

# 2009-2010

## TAPPAN ZEE HIGH SCHOOL

### STUDENT HANDBOOK

TAPPAN ZEE HIGH SCHOOL  
Dutch Hill Road  
Orangeburg, New York 10962  
(845) 680-1600

Principal.....Edward A. Bolan  
Assistant Principal.....Sheila Silverman  
Assistant Principal.....Juliet L. Gevargis  
Director of Athletics and PE ..... Liam Frawley  
Guidance Counselors.....Randy Altman  
.....Laura Ferrante  
..... Betsy Sherwood  
..... Celia Walker  
..... Richard Weissberg  
Psychologist..... Dr. Edward Honcharski  
Psychologist..... Dr. Kathleen Kearney  
Nurse ..... Judy Flagg  
PTSA President ..... MaryBeth Carley

*This School Agenda belongs to*

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Homeroom #: \_\_\_\_\_  
Locker #: \_\_\_\_\_



# South Orangetown Central School District

160 Van Wyck Road  
Blauvelt, New York 10913  
(845) 680-1000

## Board of Education Board Members

Rosemary Pitruzzella                      Ann Marie Uhl  
Steve Spiro                      Leon Jacobs                      Guy DeVincenzo

Superintendent of Schools ....*Dr. Kenneth Mitchell*  
Deputy Superintendent ....*Ann Vaccaro-Teich*  
Assistant Superintendent for Curriculum ....*Lynn Gorey*  
Director of Facilities ....*Philip Scala*  
Director of Special Education ....*Michele Fenster*  
Director of Technology ....*George Brady*

Board of Education meetings normally begin at 7:30 pm twice a month on Thursdays in the Library at South Orangetown Middle School, 160 Van Wyck Road, Blauvelt. There is time on every agenda for comments and questions from those attending the meeting. *(Please check district website to confirm the dates of Board meetings since this schedule may vary from month to month.)*

## **From Ed Bolan, TZHS Principal**

Dear Students,

It is my pleasure to welcome you to Tappan Zee High School. The teachers and staff at Tappan Zee High School are determined to prepare you for the challenges of the 21<sup>st</sup> century. In this rapidly changing world, one needs to take advantage of educational opportunities offered. Our district and community have done everything possible to keep pace with our changing world. It is up to you to meet the challenges ahead. Our students do not have to tackle these challenges alone. We have a tremendous group of teachers and staff who are here to assist you every step of the way. Please use this handbook as a guide for your success.

Remember – life is what you make it. Take responsibility for who you are and for your actions, so that you can take credit for your success.

All the very best for a great school year.

## **From P<sub>resident</sub> of the PTSA MaryBeth Carley**

The Parent Teacher Student Association is an organization dedicated to assisting in maintaining the high standards of Tappan Zee High School. With administration, teachers, parents and students working together, the PTSA strives to enhance the education of all students! Membership is open to all parents, students, teachers and staff members. Join in and support us! We welcome you to our monthly meetings, which are listed on the school calendar. Even if you can't always be there, we appreciate your suggestions, opinions and value your contribution and volunteer efforts. Feel free to call MaryBeth Carley at 359-3019 or email at [TZPTSA@aol.com](mailto:TZPTSA@aol.com).

With your help, the PTSA looks forward to an excellent school year.

# **Your Role and Our Expectations**

The TZHS administration and staff has worked to create a safe and orderly environment that supports student success, both in and out of the classroom, and helps to mold responsible, respectful and caring citizens. YOU play a very important role in maintaining this environment, through your responsible and respectful behavior at all times, in school, at school related events, and in the community, and we expect nothing less of you. We know that you will:

- ❖ **Work to the best of your ability by being on time to all classes, paying attention and completing all work by clearly established deadlines.**
- ❖ **Treat others respectfully at all times, through both your actions and the way in which you speak to and about others. (Cursing, language that is vulgar, obscene or offensive to others for any reason, or that is derogatory or makes fun of others, is unacceptable at TZHS).**
- ❖ **Respect and maintain school property.(lockers, textbooks, uniforms, etc.)**
- ❖ **Ensure that fellow students feel safe and comfortable at TZHS, and actively work to help those who are made to feel uncomfortable, endangered, or threatened in any way (physically, emotionally, etc.) by confiding in an adult who can intervene appropriately.**
- ❖ **Inform an adult in school if an incident begins outside of school and you believe it may continue in school.**
- ❖ **Accept responsibility for your actions at all times.**
- ❖ **Be truthful at all times, and encourage your friends to be truthful as well.**
- ❖ **Understand and follow all the rules set fort in this handbook, as well as those established by your teachers in their classrooms.**
- ❖ **Recognize and respect the role of all adults at TZHS in ensuring all of the above.**
- ❖ **Students are prohibited from videotaping, recording or taking pictures of classroom activities or events without permission.**

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# Student Organization (S.O.)

The Student Organization is run *by Students for Students*. Its purposes are to promote self-development, to improve human relations, to address social concerns, and to make TZHS the best that it can be.

## 2009-2010 Officers

President .....Nikitas Tampakis  
Vice President.....Salvatore Rinchiera  
Secretary.....Luke Graney  
Treasurer.....Vivian Lee

## Class of 2010 Senior Class Officers

President .....Brett Herskowitz  
Vice President..... Justin Reiter  
Secretary .....Nikitas Tampakis  
Treasurer ..... Vivian Lee

### S.O. Delegates .....

Brittany Angelini	Fani Chondris
Kiera Brady	Joseph Dimola
Kris Camiolo	Nicholas Francabandera
Stephen Choi	Krista Staropoli

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## Class of 2011 Junior Class Officers

President ..... Andrea Avecilla  
Vice President..... Kira Carlee  
Secretary ..... Alexandra Marks  
Treasurer ..... Caroline Chang

### S.O. Delegates.....

Danielle Armaniaco	Grace Gorenstein
Megan Cahill	Jacqueline McNenney
Caitlin Cummings	Kerry O'Donohue
Tobin George	Molly O'Donohue

**Class of 2012**  
**Sophomore Class Officers**

President .....Bobbie-Angela Wong  
Vice President.....Raul Madera  
Secretary ..... John Mathew  
Treasurer ..... Eric Hirsh

S.O. Delegates.....  
    Alexandra Butera                      Ike Kitman  
    Emily Dries                             John Mathew  
    Erik Herskowitz                       Neal Patel  
    Eric Hirsh                                Devona Paul



**Class of 2013**  
**Freshmen Class Officers**

President .....Zoe Ferranti  
Vice President.....Chrissie Ryan  
Secretary .....Alyssa Lam  
Treasurer.....Maeve Carley

S.O.Delegates.....  
    Juliana Castrillon                     Nilda Rivera  
    Amanda Daines                         T.B.A.  
    Zoe Ferranti                             T.B.A.  
    Jessica Risolo                           T.B.A.

# The School Day

## **Beginning at the Bus Stop**

Students who live 1½ miles from the high school are eligible for school bus transportation. Because safety is the first priority on the bus, students can enter or leave the bus only when it has come to a complete stop, and are expected to be in their seats when the bus is moving. The driver has authority on the bus and reports unacceptable behavior should it occur. Bus privileges can be suspended for negative behavior.

## **Student Parking**

On-campus parking is a privilege and it is granted to seniors and juniors in good standing or denied to those who abuse the privilege or break the rules and regulations that are set forth in this handbook. On-campus parking privileges may be revoked at any time. Student parking is limited to the designated areas. Student parking is not permitted in front of the school. Those students permitted to park on campus may park in the designated student parking areas only. To use the parking area, all students must attend a driver safety workshop provided by Tappan Zee High School and complete a Parking Permit Request form available in the assistant principals' office, Room 703.

## **Access for Students with Handicaps**

Tappan Zee High School is accessible to people with handicaps. There are specially marked parking areas.

## **Lockers (Hallway & Gym)**

Lockers are assigned to all students on the 1<sup>st</sup> day of school. Students may use only the locker that is assigned to them. Responsibility for a locker's content is solely the student's. Students may only use school issued locks, all other locks will be removed. On the last day of classes students will clean out their lockers and remove their lock.

