m. Roller skates, in-line skates, skateboards, and motorized scooters are not permitted on campus.

CAFETERIA

Hours are 7:30 a.m. - 1:30 p.m. Students are expected to behave in an appropriate manner for individuals eating a meal. There should be no shouting or roughhousing. **Students are expected to clear their table of refuse before they leave the cafeteria.** The cafeteria supervisor can appoint one particular student to clean a table if that table has been left in a messy condition by those students who sat at the table.

Food and drink may be taken out of the cafeteria into the halls or classrooms so long as cleanliness is maintained. Students who do not have a scheduled lunch period should ask a fourth, fifth, sixth, or seventh period teacher for permission to eat lunch during that particular period.

CHEATING

When a student cheats at Rye High School, the person most harmed is that student. The integrity of the school is also compromised. The following statements reflect the seriousness with which we, at Rye High School, view cheating.

WHAT CONSTITUTES CHEATING?

- Representing someone else's work as one's own, including, but not limited to, test answers, research papers, creative work, homework, labs. Exception to this is limited to collaborative work which may be permitted on homework and labs.*
- Using unauthorized oral or written assistance for a quiz, test, or other assignment.
- Knowingly providing another student with the opportunity to cheat in one of the ways described above.

**The use of Internet translation sites to complete foreign language assignments is considered cheating.*

Department Chair: All incidents of cheating are reported to the Department Chair and the Assistant Principal. While the incident may be referred to the Principal, the consequences for the first incident will be determined by the teacher and the second incident must be referred to the Principal, who will meet with the student and his or her parents and determine the consequences. All teachers have the obligation to make clear to students that cheating is not tolerated, to proctor in-class evaluations, and to monitor all assignments with vigilance and seriousness. However, the primary responsibility for honorable behavior resides with the student.

PLAGIARISM

If a student hands in a paper, photographs, published images and/or other artist's work in which parts have been plagiarized or copied from a source identified by the teacher (including but not limited to print or on-line material as well as the work of another student or adult) or if a student or a teacher otherwise confirms that the student has plagiarized, the following consequences will apply:

- For Freshmen who have never had an incident of plagiarism, they will be a one-time opportunity to rewrite or resubmit within two weeks for 50% of the credit for the assignment.
- For all others, the assignment will be graded as zero with no opportunity to rewrite or resubmit.
- The classroom teacher will talk with the student individually and contact the department chairperson, guidance counselor and parent(s).
- The parent is encouraged to address any questions or concerns with the teacher as soon as possible.
- The Principal/Assistant Principal may assess further disciplinary penalties as warranted.

Appeals Board

If after discussing concerns with the teacher, the parent(s) and or student does not agree with the teacher's final assessment, he/she/they have the following recourse:

The Appeals Board can be used by the student or parent within one week of parental notification of plagiarism. The written notice of appeal must include the student's and parent or guardian's signatures. The teacher will have one week from the receipt of the notice of appeal to assemble and submit supporting documentation to the student, parent or guardian.

The student/parent or guardian has one week to submit a written appeal which must include defense arguments and any relevant documentation and signatures of the student/parent or guardian. The Appeals Board will then set the date and time of the hearing.

Constitution of the Appeals Board

- One administrator, and the Department Chair of the academic subject in which the plagiarism is alleged to have taken place.
- One guidance counselor – not necessarily the counselor of the accused student.
- One teacher – not the complainant.

There will be a simple majority decision. The administrator on the Board will issue the decision.

Note: a second offense might result, in addition to the grade consequences, in a possible suspension from school and the inclusion of this offense in the student's file.

“Defining and Avoiding Plagiarism: The WPA Statement on Best Practices.” Council of Writing Program Administrators Website. 10 JAN. 2003. Council of Writing Program Administrators. 10 JUN. 2003. <http://www.ilstu.edu/ddhesse/wpa/positions/wpaplagerism.pdf>.
Harris, Robert. The Plagiarism handbook. Los Angeles: Pyczak publishing, 2001.
“Plagiarism Policies.” Harvard Westlake School Website. 10 JUN. 2003. Harvard Westlake School. 10 JUN. 2003
<http://www.hw.com/academics/usenglish/Web%20Texts/plagiarism%20policies2.htm>.

FIELD TRIPS

Field trips are an integral part of the educational program of the Rye Public Schools and are to be considered an extension of the regular school environment. Students who are qualified to go on a field trip are students who are in good standing in the school. This means no violations of the Code of Conduct, passing grades in subjects, and no owed detentions as a result of cuts. Students should also be aware that they are required to see their subject teachers and makeup all work and assignments that were missed.

LOCKERS

Students in 9th and 10th grade will be assigned a locker in their specific class hall. All other students will choose a locker on the first day of school. Students need to fill out a form to report the **number and location** of the locker chosen. The school will provide a lock for all 9th grade and new students. All other students must use the lock they were assigned upon entering the High School. All **Students must use the lock provided by the school**. All other locks will be removed.

Remember that all lockers are the property of Rye High School and, if the school administration has “reasonable suspicion”, any locker may be searched. At the end of the school year, students will be required to clean out their lockers and turn in the locks. Loss of lock will result in the purchase of a new school lock for \$5.00. Any clothing that is found will be stored in “Lost and

Found” for a short time before it is donated to charity. Rye High School is not responsible for any items lost or stolen from lockers.

PARKING ON CAMPUS

Due to increased enrollment, parking on campus for students is not available during school hours. Students can park anywhere on campus except for the lot by the field starting 3 p.m. on school days and anytime on weekends. Any student who illegally parks on campus before 3 p.m. will be cited and given two morning detentions and parents will be notified. Second violation will result in four morning detentions and parents will be notified. Third violation will result in the car being towed. Parking in the church lot on Parsons Street across from our school is also not allowed. Street parking is available; however, please observe the parking regulations on Parsons Street which does not allow parking prior to 8:30 a.m. on school days.

REGISTRATION FOR NEW STUDENTS

Students registering for the first time must present verification of residence in the City of Rye to the Central Administration Building located at 411 Theodore Fremd. Non-residential students will be required to pay tuition and must submit an application to Central Administration Office.

Once residence has been established or tuition arrangements made and placement date has been obtained, an appointment will be made with the guidance counselor to determine the student’s schedule. A health form must be completed and returned to the high school Health Office before the student begins class.

4526-R3

MIDDLE SCHOOL/HIGH SCHOOL ACCEPTABLE USE OF TECHNOLOGY REGULATION, GRADES 6-12

Educational Purpose

Being a successful digital citizen in an ever increasing technological society is a goal for all students of the Rye City School District. Expectations for online/Network behaviors are no different than the behavior in school. To that end, the following rules have been written to promote positive, effective digital citizenship among students and staff.

District Network

The Rye City School District provides students access to the District's computer "Network" to maximize educational opportunities and resources. This Network includes Internet access, wireless Internet access, computer services, computer equipment and related equipment for educational purposes.

1. Student access to technology in the schools is a privilege, not a right, which may be suspended.
2. The District will notify parents about the District Network and policies governing its use. Students shall only be permitted to utilize the District's Network for school-related educational purposes after submitting a completed and signed Acceptable Use of Technology Agreement Form. The Acceptable Use of Technology Agreement Form must be signed by the parents/guardians and students upon the student's entry into the District and movement to a new school (specifically entering RMS in 6th grade and entering RHS in the 9th grade).
3. The District has the right to place reasonable restrictions on the material that students access or post through the Network.
4. Students shall follow the rules set forth in the District Code of Conduct as well as the law in their use of the Network. Students shall not use the Network for any illegal purpose.

Student Internet Access

1. Students may obtain access to the Internet, including wireless Internet access, with the approval of their parent(s) and the school, when permitted by a staff member. Each student and his/her parent or guardian must sign the Acceptable Use of Technology Agreement Form to be granted individual access to the District's Network and wireless service.
2. If students bring their own "personal wireless devices" (i.e., smart phones, tablets, and/or laptops etc.) to school, they shall take all reasonable measures to protect against theft or damage of such wireless devices, with assistance from their teacher. The District accepts no responsibility for personal property brought to school by students. Students who choose to bring a personal wireless device to school assume full responsibility for the wireless device.

3. Students utilizing the district's wireless Internet service shall be permitted to log in with one (1) personal wireless device at a time.

4526-R3 Page 2

Internet Filtering

Internet filtering technology on the Network is used to prevent access to material that is obscene, illegal (i.e. child pornography) and/or harmful to minors, as defined by the Children's Internet Protection Act ("CIPA"). This filtering applies to Internet access through the use of District computers as well as the use of a personal wireless device.

Unacceptable Uses

Students may use technology equipment provided by the District or personal wireless devices. Students may only access the Internet on the district Network and with the supervision of a teacher or staff member. There is a 250MB limit on downloading and storing audio, image or video files on the network drive (h:/, s:/ or t:/).