## **What Happens in Bad Weather?**

If school has to be closed or delayed because of snow or for another emergency, an announcement will be posted on our web page at [www.SOCSD.org](http://www.SOCSD.org) and on WCBS (880 AM or 101.1 FM), WFAS (1230AM and 103.9FM), or HUD (100.7 FM). You may also register on the district web-site to receive free emergency notifications via e-mail.

## Bell Schedules

### Regular Schedule

<b>DAILY</b>	<b>BEGINS</b>	<b>ENDS</b>
Period 1	7:35	8:16
Period 2	8:20	9:01
Period 3	9:05	9:46
Period 4	9:50	10:31
Homeroom	10:31	10:35
Period 5	10:39	11:20
Period 6	11:24	12:05
Period 7	12:09	12:50
Period 8	12:54	1:35
Period 9	1:39	2:20

There is a four-minute passing time between periods. Periods 6, 7 & 8 are lunch times. Building hours for students are from 7:20 to 3:30. Students should not be in the building or on the grounds exclusive of these hours unless they are participating in a supervised activity.

### Two Hour Delay

<b>DELAYED*</b>	<b>2-HOUR DELAY</b>
Period 1	9:35 – 10:03
Period 2	10:07 – 10:35
Period 3	10:39 – 11:07
Period 4	11:11 – 11:39
Homeroom	11:39 – 11:43
Period 5	11:47 – 12:15
Period 6	12:19 – 12:47
Period 7	12:51 – 1:18
Period 8	1:22 – 1:49
Period 9	1:53 – 2:20

\*A two (2) hour delay schedule will be in effect whenever there is a **delayed School Opening**.

### **Residency and Attendance**

Our students are residents of Blauvelt, Grandview, Piermont, Orangeburg, Palisades, Sparkill and Tappan – the South Orangetown School District.

Our most basic school requirement is also the simplest. You must attend class in order to achieve a passing grade and earn credit. Because interaction between student and teacher is an integral part of education, active participation in class counts as part of your grade. In order to participate in athletic events or co-curricular activities on any school day, nine-period attendance is expected. Students who arrive at school after fourth period may not participate in after-school activities or athletic activities that day (See minimum attendance procedure for further information regarding attendance requirements).

### **If You're Late**

Attendance is taken during homeroom as well as during each class. If you are late to school, you **must** bring a note signed by your parent or guardian to the attendance office **upon your arrival**. If you are late to class, bring a pass with you from the teacher of the previous class. Each lateness in excess of 20 minutes, for any reason, counts as an absence against the minimum attendance procedure.

### **If You're Absent**

If you're sick, **upon your return to school**, bring a note from your doctor, parent or guardian saying that you have been ill. Absences for matters of conscience or for family reasons are excused if notification is received prior to the day of absence. However, these absences count towards Minimum Attendance. (please see Minimum Attendance procedure on page 34. TZHS does not permit a "senior cut day." Students involved in such an act will be regarded as truant and subject to disciplinary procedures.

### **If You Need to Leave School Early**

If you need to miss part of the school day, you must submit a written request from your parent or guardian, with the reason and the date, to the attendance office before the first scheduled class of the day on which you want to leave early. After a telephone confirmation, you will be given an early dismissal pass to give to your teacher when you are ready to leave. Again, early dismissals count toward Minimum Attendance

### **Lost and Found**

If you've lost something, check in the main office.  
If you find anything on school property that someone might have lost, please take it to the main office to be held.

### **Taking Care:**

**Of You:** If you are hurt in any way, even if it seems like a minor injury, please be sure to report to the nurse to file an accident report.

**Of your Books and Equipment:** Our residents/taxpayers pay for school property. **Please take care of it!** Students will have the opportunity to hand in school-issued books on the last day of class or after their exam. Students must keep their receipt as a confirmation that they have returned a book. We won't issue textbooks, forward transcripts, and award diplomas or distribute report cards, to anyone that has not returned books or paid overdue fines.

### **Fire Drills/Emergency Drills**

Classroom teachers provide supervision and take attendance during fire drills. Stay with your class and follow your teachers' directions. **The use of cell phones or beepers during fire drills is prohibited.**

## **Academic Requirements for Graduation**

### **Diplomas**

Students may earn a **Local, Regents or Advanced Regents Diploma**. Please see the chart for specific requirements.

While an Advanced Regents diploma is not a requirement for college entrance, it is nonetheless a desirable goal because it means a student has successfully completed more challenging courses in all academic areas. In addition, to earn an Advanced Regents diploma, a student must take and pass an additional Math and Science Regents exam with a grade of at least 65% and complete either:

- A language other than English (total 3 credits)
- Career and Technical education (5 credits), plus one credit in a language other than English.
- The Arts (5 credits), plus one credit in a language other than English.
- A commencement level course in Technology Education may be used as the third unit of credit in Science or Mathematics, but not both.

### COURSE & EXAMINATION REQUIREMENTS

COURSES	DIPLOMA		
	LOCAL	REGENTS	ADVANCED REGENTS
English	4	4	4
Social Studies	4	4	4
Mathematics	3	3	3
Science	3	3	3
Health	0.5	0.5	0.5
The Arts	1	1	1
<b>CORE CREDITS</b>	<b>15.5</b>	<b>15.5</b>	<b>15.5</b>
Language Other Than English	1	1	3
Physical Education	2	2	2
Sequence Courses/Electives	5	5	3
<b>TOTAL REQUIRED</b>	<b>23.5</b>	<b>23.5</b>	<b>23.5</b>

EXAMINATIONS	DIPLOMA		
	LOCAL	REGENTS	ADVANCED REGENTS
RE English	Yes	Yes	Yes
RE Mathematics	Yes	Yes	Yes
2 <sup>nd</sup> RE Mathematics	No	No	Yes
RE World History	Yes	Yes	Yes
RE US History & Government	Yes	Yes	Yes
RE Science	Yes	Yes	Yes
2 <sup>nd</sup> RE Science	No	No	Yes
RE Language Other Than English	No	No	Yes
<b>PASSING GRADE</b>	<b>55%</b>	<b>65%</b>	<b>65%</b>

Students who entered 9<sup>th</sup> grade in 2006 – General education students must have at least three scores at 65 or above on the five required Regents Exams and all scores at 55 or above.

Students entering 9<sup>th</sup> grade in 2007 – General education students must have at least four scores at 65 or above on the five required Regents Exams and all scores at 55 or above.

Students entering 9<sup>th</sup> grade in 2008 and beyond – General education students must pass all five required Regents exams at a score of 65 or above.

Students with disabilities can still pass the Regents Competency Tests instead of Regents Exams to earn a local diploma. This provision will continue for students entering grade 9 prior to September 2010. Students using this provision will receive a local diploma. In addition, the low-pass option of scoring between 55-64 on the required Regents Exams to earn a local diploma will continue to be available for students with disabilities.

# Planning for Life after High School

99% of the class of 2009 went on to further education after graduating from Tappan Zee High School. If you are trying to decide what to do after high school – whether to go on to college, join the armed services, or begin working full-time – your guidance counselor can give you a great deal of help in making that decision. There is a great deal of information available to you in the guidance office regarding schools, the college application process, financial aid, careers, testing, and what courses to take as you go through your high school career. Contact your counselor; read the material you're given; discuss your thoughts with your family; and ask your parent or guardian to make an appointment with your guidance counselor to discuss possibilities and procedures.

## **College Entrance Testing**

The Guidance Department says the most important factor in deciding where you can be admitted to college is your high school record; second most important is standardized testing.

## **PSAT/NMSQT**

All those letters stand for the Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test, and it's called the PSAT for short. It's usually taken in October. It is both a preview of the SAT and the means by which juniors enter the National Merit Scholarship competition. The PSAT does not effect college entrance. This year 11<sup>th</sup> graders will take the PSAT at TZHS on Wednesday, October 14<sup>th</sup>, 2009.

## **SAT I: Reasoning Tests**

The SAT Reasoning Test is usually taken in March or May of junior year, and then again in October or November of their senior year. Results give colleges an outside measure of student abilities in Critical Reading, Writing and Mathematics in comparison with college-bound students across the country.