Personal Safety

1. Students will not post personal contact information about themselves or other people. Personal contact information includes name, e-mail address, cell telephone number, images, home phone or address, school name or address, or anything that personally identifies a student.
2. Students/parents will promptly disclose to their teacher/child's teacher or other school employee any messages or images viewed and/or received that are inappropriate or make the student feel uncomfortable. If a student mistakenly accesses inappropriate information, he/she should immediately tell his/her teacher or another District employee.
3. Students should never agree to meet with anyone encountered on-line.

System Security

1. Students are responsible for their individual access account.
2. Students will immediately notify a teacher or staff member if they see or hear about a possible security problem.
3. Students will not attempt to access websites blocked by District policy, including the use of chat rooms, social media sites, and personal e-mail, or to purchase items online.

Inappropriate Access

Students will not attempt to gain unauthorized access to the Network, or to any other computer system through the Network, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purpose of "browsing".

Inappropriate Language or Material

1. Students will not use technology to engage in or share obscene, profane, inflammatory, embarrassing, threatening, or disrespectful language or media of any kind.
2. Students will not use technology to engage in personal attacks.

3. Bullying or harassment through the use of technology (cyber-bullying) that affects the school environment whether undertaken at school or elsewhere is prohibited (see District Code of Conduct). Bullying includes systematic and intentional infliction of physical harm or psychological distress on a person or group of people. Harassment is the creation of a hostile environment by conduct or by threats, intimidation or abuse (see Policy 5040).

4526-R3 Page 3

Respect for Privacy of Others

1. Students will not distribute or forward a message received or viewed with technological equipment without permission of the person who sent the message.
2. Students will not post personal information about another.

Copyright Infringement

Students will respect the rights of copyright owners. The source of online research information should always be cited. If students are unsure whether or not they can use research they found online, they should ask the teacher.

Monitoring Technology Use

1. Students' personal files on the District systems and records of their on-line activity are not private and may be monitored by the District.
2. Personal wireless devices may be seized and inspected on school grounds. Teachers, administrators and staff have the right to ensure that personal wireless devices are used appropriately on school grounds and, therefore, may confiscate and inspect these devices per the Code of Conduct.
3. If it is believed that a student has violated the Acceptable Use Regulation in the use of technology, parents will be contacted and provided with the opportunity to be heard in the manner set forth in the District Code of Conduct.
4. Additional restrictions may be placed on the student's use of the Network and a student's privilege to use the Network may be revoked by the District at any time.

Disclaimer

The Rye City School District makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the system will be error-free or without defect. The District will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system. The District will not be held liable for the content already existing on student owned personal wireless devices; this includes music/lyrics, movies, pictures, games, etc.

References:

5040, Student Harassment and Bullying Prevention under the Dignity for All Students Act ("DASA")
5040-R, Rules and Regulation for Intervention and the Prevention of Instances of Bullying, Hazing, Harassment and/or Discrimination

Rye City School District Code of Conduct
Adoption Date: January 24, 2012
Revised Regulation Adoption Date: July 22, 2014

RYE CITY SCHOOL DISTRICT
RYE, NEW YORK

RYE MIDDLE/HIGH SCHOOL

GRADES 6 – 12

ACCEPTABLE USE OF TECHNOLOGY AGREEMENT FORM

Student Section

Student Name _____ Year of Graduation from High School _____
School _____

I have read the **Rye Middle School/Rye High School Acceptable Use of Technology Regulation (4526-R3)**. I agree to follow the rules contained in this document and use the district Network in compliance with this regulation and the District code of Conduct. I understand that if I violate the rules my account can be terminated and I may face other disciplinary measures.

Student Signature _____ Date _____

Parent or Guardian Section

I have read the **Rye Middle School / High School Acceptable Use of Technology Regulation (4526-R3)**.

I have reviewed the Rye School District's Grades 6–12 Acceptable Use of Technology Regulation Form with my child. I understand it and give my child permission to use technology and access the Internet while at school in order to enhance my child's learning. In addition, I release the District, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use the District Network, including, but not limited to, claims that may arise from unauthorized use of the system to purchase products or services. I understand that I can be held liable for damages caused by intentional misuse of the Network.

I have emphasized to my child the importance of following the rules for personal safety.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Name _____

Home Address _____

Phone _____

This form is only valid for the time period the student is enrolled in the Middle or High School.

REPORTING CODE OF CONDUCT VIOLATIONS

All students are expected to promptly report violations of the Code of Conduct to a teacher, guidance counselor, the Building Principal or his/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.

All District staff who are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. District staff who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the Code of Conduct to their supervisor, who shall in turn impose an appropriate disciplinary sanction, if so authorized, or refer the matter to a staff member who is authorized to impose an appropriate sanction.

In addition to the above, all District staff must report any bullying, harassment and/or discrimination to the Dignity Act Coordinator of the building.