## **SAT Subject Tests**

These are specific subject matter tests. Some colleges, a relatively small percentage, require that students take these exams in order to apply. These schools tend to be those that are most selective, i.e. Ivy League and Ivy League caliber. For descriptive materials, sample tests and other information, please see your counselor. Scores earned on SAT exams are reflected on student transcripts.

## **PLAN Test**

PLAN is a "pre-ACT" test that will provide an estimated ACT score. It does not effect college entrance. This year all sophomores will take the PLAN at Tappan Zee on Wednesday, October 14<sup>th</sup>, 2009.

**ACT Test**

ACT, formerly known as the American College Test, is a college entrance exam and an alternative to the SAT Reasoning Test. It assesses high school students' general educational development and their ability to complete college level work. It is usually taken in April or June of junior year and again in October of senior year. It includes an optional writing test.

## Grades

Grades are given quarterly. They represent the previous 10 weeks' work. Important parts of your grade are class participation, completion of daily assignments, unit tests, quiz marks, class work, projects, and final or Regents exam grades. All courses conclude with a final assessment. Students who miss a class quiz or project because of a legal absence should arrange to make up the missed work within two days of their return to school. Missed work as a result of illegal absences will result in a grade of zero.

**Final Averages for Semester Courses**

Final exams count for 16% of one's final grade with the remainder of the grade being divided equally between both semesters.

**Full-Year Courses**

The final exam or Regents counts as 16% of the final grade, with the remainder divided equally between all four quarters. You must earn a grade of at least 65% to pass each course. Check with individual teachers for more detailed information about grading in each class.

**High Academic Achievement**

TZHS is proud of the academic achievement of its students. Outstanding accomplishments are celebrated with a display in the main hallway showcase. The four areas of academic achievement are based on a student having no failures and the following grade point averages. All grades are unweighted.

- Exceptional Honors*: 94.5 -100%
- High Honors*: 89.5 -94.49%
- Honor Roll*: 84.5 -89.49%
- 90s Club*: A grade of 90% in at least one course.

# Academic Integrity

It is expected that all members of the Tappan Zee High School community will act in an honest and ethical manner, displaying academic integrity at all times, and refraining from committing Academic Fraud.

## Academic Fraud

### Plagiarism

What is plagiarism? The American Heritage Dictionary defines plagiarism as taking the words or ideas of someone else and passing them off as your own. This is a form of academic fraud. When you do not give credit to others by indicating the source of the ideas or work using a proper citation, you are being dishonest and cheating, and may be violating the legal rights of other people. When we think of plagiarism, we tend to think of copying compositions or papers. However, plagiarism also includes using, referring to, or copying parts or all of “others” work into your own assignment without crediting the source. **Remember that if you didn’t think it up or create it, you have to cite where you got it!!**

You are plagiarizing if you:

- copy and paste from the Internet or any other source without citing the source. This can include, among other things, text, music, drawings/pictures, video clips, maps, ideas, PowerPoints, tables/charts/figures, and interviews from any source including books, magazines, newspapers, movies, web pages, letters, advertisements, TV programs, blogs, other people, or any other medium or source.
- copy and then edit someone else’s sentence by reordering the words in the sentence or by using synonyms to express the other person’s ideas/words. This is not paraphrasing. You are allowed to paraphrase (put something into your own words) as long as you cite the source.
- copy or take from another person’s homework or assignment, either in part or in its entirety.
- copy someone else’s ideas without crediting the source (this includes copying from SparkNotes, Cliffs Notes, or other study guides)
- submit papers written by others (this includes siblings, friends, etc., with or without their knowledge)
- submit the same paper for more than one class
- download entire or parts of research or term papers from the Internet

All work or ideas taken from other sources, even if you paraphrase the words, must be properly cited in accordance with your teacher’s requirements. **If you are not sure how to do this, it is your responsibility to ask your teacher to explain how he/she wants work cited.** The school librarian can also assist you with this.

### **Other Examples of Academic Fraud**

You are committing academic fraud if you:

- copy from other people's papers during exams
- use cheat sheets or other written resources
- use electronic equipment, including graphing calculators, cell phones, iPods, MP3 players, recorders, devices, copy of **unauthorized** information, etc., to obtain, store, transmit or copy information or material to assist you or another person during a quiz, test, exam, or any other assessment
- allow others to copy your work, give others answers to use as theirs, get answers from a tutor, sibling, family member, etc. on a graded essay or assignment.

### **Consequences for academic fraud on first offense may include:**

- A grade of "0" on the assignment or exam
- Sitting for the "How **NOT** to Plagiarize Workshop" to be arranged with the librarian
- Community service

### **In addition to the above, repeat offenders of academic fraud face:**

- Saturday detention, ISS or OSS
- Retaking the "How NOT to Plagiarize Workshop"

Incidents of Academic Fraud (cheating, plagiarism, etc.) may also result in restrictions from participation in extra-curricular activities and organizations.

### EXTRA HELP

If you need extra help in reading, writing, math, science or social studies, see your counselor. Tutoring is available in all subjects.

### Report Cards & Progress Reports

There are four 10-week marking periods. Progress reports are mailed home halfway through each marking period. All students who have a failing grade from the previous marking period will receive a report. In addition, teachers will send reports home for students who merit comment. Report cards are mailed home about a week to 10 days after the close of each marking period.

Marking Period	Starts	5 <sup>th</sup> Week Progress Rpt	Progress Rpt Mailed Home	Ends	Report Cards Mailed Home
1	09/08/09	10/09/09	10/16/09	11/13/09	11/20/09
2	11/16/09	12/16/09	12/22/09	01/22/10	2/5/10
3	02/01/10	03/05/10	03/12/10	04/16/10	4/23/10
4	04/19/10	05/14/10	05/21/10	06/14/10	7/2/10

### Earning College Credit Now

There are two ways to earn college credit as a TZHS student.

1. We offer Advance Placement (AP) courses as part of a national program sponsored by the College Board. Depending on your score on the AP exam, you may earn varying amounts of college credit. This is determined by the individual college. There is a fee to take the AP exam.
2. Some of the courses we offer have been certified by St. Thomas Aquinas and SUNY New Paltz as being of college level. For a fee to the college, you may earn credit in this way. Your guidance counselor can give you information about these options.

### Schedule Changes

It's difficult to change your schedule, but it can be done. Discuss any changes you're thinking about with your parents, teachers and counselor. Until you have met with your guidance counselor and been told otherwise, be sure to follow your schedule as it is. Students may not drop first semester courses after October 2, 2009 or second semester courses after March 12, 2010, without completing the *Request for Consideration of a Change in Schedule* form. All parties must agree to the change, with final approval granted by the principal. Use of the form during the two grace periods is at the discretion of the guidance counselor. If a course is dropped during the grace period, no record of it will appear on the student's transcript. After the grace period, a grade of Drop-Pass, or Drop-Fail will be reflected on the student's transcript. **No full year courses may be dropped after the second quarter.**

### **Your School Records**

There is a permanent transcript and folder for every student. Your record file includes the results of any testing since you entered the South Orangetown Schools, as well as from any previous school system you have attended. The nurse also maintains a health record. Legally, if you are under 18 years of age, you need permission from your parent or guardian to review your own records. The only other people allowed to view the records are your parents or guardian. For more information, see your guidance counselor.

No part of a student's record may be divulged to any person, organization, or agency in any manner not covered by these or subsequent regulations unless:

- 1) There is a written consent by the parent, legal guardian, or a legally authorized surrogate parent acting as a parent of a student in the absence of a parent or guardian. Unless there is a state law or court order governing such matters as divorce, separation or custody, or a legally binding instrument which provides to the contrary, the supervisor may presume a parent has the authority to exercise the rights inherent in FERPA.
- 2) There is a valid court order or lawfully issued subpoena requesting such information. In such cases, the director shall notify the parent immediately in writing of the information which has been subpoenaed or which is the subject of the court order.