Students who have been bullied, harassed and/or discriminated against, parents whose children have been bullied, harassed and/or discriminated against, or other students or staff who observe bullying, harassing and/or discriminating behavior are encouraged and expected to make a verbal and/or written complaint to any school personnel in accordance with the training and guidelines provided, as well as any applicable District policies.

Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and by the appropriate disciplinary sanction if warranted, which may include permanent suspension and referral for prosecution.

The Building Principal or his/her designee must notify the appropriate local law enforcement agency of those Code violations that constitute a crime and substantially affect the order of security of a school as soon as practical, but in no event later than the close of business the day the Principal or his/ her designee learns of the violation. The notification may be made by telephone, followed by a letter mailed on same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the Code of Conduct and constituted a crime.

SEXUAL HARASSMENT TITLE IX PROCEDURES

If you are aware of a situation where sexual harassment or hostile work environment exists, contact Dr. Ann Edwards, Principal of Rye Middle School, who is the Title IX Compliance Officer for the school system. Please remember that the school is required by law to insure that prompt action to review the situation occurs. Dr. Edwards will interview and determine which

course of action is appropriate. The Administration is aware and supportive of the procedures we must follow. Confidentiality will be respected.

STUDENTS AND THE LAW

Students in the Rye Public Schools are representatives of their school, school district and community and, as such, are reflective of their school and its reputation. Good citizenship applies not only to behavior within the schools and at school-sponsored activities, but also to field trips and athletic events held both on and off campus.

Student behavior committed off of school premises or at a non-school sponsored activity, or behavior which may constitute a crime, and comes to the attention of the administration will result in the Superintendent's dialoguing with appropriate members of the administration. The dialogue will determine whether a nexus exists between the alleged criminal act and the mission of the school district, such that it contributes to a disruption of the school operation and endangers the health, safety, welfare, or morals of the students or others in the District's schools.

STUDENT CLASS ELECTIONS

- The Assistant Principal's office is responsible for supervising student elections for class officers in grades 9, 10 and 11. Our goal is to have student elections be a forum for meaningful discussion of important school issues, not just a popularity contest.
- Candidate Qualifications: all candidates must be students in "good standing" in the high school. "Good Standing" means that the student is not failing any courses, has no current cuts and owes no detentions. Once you have determined that you meet these criteria, follow the procedure below:
 1. A student qualified for office should pick up a nominating form in the Assistant Principal's office.
 2. The nominating form which requires twenty valid signatures from classmates in your grade and two faculty signatures should be re-submitted to the Assistant Principal's office.
 3. There will be a brief campaign period (3 days) during which posters approved by the Assistant Principal may be hung on the walls of your class hallway. All posters must be approved in advance by the Assistant Principal. Speeches must be submitted to the class advisor for approval prior to the assembly.
 4. A class assembly will be scheduled at which each of the candidates will deliver a policy speech and perhaps answer questions about positions on issues.
 5. Voting will take place in assigned classrooms with paper ballots. The candidate with the majority of the votes will win the election. Any candidate may be disqualified if she/he submits invalid signatures, hangs posters that have not been approved, or makes an inappropriate speech.

UNATTENDED ITEMS

Book bags and backpacks are not to be left unattended in the halls for safety reasons. Any item found should be brought to the Assistant Principal's Office. Lost and Found will be handled through the Assistant Principal's Office. All items may be opened and examined for the purpose of identification of the owner.

VISITORS

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:

- Anyone who is not a regular staff member or student of the school is considered a visitor.
- All visitors to the school must report to the security desk or main office upon arrival at the school. They are 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 security desk or the Principal's office before leaving the building.
- Visitors attending school functions that are open to the public, and conducted at times **other than** during the school day, such as parent-teacher organization meetings or public gatherings, are not required to register.
- Parents/guardians or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the Principal, his/her designee and with classroom teachers(s), so that class disruption is kept to a minimum.
- 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 the Conduct and Board of Education Policy 1520.

WITHDRAWING OR TRANSFERRING

A student withdrawing or transferring from Rye High School should make an appointment with his or her guidance counselor to complete all necessary forms. This should be done at least two days prior to departure to insure that all necessary signatures are obtained and that all school-owned books and materials are returned. No transcripts will be released or forwarded to the student's new school until all books and materials are either returned or paid for.

**EXTRACURRICULAR
ACTIVITIES
AND
STUDENT
SERVICES**

EXTRACURRICULAR ACTIVITIES

Extracurricular activities are an important part of the total educational program at Rye High School. Please review the information regarding eligibility for participation in extracurricular activities and interscholastic sports.