## **Learning/Research Centers**

### **The Learning Center**

Students are provided a unique opportunity when they are enrolled in this program. They receive the encouragement and assistance of a teacher in a small group setting to help them maximize their ability to complete assignments on a timely basis and prepare for successful results in testing situations. Students are either enrolled in the program for a specific period on a cycle day schedule (example period 5, 1-3-5) or students use the Learning Center as a support system when needed.

Students have the option of asking for specific assistance on a given assignment or of receiving help in preparing for upcoming tests or planning a strategy for approaching a project. The program is designed to assist students with courses they are currently taking and to help them achieve successful results.

### **The Library Media Center**

The library is open most days from 7:15 am to 3:30 pm Monday through Thursday and from 7:15 to 3:00 pm on Friday. Our library is fully automated. Our catalog is OPAC (online public access catalog) and can be accessed from any of the computers in the school. OPAC is in the Follett folder under Instructional Applications. The library has its own web page that can be accessed from the district home page or directly at [www.socsd.org/tzh/library/](http://www.socsd.org/tzh/library/). From the web page students can access numerous databases for research that can be used in school and at home using the login and passwords provided.

- Students must have work to do or sit quietly and read while in the library.
- Food and beverages are not permitted in the library (including water, candy, and gum).
- Students wishing to use one of the library's 26 computer workstations must sign it out prior to use, following the required procedure. Any problems with the computers should be reported to the library staff immediately.
- Violations of any of the posted library rules will result in the loss of library privileges.

### **Computers and other Technology**

The district is very pleased to inform you that it has the ability to enhance your education through the use of our school network, which offers vast and unique resources. In addition to the library, computers are available for your use in our computer labs. The District's goal in providing this service is to support teaching and learning, and to promote educational excellence by facilitating responsible resource sharing, innovation and communication and Internet access to thousands of databases, libraries and services. Over your four years at Tappan Zee, videoconferencing opportunities will also be made available to you.

Please review the *Acceptable Use Policy* and remember that, access to the Internet and the school computer network is a privilege, not a right.

### **Computer Use Policy**

**BE SAFE** – Passwords are secret. Don't share your password or use anyone else's password. It's like stealing a key and is an invasion of privacy. Never reveal personal information including your or another's personal address and telephone number. Never transmit credit card information.

**BE YOURSELF** – Never use anyone else's name or account. Do not post anonymous messages.

**BE HONEST** – Observe copyright laws. Be certain to cite sources properly. Do not transfer any commercial software onto school computers.

**BE POLITE** – Do not insult or lie about anyone or use offensive language, not even in private messages to friends. This includes materials created off-school and accessed at school. Do not send or access pornographic materials or files containing racial, ethnic or minority slurs. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited.

**BE FAIR** – Use the Internet, which includes email and IM for schoolwork only. Do not use for commercial purposes or political lobbying (excluding student government).

**BE CONSIDERATE** – Do not waste time on-line.

**BE CAREFUL** – Do not download or transmit any file with a computer virus. Do not violate federal, state, or local laws.

**BE ALERT** – Report any security problems, violations or abuses to your teacher.

**BE RESPONSIBLE** – Users shall not intentionally seek information about, obtain copies of, or modify files, other data, or passwords belonging to other users. Hardware or software shall not be destroyed, damaged, modified or abused in any way. Users are not allowed to install software from any source without permission from a system administrator.

#### **Conditions of Usage - Your Pledge**

- Electronic material that I transmit or store is not private. The District reserves the right to monitor, edit or remove any material I store on the system.
- The SOCSO does not guarantee the Network will provide all the information I may need, or that the Network will be error free or uninterrupted. Certain web sites may be blocked by the District's Internet filter. Any violation of the regulations may constitute a criminal offense.
- Should I commit any violation, my access privileges may be suspended or revoked and disciplinary action will be taken.

#### **\*A Technical Note**

The software used at TZHS is protected by copyright and may not be copied or reproduced in any manner unless legal permission is obtained.

## **Illness**

Judy Flagg, R.N. is Tappan Zee's nurse, and her office is near the main entrance. If you are not feeling well or you are upset for any reason and need help, ask your classroom teacher for a pass to the nurse's office. If you need to go home, the nurse will contact your parent or guardian.

## **School Psychologist**

If you want to share your concerns about yourself, your family or your life in school with another person who is trained to listen and help, there are two school psychologists available at TZHS. Dr. Kathy Kearney and Dr. Edward Honcharski have their offices within the guidance office. You can make an appointment through your counselor or you can just stop in and visit. Anything you say that is not life threatening is considered confidential and will not be repeated.

## **School Resource Officer**

The Orangetown Police Department assigns a Police Officer to Tappan Zee High School for the duration of the school year. Although employed by the Police Department, the SRO is a member of the school's staff. The SRO's responsibilities are largely geared toward keeping the school a safe environment for all. The SRO does not enforce "school rules", nor does he/she mete out school discipline.

The SRO becomes involved in school-based incidents and on-going conditions (such as hazing, bullying and harassment) to keep them from rising to a criminal level, often by facilitating various types of mediation. The SRO works closely with SOCASA, the Town Substance Abuse Committee, Rockland County STOP-DWI and the Rockland County Youth Bureau to help curb substance abuse. When appropriate and legal, the SRO facilitates the sharing of information between the school and the Police Department. An issue comes to the attention of the SRO in a number of ways: students may approach the SRO individually, a matter may be referred to the SRO by school administration, parents may request the SRO's assistance, persons outside the school may request the SRO's assistance with a school-related matter, or the Police Department may have the SRO follow up on an issue involving students.

## Field Trips

Signed permission slips from your parent or guardian are required for field trips. There are no refunds for missed trips.

## Summer School

Summer school is comparatively brief and is for repeating subjects rather than for taking new ones. For this reason, to be eligible to repeat a course in summer school, your total absences in any class you wish to take must be no more than 18 for a semester or a half-credit course, or no more than 36 for a full year of a full-credit course. Additional absences would mean you haven't covered enough basic material to successfully repeat the class.

## Diploma and Graduation

Upon completion of all graduation requirements, you earn a high school diploma, which is customarily conferred at the graduation ceremony. Unlike the high school diploma, which is your right, participation in the graduation ceremony is a privilege given by the school to students in good standing. **You may be excluded from the graduation ceremony for disciplinary reasons.**

Tappan Zee High School students look forward to participation in the commencement ceremony, which is the culmination of their high school years, and has always been an important and memorable event. Students participating in the graduation ceremony must, in addition to other dress requirements delineated in a letter sent home to Seniors and their parents, wear the traditional cap and gown. They are also required to participate in the graduation practice which takes place on the day of graduation, and remain at school from the beginning of this practice to the end of the actual Commencement Ceremony.

# After School

## Co-Curricular Activities

TZHS offers a wide range of after-school activities for students. Consider becoming part of some of them:

- |                         |                                |
|-------------------------|--------------------------------|
| ❖ Academic League       | ❖ Math Team                    |
| ❖ Art Service Club      | ❖ Model U.N.                   |
| ❖ Arts and Crafts Club  | ❖ Mu Alpha Theta               |
| ❖ Chamber Orchestra     | ❖ Multi-Cultural Club          |
| ❖ Chinese Language Club | ❖ National Honor Society       |
| ❖ DECA                  | ❖ Peer Leadership              |
| ❖ Discussion Club       | ❖ Peer Mediation               |
| ❖ Drama Club            | ❖ Pep/Marching Band            |
| ❖ English Honor Society | ❖ Reality Check                |
| ❖ Fall Play             | ❖ SADD                         |
| ❖ French Club           | ❖ Science Honor Society        |
| ❖ Gay-Straight Alliance | ❖ Science Olympiad             |
| ❖ Handbell Choir        | ❖ Spanish Club                 |
| ❖ History Honor Society | ❖ Spanish Honor Society        |
| ❖ Interact Club         | ❖ Spring Musical               |
| ❖ Italian Club          | ❖ Student Organization         |
| ❖ Italian Honor Society | ❖ Tapress                      |
| ❖ Jazz Ensemble         | ❖ Tones                        |
| ❖ Leo Club              | ❖ Yearbook                     |
| ❖ Lighting Service Club | ❖ And all after-school sports! |

## National Honor Society

Academic achievement, character, leadership and service: These are the criteria for selection to the National Honor Society. Honor Society members take an active part in school and community activities, and represent TZHS through these efforts. Students are eligible for consideration for membership after their sophomore year. Each student who qualifies academically will be sent an application packet during the first quarter of his or her Junior year.

## Athletics

Tappan Zee High School offers an extensive athletic program, which meets the needs of both male and female students. The school year is divided into three separate sport seasons:

- In the Fall season, your choices are cheerleading, Varsity boys and girls cross country, boys Varsity and JV football, boys and girls Varsity and JV soccer, Varsity and JV girls swimming and Diving, Varsity and JV girls tennis, and Varsity and JV volleyball.

- Winter sports include Varsity, JV and Freshman boys' basketball, Varsity and JV girls' basketball, cheerleading, Varsity and JV boys swimming, Varsity and JV winter track, Varsity boys bowling, Varsity girls bowling, Varsity ice hockey, and Varsity and JV wrestling.

- Spring sports include Freshman, Varsity and JV baseball, Varsity golf, Varsity and JV boys' tennis, Varsity and JV boys' and girls' track and field, Varsity and JV girls' softball, Varsity and JV boys' lacrosse, Varsity and JV girls' lacrosse.

The South Orangetown Central School District Athletic Program is part of the N.Y.S. Public School Athletic Association and must abide by all state rules and regulations governing athletic competitions.

**NOTE:** In order to participate in athletic events or co-curricular activities on any school day, nine-period attendance is expected. Students who arrive at school after fourth period may not participate in athletics that day.

### **Do You Need a Job?**

The Job Bank in the Guidance office can help you find paid part-time and summer work. The Job Bank is supported by local business and professional people.

### **Working Papers**

Students between the ages of 14 and 18 need working papers to hold an after-school job. Applications are available in the guidance office; they need to be signed by a parent or guardian. A necessary part of the application is a physical examination, which can be done by a designated school physician without any charge. You also have the option of using your own doctor.

*This section seeks to provide a clear understanding among the TZ community of its mutual rights and responsibilities, and, that concurrent with those rights, there exist responsibilities which must be respected to prevent infringement of the rights of others. This handbook is meant to spell out the kind of behavior expected of our students here at Tappan Zee High School, rather than to list every offense and consequence to every action committed by a student.*

## **Student Rights & Responsibilities**

### **You Have the Right...**

- To address the Board of Education on the same terms as any other resident of the district.
- To take part in all district activities on an equal basis regardless of race, gender, sexual orientation or national origin.
- In all disciplinary concerns you have the opportunity to present your version of the facts and the circumstances and to be suspended from instruction only after your rights, pursuant to Education Law, have been observed.
- Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act and this policy:
  - >To inspect and review your education record.
  - >To exercise a limited control over other people's access to your educational record.
  - >To seek to correct your education record and to a hearing, if necessary.
  - >To report violations of the Family Educational Rights and Privacy Act (FERPA) to the U.S. Department of Education.
  - >To be informed about FERPA rights.
- All rights and protections given parents under the FERPA and under this policy transfer to the student when he or she reaches age 18 or enrolls in a post-secondary school.

### **You Are Responsible For...**

- Working to the best of your ability and attending class regularly and on time.
- Conducting yourself in an appropriate manner in school, as well as when you participate in or attend school-sponsored events.
- Contributing to an environment conducive to learning.
- Showing respect to other people and to property.
- Reporting fairly and truthfully, the circumstances of school-related issues.
- Being familiar with and abiding by all rules of conduct.

### **Code of Conduct**

The disciplinary code affects students at all school and community events. Students should refer to the complete District Code of Conduct which includes provisions defining student dress, language and behavior, a listing of the essential partners, student rights and responsibilities, specifics on prohibited student conduct, definitions, and information regarding penalties and procedures. A copy of the complete District Code of Conduct is available to all students and parents upon request or on the District Website at [www.socsd.org](http://www.socsd.org).

## Rules You Should Know

**Dress - What to Wear:** The New York State Department of Education's ruling on dress codes is that you may wear whatever clothing you choose except when it distracts others from learning or threatens the health or safety of others. A student's dress, grooming and appearance, including hair style/color, jewelry, make-up, and nails shall be modest and:

- ❖ Not include items that are vulgar, obscene, and libelous or denigrate others because of race, color, religion, creed, national origin, gender, sexual orientation, or disability.
- ❖ Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities,

Also remember that:

- ❖ **Shirts and tops** should fully cover the student's body to the belt level. **Shorts and pants** should not hang down. Underwear should be completely covered with outer clothing. **Skirts** should be worn at an appropriate length. (See through clothing, plunging necklines, bared waistlines, or clothing which exposes to sight the private parts of the body.)

The administration is authorized to take action in instances where individual dress does not meet the stated requirements. (Students may be asked to change and parents may be asked to bring an appropriate change of clothing to school.)

•**Eating:** You may eat in the cafeteria or the courtyard; - **no food anyplace else, please.** Be sure to clean up after yourself when you've finished, wherever you are! No food is to be ordered and delivered from outside the building.

•**Courtyard:** The courtyard is a "common area" so please respect other people's rights while there. Activities that damage property, inconvenience or endanger others are not permitted.

•**Hallways:** please move through the halls without distracting teachers, classes or other students. At the late bell, anyone who isn't scheduled for a class must be in any of the following areas: classroom, cafeteria, library, career center, computer lab, guidance office or courtyard. If you're in the hall after the second bell has rung, you **must** have a pass. Not allowed: running, playing, loitering, littering, use of profanity, eating or drinking in the hallways. In addition, you may not have cell phones, Ipods, or handheld game devices.

•**No Smoking:** TZ is a smoke-free school. There is no smoking anywhere on campus, inside or out.

• **Rest Rooms:** Please help keep the rest rooms clean and free of smoke!

# Rules and Regulations

## Some Board of Education Regulations

Our goal as a school system is to provide a supportive and safe Environment for all that study, work or visit in our schools. Through respect and responsibility for ourselves and for others, we expect that South Orangetown will continue to be recognized for exemplary programs and for caring about each individual. It is with these goals in mind that the Board of Education has adopted the rules and regulations listed below. The following are prohibited on school property, school buses, or in connection with school activities:

- Gambling and/or gambling paraphernalia (e.g. dice, cards, etc.)\*
- Jewelry with sharp points or edges\*
- Theft or extortion\*
- Assault or fighting\*, or instigating, encouraging or supporting an assault or fight
- Damaging school or personal property\*
- Bullying, repeatedly insulting, intimidating or harassing others\* (Board Policy #7551 & 7552).
- Using threats, curses or insults to race or religion\*
- Possessing any dangerous weapon, such as knives, guns, fireworks, clubs, chains, or any other article likely to be used to hurt others\*
- Disrupting any class or school activity\*
- False alarms or bomb threats\*
- Interfering with the lawful activities of others\*
- Possessing, selling, or using alcohol, or any illegal drug\*
- Violating the rules of the district or the school dealing with smoking, class attendance, public displays of affection, appropriate dress, and the use of motor vehicles on school property\*
- Defying appropriate school authority\*
- Smoking\*
- Tobacco Products\*
- Lighters/Matches\*
- Cutting\*
- Possession/Use of Cell Phones, Ipods, handheld game devices or other electronic equipment\*.
- Soliciting others to do any of the above\*

*\*Also see pages 28-31 regarding consequences for violation of these rules.*

## Disciplinary Procedures

- In most cases, teachers will be responsible for student discipline through their own effective classroom management. They will refer to the administration any student who commits a serious breach of school regulations, or who is a continuing control problem. Non-certified personnel will refer students to certified personnel for disciplinary action.
- Parental involvement will be requested, whenever possible, in the early stages of any problem handled by an administrator. The guidance department and school psychologists will be asked to work with students having control problems on a follow-up basis.
- When possible, discipline will be applied in the area where the violation occurred, for example, violation of bus regulations may result in curtailment of bus privileges. Each case of a violation of district or school rules will be reviewed individually, and appropriate and reasonable penalties will be determined by the administrative staff.