The wide variety of clubs, organizations, and sports teams of Rye High School are open to any interested and eligible student. For further information about activities and meeting times and dates, see the Assistant Principal or their Secretary for the name of the person to contact. Beginning of every September, a day is dedicated to extracurricular activities, where tables are set up in front of school for students to receive information and sign up for various clubs.

CLUBS

For a complete and most updated list and description of our clubs and organizations, please visit our school's website.

SPORTS

To be eligible to play a sport, you must meet the eligibility criteria and have a physical examination on file in the Health Office. NYS Education Department Guidelines for Interscholastic Sports requires that before each season (fall, winter, and spring); the student athlete must be medically cleared through their building Health Office.

Requirements:

- Physical Exam performed within the last 12 months by the student's private physician.
- Sports Clearance Packet obtained on-line or from the Health Office, consisting of:
- Athletes Standards and Consequences Form signed by both parent/guardian and athlete.
- Health History completed by parent/guardian.
- Clearance Card completed by parent/guardian.

WITHOUT A CLEARANCE CARD AND A COMPLETELY SIGNED ATHLETES STANDARDS AND CONSEQUENCES FORM THE ATHLETE MAY NOT PARTICIPATE IN THE SPORT.

No student may even practice with a team without medical clearance from the school nurse.

Most athletic teams have Varsity and Junior Varsity Teams:

Fall Sports

Fall Sports include cross-country, cheerleading, field hockey, football, boys' soccer, swimming, girls' tennis, and volleyball.

Winter Sports

Winter sports include boys' basketball, girls' basketball, cheerleading, ice hockey, indoor track, skiing, and wrestling.

Spring Sports

Spring sports include baseball, golf, boys' lacrosse, girls' lacrosse, softball, girls' soccer, boys' tennis, and track.

Injuries/Medical Insurance

All injuries should be reported to the coach and athletic trainer. The coach in turn will notify the school nurse through a "Student Incident Form." The Pupil Benefits Plan is a policy designed to assist families in meeting any charges arising from a sports injury. Benefits are payable only after all other family medical insurance has been used.

HEALTH SERVICES

Health services are part of a total health education program designed to help students of Rye High School maintain the best health possible. The high school nurse can be reached at 967-6100, ext. 1930/1931.

If a student becomes ill during the school day, he or she should request a pass to the Health Office from his or her classroom teacher. If the student is too ill to remain in school, his or her parents, guardian, or designated emergency contact will be informed and asked to come to the school for the student. **Students are not allowed to leave campus without authorization from the Health Office or the Assistant Principals' Office.**

The school does not maintain facilities for treating or diagnosing illnesses. The nurse may dispense medications if she has a doctor's written prescription, parent/guardian written permission, and the medication in the original prescribed container. Medication authorization forms may be obtained from the Health Office.

Requests to be excused from physical education, or from any other school activity for a prolonged period for health reasons, will be granted only upon receipt by the school nurse and the teacher of a written statement from the student's attending physician. When the request is for one or two days, the parent's note to the teacher will be honored.

Health services coordinated by the Health Office include:

School Health Activities Typically Overseen by the School Health Services Staff

- Sports Physicals
 - Required annually for participation in school sports
 - Modifications identified as needed for student participation i.e.,
Protective equipment needs
- Sports Certification

- Completed for Fall, Winter and Spring sports seasons
- Oversight of selective classification
- Work Permits
 - Provide proof of physical fitness for work
 - Health Appraisal required within 12 months of application
- Committee on Special Education – CSE/CPSE
 - Provide health related information to CSE on a need to know basis
 - Attend CSE meetings as requested
- Student Weight Status Category Reporting
 - Documentation of obesity related diseases if reported to school
 - Organization of data
- Communicate “opt out” option to students/parents.
- Vision, hearing and scoliosis screenings.
- Health counseling and follow-through on health findings with parents, teachers, and students.
- Maintaining a personal cumulative health record for each student.
- Maintaining contacts with community health and educational resource agencies for student needs.
- Maintaining current source materials on health education and health careers available to students for various class assignments.
- Concussion Management

ACCIDENTS AND ACCIDENT REPORTS

It is the student’s responsibility to report an accident immediately to the teacher in charge of the activity so that first aid may be given and the required accident report prepared.

If a health emergency occurs during the regular school day, the teacher in charge will decide whether the student should go to the Health Office or whether assistance should be brought to the student.

A student involved in an accident on his way to or from school should report the accident to the nurse as soon as possible. Accidents occurring on non-school time are not the first-aid responsibility of the school health service. However, such accidents should be reported to the nurse to provide her with information regarding the student’s health status.