- Co-curricular clubs and athletic teams fall under the auspices of the student handbook. Any reports of school misconduct that result in school consequences may result in co-curricular and/or athletic consequences as well. Any misconduct that takes place in co-curricular activities or athletics may result in a school consequence in addition to any co-curricular consequence that is assigned.
- Participation in the graduation ceremony is a privilege and can be jeopardized based on a student's discipline record. Additionally, participation in the graduation ceremony is restricted to students who have satisfied all graduation requirements.
- We have the right to search lockers and cars parked on school property if deemed necessary.

### **Detention/In-School Suspension**

After school and Saturday morning detention will not be scheduled for any student based on convenience. The student's responsibility to serve detention overrides other responsibilities, including work, athletics and co-curricular activities. The following violations qualify for detention or in-school suspension:

- Cheating/Plagiarism (on tests, homework, research, etc.)
- Presence in unauthorized areas (300's stairway, North Lot, auditorium, locker rooms with no teacher present, etc.)
- Leaving school grounds illegally during scheduled classes
- Trespassing on property or surrounding school grounds
- Reckless driving on school property
- Driving an underclass student off school grounds
- Parking in an unauthorized area
- Bullying, repeatedly insulting, harassing or intimidating others
- Use or possession of a laser pointer
- False oral or written statements
- Use or possession of an, Ipod, cell phone, electronic game devices, etc.  
These must be turned off and out of sight during the school day, as well as during Mid-Terms, Finals and Regents exams. (Parents may be asked to pick up cell phones or other electronic devices, after repeated disregard for policy)
- Insubordination
- Rude and disrespectful behavior
- Endangering others
- Forgery
- Possessing mace, pepper spray, fireworks or incendiary devices
- Inappropriate use of computers
- Using offensive language
- Cutting
- Truancy
- Failure to serve after-school detention
- Tobacco products, lighters, matches
- Gambling and/or gambling paraphernalia (e.g. dice, cards, etc.)
- No playing cards or dice
- Threatening others
- Ordering and having food delivered to school
- Skateboarding or Rollerblading on school premises

Students who act inappropriately at school assemblies will be removed and may receive additional consequences. \*A parent will be asked to pick up electronic devices for children who repeatedly disregard our policy.

### **Out-of-School Suspension**

Students will be suspended as follows for any of the violations listed below. Any action not specifically mentioned that might interfere with or endanger the personal or educational rights or welfare of others, or of the student, will also be reviewed and appropriate penalties will be determined by the administrative staff.

Listed are the recommended penalties; in addition to these, service to the school and the community may be assigned at the discretion of the administration.

#### **Suspension for one year and reported to the appropriate authorities for possible further action:**

- Possession or use of a firearm (refer to page 41-42).

#### **Suspension for 3-5 days and reported to the appropriate authorities for possible further action: A Superintendent's hearing may also be requested.**

- Initiating a bomb threat or false alarm.
- Selling, supplying, being under the influence of, using or possessing alcohol, illegal drugs, drug paraphernalia or prescription drugs.

#### **Suspension for 2-5 days and reported to the appropriate authorities for possible further action:**

- Illegal possession of school keys or property.
- Vandalism or graffiti.
- Fighting
- Possession or use of a knife or weapon (non-firearm).
- Bullying, repeatedly insulting, or intimidating or harassing others.
- Destroying school records.
- Possession of fireworks or incendiary devices.
- Hazing (See page 32-33).
- Hate crimes/discriminatory behavior.

#### **Suspension for 1-5 days and reported to the appropriate authorities for possible further action:**

- Use of mace, pepper spray or any other harmful substance directed toward a staff member or student.
- Theft or extortion.
- Use of offensive language directed toward a staff member.
- Computer misuse/tampering.
- Gambling and/or gambling paraphernalia (e.g. dice, cards, etc.)
- Threatening others.
- Continuous Insubordination.
- Instigating, inciting, encouraging or promoting an assault or fight.

### **Enforcement of Rules & Regulations**

The principal is responsible for deciding if a rule has been broken. Students who break rules may be suspended for up to five days and/or referred to the Superintendent of Schools. A hearing before the Superintendent may result in penalties up to and including suspension from school. Hearings before the Superintendent are closed to the general public and all records of them are kept confidential. At Superintendent's hearings, persons charged for violating the rules described on the preceding page may be represented by an attorney, may be accompanied by a parent or others, and have the right to present witnesses and other evidence and to cross examine witnesses who testify against them. Administrators, faculty, staff or visitors who break any of the aforementioned rules may be disciplined under the appropriate Education Law or Civil Service Law or in appropriate criminal or civil proceedings.

### **Alternatives**

#### **Student Court**

The Student Court is a voluntary alternative to suspension or detention. The Court hears actual cases. It gives the student a chance to defend him/herself. The student has a legal representative from the Court; the jury is made up of peers. If the Student Court verdict is Not Guilty, the student is cleared of the charges. If the verdict is Guilty, the court determines alternative service, usually for school or community. This is equivalent in terms of time to the time that would be imposed in the traditional disciplinary process.

#### **Peer Mediation**

The Peer Mediation Program at TZHS is a program whereby students have been trained under faculty supervision in the areas of conflict resolution, effective communication and techniques of successful negotiation, to help other students resolve a wide variety of interpersonal disputes. Students who are involved in disputes may refer themselves for Peer Mediation, or may be referred by a faculty member or administrator. The Peer Mediation Program is designed to allow students to voluntarily work out compromises to disagreements before they escalate.

***Note: This booklet contains only a summary and it is not intended to replace the complete official Rules and Regulations of the Board of Education.***

## **TZHS - A Safe, Comfortable Place**

Let's all work to maintain a safe, comfortable environment in which to learn at TZHS.  
Help prevent Bullying and Hazing!

### **What is Bullying?**

Bullying is defined as a negative act, or series of negative acts, whether physical, verbal or psychological, by one student or a group of students, directed at one or more students, that cause the latter to feel uncomfortable or threatened. In the district's effort to maintain a safe and supportive learning, social and educational environment that is free from harassment, intimidation, and/or bullying committed by students against other students on account of race, color, creed, ethnicity, natural origin, citizenship/immigration status, religion, gender, gender identity, gender expression, sexual orientation or disability. Such bias-based harassment, intimidation and/or bullying in all its forms is prohibited. Examples of the various forms of bullying are:

- Physical : hitting, kicking, spitting, pushing, taking personal belongings, etc.
- Verbal : taunting, malicious, teasing, name calling, making threats, on-line postings, etc.
- Psychological : spreading rumors, manipulating social relationships, engaging in social exclusion, extortion, intimidation, etc.

District policy also "recognizes and prohibits "internet bullying", also referred to as "cyber-bullying", including the use of instant messaging, e-mail, web sites, chat rooms, and text messaging, when such use interferes with the operation of the school or infringes upon the general health, safety, and welfare of District students or employees.

Any student who believes that he/she is being bullied, or any student or other individual who has knowledge or witnesses bullying of a student, must inform a staff member or administrator." (Board Policy 7551)

### **What is Hazing?**

"Hazing is defined as any behavior exhibited by students or other persons towards students arising in the context of so-called initiation rites for new club or team members, or students new to a school or the district, or activities of a similar nature, whose intent or affect is to degrade, demean, humiliate, place at risk of physical or emotional harm, cause physical or emotional harm, or place at risk of punishment by school or civil authorities.

Examples of hazing include, but are not limited to, the following:

- Any type of physical activity such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
- Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, rigorous calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

- Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquor, or substance that subjects the students to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school or in the club, team or activity involved.
- Any activity that causes or requires the student to perform a task that involves violation of state or federal law or regulation, or of the school district's policies or regulations.

# Minimum Attendance Procedure

In order to receive credit for a course at TZHS, students must register an overall grade point average (including a final exam or assessment) of 65% or higher. In addition, students may not miss more than the number of class meetings (periods) for any class as outlined below.