EXAMINATIONS AND IMMUNIZATIONS

New York State Education Law requires each student to have a physical examination on his or her entrance to school and, thereafter, at the beginning of tenth grade. Forms, which must be completed by the examining physician, are available at the Health Office.

Any student entering the school for the first time must submit a statement signed by a physician indicating that the pupil has been immunized against diphtheria, polio, measles, rubella and varicella.

After October 15th, the school physician will examine those students for whom medical forms have not been received by the school nurse. If corrective measures are found to be needed, parents or guardians will be informed by the school nurse.

HEALTH SERVICE RESOURCES

In addition to resources for students within the school, there are a variety of resources within the community. If you have a problem that you need help in handling, try talking with your parents, a member of the clergy, your counselor, or a good friend. If you don't feel that you can discuss your problem with one of these people, there are others available who are prepared to help you.

- **For Alcohol and Drug Problems:**

Rye High School has the services of a Social Worker/student substance-abuse counselor, Mrs. Degenhardt. In addition to providing other assistance services, Mrs. Degenhardt works with students who have concerns about alcohol, drug, or family worries. Alcoholics Anonymous has several chapters locally which meet to help people with drinking problems, and chapters of Alateen help teenagers cope with the problem of alcoholic parents. For help, call the Westchester Division of the National Council on Alcoholism at 421-1418. All calls are confidential.

- **Center for Preventative Psychiatry**

Counseling for family and personal problems. Call 949-7680.

- **County Health Department**

Tests for, and treatment of, sexually transmitted diseases are done on a confidential basis. Call the White Plains Clinic at 285-5800.

- **Planned Parenthood**

Information is provided on contraceptives and abortion, in addition to counseling and pregnancy tests. There are centers in Port Chester and White Plains. An appointment is necessary. Call 761-6566.

- **Family Services of Westchester**

Counseling for individuals and families. Call 948-8004.

- **Youth Counseling League**

Help in setting constructive goals through counseling. Call 946-5410.

MEDICAL CLEARANCE FOR INTERSCHOLASTIC SPORTS (GRADES 7 – 12)

The procedure for participating in interscholastic sports follows the policies of the **New York State Education Department**. The same procedure is used for **every sport season**. Health appraisals and medical clearances of student athletes before they participate are performed for two reasons:

1. To provide for the health and well being of the student athlete. Knowledge of the athlete's physical status, functional ability, growth, and development is necessary to make a medical decision as to the level of participation.
2. To identify significant health problems which may prevent safe and effective athletic performance and participation

The main goal of this process is to protect the health and safety of the student athlete.

Before students can try-out or participate in an interscholastic sport, each sport season (fall, winter, spring), he/she must be medically cleared through the Health Office.

For medical clearance, a student needs the following:

1. A current **Physical Exam** on file in the Health Office.
2. A **Health History** completed by parent/guardian.
3. The **Emergency** information on the **Clearance Card** completed by parent/guardian.
4. If required, a **Clearance Letter** from the attending physician (in cases of injury, surgery, or acute/chronic medical conditions).
5. Grades 7-12 baseline Impact Testing when applicable.

Procedure:

1. Pick up **Health History** form and **Clearance Card** from the Health Office or download the forms from the Athletic webpage.
2. If a **Physical Exam** is needed: (Physical exams are valid for one year). Bring in a physical exam form completed by your private physician (licensed to practice in NYS). Physical exam forms can be picked up in the Health Office.
3. Return completed **Health History** and **Clearance Card** to the Health Office.
4. The school physician will review all physicals performed by private physicians. **The school physician is the only person who can medically clear a student.** If the school physician has a concern, the school nurse will contact you. Problems should be directed to the school nurse, never to the school physician's private office.
5. When the school physician medically clears a student, the school nurse completes and signs the **Clearance Card**.
6. The **Clearance Card** is sent to the Athletic Department where it is distributed to the coach.
7. **If a coach does not have a signed clearance card, the student may not participate.**

Injury or Out-of-School Five Days or More Due to Illness:

- Medical clearance is immediately withdrawn.
- Student must bring to the Health Office a **Clearance Letter** from the attending physician which states that the student is physically and medically ready to return to his/her sport. This letter must also include the diagnosis, treatment, limitations, and restrictions.
- The **Clearance Letter** is reviewed by the school physician. If there are questions or concerns, the school nurse will contact the parent/guardian and the school physician may consult with the attending physician.

- **By New York State Education Law, the school physician makes the final decision whether a student resumes participation in interscholastic sports.**

Student with a Chronic Medical Condition:

- Follow above **Procedures**.
- Student must bring to the Health Office a **Clearance Letter** from the attending physician which states that the student is physically and medically able to participate in the sport and includes the diagnosis, treatment, limitations, and restrictions.
- The **Clearance Letter** is reviewed by the school physician. If there are questions or concerns, the school nurse will contact the parent/guardian and the school physician may consult with the attending physician.
- **By New York State Education Law, the school physician makes the final decision whether a student resumes participation in interscholastic sports.**

SCHOOL ACCIDENT INSURANCE

The school district carries a Student Accident Insurance Program that provides coverage for pupils during the school day and during school sponsored activities, including senior high school interscholastic sports. The insurance coverage is for full excess medical expenses that are in excess of expenses payable by another plan providing medical expenses. Should an accident occur, a student incident report must be filed with the school nurse and reviewed by the principal. Upon receipt of this completed incident report the Business Office will provide a claim form, a description of policy terms and instructions for filing a claim. Written notice of the claim must be made within 30 days after any loss covered by this policy occurs. The policy provides the following coverage:

- Maximum benefit amount is \$1,000,000.
- There is no deductible amount
- The accidental death benefit is \$10,000.
- Dental expense is equal to the maximum benefit amount.

Coverage does not apply to expenses incurred 1.095 days after the date of the accident.

VISITS TO THE HEALTH OFFICE

Except in an emergency or to receive medication ordered by a physician, no visits are to be made to the Health Office during the passing period between classes. Students must obtain a pass from their classroom teacher prior to visiting the Health Office. In case the Health Office is closed, students should report to the Main Office for further information. The Health Office is open from 7:30 a.m. to 3:00 p.m. each school day.

STUDENT SERVICES

Rye High School has many facilities, resources, and programs for students. In addition to those listed on the preceding pages, students should avail themselves of the following:

COLLEGE AND CAREER CENTER

This room, adjacent to the Guidance Office, is available to all students and their parents. Volunteer personnel coordinate the visits of college-admissions and career-information personnel. The center contains catalogs, reference books, announcements, college applications, test applications, financial aid material, scholarship listings, and many career reference sources. It is open daily from 8:00 a.m. to 2:30 p.m.

CURRICULUM INFORMATION

The Rye High School **Course Offerings** book is published online every spring for the following year by the Administration, Guidance Department and Department Chairpersons. It lists course offerings, course descriptions, and prerequisites of the subjects taught. Please visit the Guidance Department webpage.

FINANCIAL AID

Students who are suffering financial hardship and cannot afford required materials or fees should make an appointment with the Principal. Confidential financial aid may be made available through the Parent Organization to assist students in need.

GUIDANCE DEPARTMENT

Appointments with your guidance counselor may be made through the Department secretaries in person or by telephone. Student appointments with counselors should be made during study halls, free time, or only with prior approval of the classroom teacher during class time.

Conferences are held, for the most part, on an individual basis and, at times, in small groups, class discussions, student-parent evenings, junior class college and career evenings, eighth grade parent orientation meetings, etc. It is important for parents to attend all meetings to which they are invited.

The Guidance Department at Rye HS seeks to provide services that recognize and value the academic, social and emotional well-being of each student. Students are assigned specific counselors for a variety of reasons. It is our policy not to make counselor changes, except in rare instances when there are compelling extenuating circumstances. During those circumstances, a request must be put into writing to the Principal and a meeting will be arranged to discuss the request.

All Counselors strive to be supportive and encouraging to all students. Students are always welcome to stop by and speak to any counselor who they feel comfortable talking to, but the “counselor of record” will remain the assigned counselor.

LIBRARY/MEDIA CENTER

The Library/Media Center is a learning center where students develop reading, listening, research, and study habits, guided and assisted by the coordinator, media staff, and teachers. Both print and audio-visual materials are provided for student and staff use.

The main reading room may be used for reference work and recreational reading. Studying out loud is not permitted. The conference and reference rooms may be reserved for class use during the day and for meetings after school. Call ext. 1961 to make a reservation. The audio-visual room may be used by individuals or small groups for the production of class projects using non-print media. State-of-the-art equipment for production of videos, slides, transparencies, etc. is available.

Reference books are to be used in the Library/Media Center. They may be borrowed overnight with permission of the media staff. Periodicals and newspapers do not circulate. The independent computer data banks, one for periodicals and the other for newspapers, provide a plethora of articles on microfiche which can be read and printed out. Computer terminals have replaced the card catalog for instant access to materials. All other books may be borrowed for two weeks and may be renewed. Lost and damaged books are the financial responsibility of the student who signed them out.

Hours: Monday-Thursday: 7:50 a.m. - 3:50 p.m.

Friday: 7:50 a.m. - 3:30 p.m.