<u>COURSE</u>	<u>ABSENCES</u>
1 Credit Course	20
½ Credit Course	10
Physical Education	06

Absences such as illness, lateness in excess of 20 minutes, class cuts, early dismissal, truancy, etc. all count towards the maximum absence allowed. Additionally, consequences will be assigned as outlined in the Student Handbook for class cuts, truancy and lates. Absences such as music lesson, office visit, field trips, taking AP exams, and other school related absences, will not be counted. Students are responsible for making up all work missed regardless of the reason they were absent.

### **Extended Illness**

During the first week of an extended illness a parent or guardian must contact the school. In this event, a doctor's note must be submitted to the school detailing the nature of the illness as well as the potential length of absence. Students who anticipate an absence of two or more consecutive weeks will be provided a home tutor for all appropriate courses. Days spent with a home tutor will not be counted as absences.

### **Notification of Class Absences**

Students and their parents or guardians will be informed of class absences at various intervals as noted below:

	Full year Course	1/2 Credit Course	1/4 Credit Course	Physical Education
1 <sup>st</sup> Warning	8	4	3	3
2 <sup>nd</sup> Warning	14	7	5	5
Final letter	21	11	7	7

### **Appeals**

If a student is absent for more than the allowable number of class meetings due to an extenuating circumstance, or if there is a disagreement in the number of absences, he/she can make an application to the appeals Committee. **Appeals must be requested within 10 school days from the date of the Final letter.** The Appeal Committee will be comprised of several teachers and administrators. This committee will make a recommendation to the Principal for a final decision.

## **OPEN-CAMPUS PRIVILEGES**

South Orangetown is responsible for providing a school environment in which students can become successful and productive members of their communities. Students can make the most of their high school years by taking advantage of all the educational and social activities offered by TZHS. This happens best when students are “full-time” students, taking advantage of all opportunities to enhance their education by getting advice from guidance counselors, getting help filling out college applications, doing in-depth learning and inquiry, and getting extra help from teachers when that is needed. Our commitment to higher expectations for every one of our students is reflected in our open campus policy.

### **Senior Open-Campus Policy**

Seniors are permitted to leave school grounds during their open period 6,7 or 8, if they:

- Carry a minimum of six courses plus gym
- Meet academic requirements of at least an 80% average
- Meet attendance eligibility requirements
- Meet appropriate behavior standards in and out of the classroom

\*The principal has the authority to make individual exceptions

\*Policy begins after the first two weeks of school.

\*If at any time during the school year any of the aforementioned criteria are not met, the open campus privilege may be revoked.

### **Junior Open-Period Policy**

Juniors are not assigned study halls and are permitted to go to the library, computer lab, or cafeteria during an open period if they:

- Carry a minimum of six courses plus gym
- Meet academic requirements of at least an 85% average for the first semester
- Carry zero cuts for the first semester
- Meet appropriate behavior standards in and out of the classroom.

\*The principal has the authority to make individual exceptions.

\*Policy begins second semester

\*If at any time during the second semester any of the aforementioned criteria are not met, the privilege will be revoked and students will be assigned to a study hall.

### **Penalties for Cutting Classes**

- Students more than 5 minutes late to class without a pass are considered cutting.  
Students are given a failing grade for that day's work.
- The first unauthorized absence is followed by a contact with parents by a teacher or the attendance office.
- The same procedure follows a second and/or third cut.
- If there are additional cuts, the students can lose privileges and will be assigned consequences by a teacher and/or an administrator.

### **Lateness Policy**

- A warning bell of three broken tones will sound one minute before each class.
- Students who arrive to class late and unexcused less than 5 minutes after the start of class will be marked tardy. Consequences will be assigned to students who have been late more than three times in a given week.
- Students late in excess of 20 minutes for any reason will be marked absent.
- Repeated lateness to a particular class will result in a teacher assigned detention.

# Physical Education

Unless you are medically excused, you must take physical education every semester. Over the four years of high school, you'll need eight semesters of physical education in order to meet New York State requirements for graduation. Failures must be made up. Students who are medically excused are given programs designed for their abilities. If physical participation is not possible, individual written assignments are given.

Students can be excused from class for a maximum of two days if they have a note from a parent or guardian or from the school. For more than two classes, a note from your doctor must be submitted within a week.

Students who attend class but do not have clothes which are safe and adequate for the activity will be marked as unprepared. Additionally, students will receive numeric grades for Physical Education classes.

If you miss a Physical Education class:

- All students are responsible to attend and participate in at least 80%of their classes for the quarter. This includes illegal absences (cuts), excused absences, unprepared classes, music lessons, field trips, excused lateness, a guidance appointment, and missing a class because of an extended time to take or finish a test. In a grading quarter there are approximately 21 classes.

Each student is required to be in attendance and participate in 17 of those classes.

- If the before mentioned criteria is NOT met the following procedure will take place:

- 1.Students will not be allowed to make a class up by going into other Physical Education classes.

- 2.Students will be responsible to make up classes in the last two weeks of each quarter during designated office hours. There will be a sign up sheet for each day of make-ups.

- 3.Make-up Classes will consist of a fitness conditioning element of 15 minutes.

# Eligibility Policies and Procedures

Participation in after-school activities is a privilege and carries with it certain responsibilities. **PLEASE NOTE:** Student athletes are to refer to the athletic handbook for further information regarding athletic eligibility rules and participation in the athletic program.

**Academics**

If you are failing two courses by the middle of the marking period, you will automatically be placed on a five week probation; faculty advisors, parent or guardian, guidance counselor and teachers will be notified of this by the assistant principal's office. If you do not make sufficient academic progress during the probationary period, you will be considered ineligible for participation in after-school club activities. If you have failed one course at the end of the marking period, you will be placed on probation and your progress closely monitored by the advisor and the eligibility team. If you have failed two or more courses by the end of the marking period, you will automatically be ineligible.

Any student declared ineligible will continue to be so for at least two weeks. With improvement, as approved by the teacher, the student will then be on probation and may participate in after-school club activities again. The ineligibility period can be extended if there has been no noticeable improvement.

Any student who has failed two courses for the school year, as decided by the final grade, will be ineligible for participation in the first quarter of the next year unless he or she attends summer school and is no longer failing more than one course.

**Attendance**

Any student who cuts two classes in any one quarter will be placed on probation. Any student who cuts five classes in any one quarter will be ineligible to participate in after-school activities for two weeks. Any student who continues to cut will be ineligible for the remainder of the quarter.

**Citizenship**

Any student who is suspended from school (either in or out of school) for a full day, or any reason, will be unable to participate in any after-school activity on that day.

Any student suspended from classes for a full day twice in one quarter for two separate incidents will automatically be ineligible to participate in after-school activities for two weeks.

Any student who is ineligible because of suspensions may not join any other activity until approval has been received from the Eligibility Committee.

**Behavior**

When you participate in after-school activities, you represent the students of Tappan Zee High School. We hope you share our pride in our school and will represent us in that spirit.

**Eligibility Policy**

A copy of the eligibility policy is distributed to all students who are participating in the co-curricular activities that it covers. The policy must be signed by the student and a parent or guardian, thus acknowledging and accepting the policy's rules and regulations. The signed policy statement must be returned to your advisor in order for you to participate in the activity. Importantly, all co-curricular guidelines and bylaws including athletics and others co-curricular fall under the auspices of the Student Handbook. Any infractions within school may result in school consequences as well as consequences in a co-curricular activity.

**Appeals Procedures**

Students can appeal an eligibility decision by submitting a written request for formal appeal to the eligibility team leader. The Eligibility Committee, which reviews exceptional cases with extenuating circumstances, will be convened within three school days of receipt of the request. At the discretion of the principal, the Committee includes the eligibility team leader, an administrator, a teacher and a student as permanent members.

Those who can be in attendance but cannot vote are the guidance counselor, an activity advisor, and a parent. The student who requests the appeal should be present at the hearing and may be accompanied by a spokesperson of his or her choice.

# Board of Education Policy

## Tobacco Use

The South Orangetown Central School District is a smoke-free district. Students found to be using tobacco on school grounds or at school-sponsored events will be subject to the following disciplinary measures:

- First Offense: Saturday morning detention, one meeting with the school community counselor, and parent notification.
- Second Offense: Two Saturday morning detentions, one meeting with the school community counselor, parent notification and/or meeting with the administration. If this behavior continues, further disciplinary actions will be taken.