LOST AND FOUND

All missing articles should be recovered from (and turned in to) the Lost and Found located outside of the Media Center. Valuables should be turned in to the office on arrival at school and picked up prior to leaving.

RYE HIGH SCHOOL PARENTS’ ORGANIZATION

It is the intent of the Parents’ Organization to improve parent-school communications, offer cultural enrichment opportunities through professional performances and special art exhibits, and to make funds available for specific student-involved activities. Special events, academic, and scholarship awards, graduation festivities, special drug, alcohol and parent/teen-communication programs are also presented by the Parents’ Organization. Every parent/guardian of a Rye High

School student is automatically a member of the Parents' Organization. Fund-raising events are: the sale of the Directory and the annual House Tour. Directories are sold at Back-to-School night in the early fall and the House Tour is held in May. The newsletter is an on-line communication. It is the hope of the Organization that every member be become actively involved; meetings are open to everyone. Ideas, opinions, and questions regarding our activities, as well as those of the administration, are welcomed. The co-presidents of the Parents' Organization this year are Mrs. Patricia Neave and Mrs. Kim Abate.

RYE YOUTH EMPLOYMENT SERVICE

Students interested in working in a variety of capacities, from office to yard work, and including but not limited to babysitting, hostess help, reading to or running errands for the infirm or elderly, etc., should register with the Rye Youth Employment Office. Available jobs often include those for after school, weekends, school holidays, and summer.

TUTORING

- **X-Period**

Students who need extra help may see their teachers during the X-Period. The X-Period occurs Monday through Thursday from 2:37-3:15 p.m. The student should see the teacher in advance to set up an appointment during the X-Period. Students are encouraged to seek extra help from teachers during common free periods during the school day as well.

- **Tutoring Center**

Students who need tutoring assistance beyond what their teachers are able to provide can get help from student tutors by going to the Tutoring Center located in an area off the senior hallway and adjacent to the library. The coordinator of the Tutoring program will match students who need help with volunteer tutors who will tutor during free periods or before or after school. All students are encouraged to volunteer to tutor or to be tutored. All National Honor Society members tutor in this program as part of their responsibility.

- **Tutoring Center Program**

The main objective of the Tutoring Center Program is the elimination of failure at Rye High School. This program is an aggressive and coordinated attempt to provide help to every student who fails any subject. Any student who receives a grade of "F" in any subject **is required** to attend this program. The reasons for each student's failure will be reviewed and the student will either receive tutoring or be placed in a kind of resource program in a small group and receive help in completing assignments, getting organized, and working on study skills. At the end of each quarter, the student's progress will be reviewed and, if the student is passing the failed subject with a grade of "C," he/she will no longer be required to attend the program.

- **Homebound Tutoring**

This service is provided for homebound or hospitalized students who are medically, physically, or psychologically unable to attend a normal classroom setting. Contact the

student's Guidance Counselor for further information. The homebound student is required to produce a doctor's note every three weeks. The homebound teacher will communicate with the teacher-of-record to establish a curriculum timeline. The homebound teacher will evaluate all student work completed during his/her supervision.

VOTER REGISTRATION

Students who are eighteen, or who will turn eighteen by an Election Day, may register to vote at the Central Administration Building, 411 Theo Fremd (date to be announced). Students will then be registered to vote in the Board of Education election and will be given a registration form which may be mailed to the Board of Elections in White Plains making them eligible to vote in local and national elections.

WORKING PAPERS

Applications for working papers are available from the Main Office. A physical examination and doctor's signature are required on the application, along with your birth certificate as proof of age. Completed applications should be returned to the Main Office where working papers will be issued.

WHERE TO GO FOR WHAT

If you are in search of information about the school that is not listed in this section, please ask the Secretaries in the Main Office for the name of the person with whom you should speak.

Activity Information	Principal's Office
College Testing Forms	On-line
College Visits	College & Career Room
Community Service Forms	Guidance Office
Driver's License	Dept. Motor Vehicles (800-992-9555)
Gym Locks and Uniforms	See any Physical Education Teacher
Identification Cards	Security Office
Internship Programs	Guidance Office
Lockers & Locks	Security Office
Lost and Found	Assistant Principals' Office
Poster Approval	Assistant Principals' Office
Rye School Calendars	District Website
Rye Youth Employment	Volunteers
Scholarship Information	College and Career Center, Guidance Office
Title IX Compliance Officer	Dr. Edwards, Principal, Middle School
Tutoring Center Program	Christina Lucca, Coordinator
Visitor's Pass	Security Desk

Voter RegistrationCentral Administration Building

Working PapersMain Office