## Policy on Sexual Harassment

- It is the policy of the South Orangetown Central School District to provide a learning and working atmosphere free from sexual harassment for all students, employees and visitors.
- Further, the district shall provide all employees and students with appropriate training concerning the policy and procedures addressing matters relating to sexual harassment.
- Title VII of the 1964 Civil Rights Act and Title IX of the 1972 Federal Education Act prohibit discrimination on the basis of race, color, sex, age or national origin. Sexual harassment is a form of sex discrimination. Sexual harassment can be blatant or subtle. It can come about due to conscious intent or as a result of ingrained, improper patterns of behavior. Sexual harassment of anyone by any person while on district property is absolutely prohibited and will not be tolerated. "Any person" shall include, but shall not be limited to, students, employees and visitors.

### Definition of Sexual Harassment

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to another staff member, when made by any student to another student, or when made by a student to a staff member, or when made by a staff member to a student.

- Submission to such conduct is made either explicitly or implicitly, a term of condition of an individual's employment
- Submission to, or rejection of, such conduct by an individual is used as the basis for academic or employment decisions affecting such individual.
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance, or of creating an intimidating, hostile or offensive employment or educational environment.

**All Parties:** Sexual harassment as set forth and defined above, may include but is not limited to the following:

- Verbal harassment or abuse.
- Pressure for sexual activity.
- Unwelcome touching.
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

**Students:** Unlike the case of harassment of one employee by another, where the possibility of a consensual relationship between adults necessitates the use of the word "unwelcome" as in the EEOC definition, no such word can exist with respect to sexual harassment of a student by an employee. Not only are most students below the age of consent, but even in

the case of an older student, use of the school setting for such purposes is entirely not permissible. Neither would be an employee taking advantage of his/her superior psychological position, and/or position of apparent control, to coerce or intimidate students for such wrongful purposes. Therefore, sexual harassment of a student by an employee shall be defined as follows:

*“Any sexual advances, request for sexual favors, and any other verbal written or physical conduct of a direct or indirect sexual nature.”*

#### **Procedures**

- Any employee believing him/herself to be a victim of such harassment, or believing to have witnessed same, should immediately notify either his/her supervisor, supervisor’s supervisor, the personnel department or anyone in administration with whom said employee feels comfortable speaking.
- Any student believing himself/herself to be a victim of such harassment, or believing to have witnessed same should immediately report all complaints to the building principal, or any staff member with whom said student feels comfortable speaking.
- The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school district’s legal obligations and with the necessity to investigate allegations of misconduct and to take corrective actions when misconduct has occurred.

#### **Sanctions**

- A charge against an employee, if substantiated, will provide grounds for disciplinary action including the possibility of dismissal from employment. A charge against a student, if substantiated, will provide grounds for disciplinary action including the possibility of suspension or permanent removal from school.
- This policy and its accompanying regulations shall serve as part of the district’s policy manual.

#### **Title IX**

Every student has equal educational opportunities regardless of race, color, creed, sex, national origin, religion, age, physical disability, marital status, or status with regard to public assistance. No student will be excluded on such basis from participating in or having access to any course offerings, athletics, counseling, employment assistance or co-curricular activities.

# Board of Education Policy

## Weapons in School

The following is from the Board of Education Policy on Dangerous Weapons in the Schools, as approved in January of 2003, in accordance with the Gun-Free Schools Act Section 3214(3)(d) of the Education Law.

*“No student shall bring or possess any “firearm”, as defined in federal law, on school premises (including school buildings and grounds, District vehicles, school settings and/or school sponsored activities under the control and supervision of the District, regardless of location). A “firearm” includes any weapon (including a starter gun” which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of such weapon; any firearm muffler or silencer; or any destructive device. (see Board Policy 7361)*

Any student who is determined to have brought a weapon to school will be subject to automatic suspension, after a hearing pursuant to Education Law 3214, for a period not less than a year. This suspension may be modified by the Superintendent, with Board Review.

Other dangerous articles such as knives, caps, bean shooters and inflammatory materials will be confiscated and turned over to the police.

## THREATS OF VIOLENCE IN SCHOOL

The School District is committed to the prevention of violence against any individual or property in the schools, on school grounds, or at school activities, whether such acts and/or threats of violence are by students, staff or others. Accordingly, while acknowledging an individual's constitutional right, the District will not tolerate acts and/or threats of violence which affect the safety and well being of staff, students and the school environment.

Any acts and/or threats of violence, whether such threats are made orally, in writing, or by e-mail, shall be subject to appropriate disciplinary action in accordance with applicable law, District policies and regulations, and the Student Code of Conduct.

All staff who are made aware of acts and/or threats of violence directed to students, staff or the school building are to report such incidents to the building principal, who shall report these occurrences to the superintendent. In cases that involve students, the building principal will also report occurrences of violence, whether involving an actual confrontation or a serious threat of potential violence, to the student's parents/guardians, the school psychologist and/or counselor, and the Director of Special Education, if applicable. Local law enforcement agencies may also be called as necessary, upon the determination of the Superintendent/designee.

Any individual who is knowledgeable of an act or threat of violence should alert the school by calling the building principal or school office. Students are to report all acts and/or threats of violence, including threats of suicide, by notifying a faculty member or the building principal, or by calling the school.

The District reserves the right to seek restitution, in accordance with law, from the parent/guardian and/or student for any costs or damages which had been incurred by the District as a result of the threats or acts of violence in the schools. Procedures will be developed to address safety concerns in the schools. Appropriate sanctions for violations of this policy by students will be addressed in the *Student Code of Conduct*.

## TZ's Dutchmen

### Early Settlers

The Dutch were the first Europeans to explore the Hudson River and to meet the local Indians and settle on the river's shores. Thus, New Amsterdam was named after the city in Holland. When it was surrendered to the English, the name was changed to New York, after the English city across the sea. But the Dutch left a lasting imprint on the Hudson Valley, where they were known for their diligence, cleanliness and honesty. They came to the South Orangetown area in 1683, and established Rockland County's first school in Tappan in 1694. This history plus the following quotation explains why our school teams are often referred to as "The Dutchmen".

*"One can neither buy nor conquer these Dutchmen"*

*General Henry Clinton  
during the American Revolution*

The Half Moon – Henry Hudson's famous ship – was first used as a symbol of Tappan Zee High School by the 1949 Senior Class. They liked the Half Moon because it is part of our history, and perhaps because it speaks of bravery and adventure and dreams that come true. In their yearbook they wrote:

*"Henry Hudson was one of the many European explorers searching for a water route through the American continent to the Pacific. He was the first to discover the river later to bear his name. In 1609, commissioned by the Dutch East India Company, Hudson's ship the Half Moon sailed to Albany before turning back without finding the route."*

We are glad *you* have found the route to Tappan Zee High School. We welcome you to the 2009-2010 school year. Dream, be brave and adventurous, be diligent and honest, and there's no limit to what you can discover here – about academics, about how to learn, about a well-rounded life-style, about others, and about yourself.

# Appendix A

## The School Year

### Calendar for 2009-2010

September 8 .....	First Day of School
September 28.....	School Closed: Yom Kippur
October 9.....	1/2 Day/Supt. Conference Day
October 12.....	School Closed: Columbus Day
November 3 .....	No School: Election Day / Supt. Conference Day
November 11 .....	School Closed: Veteran's Day
November 26 & 27 .....	School Closed: Thanksgiving Recess
December 23.....	30 Mins. Emergency Early Dismissal
December 24 – 31.....	School Closed: Winter Recess
January 1 .....	School Closed: New Year's Day
January 4.....	School Reopens
January 18.....	School Closed: Martin Luther King, Jr. Day
January 25 - 29.....	Regents / Mid-Term Exams
February 3.....	1/2 Day/Supt. Conference Day
February 15 – 19.....	School Closed: President's Day / Mid-Winter Recess
March 19.....	No School/ Supt. Conference Day
March 29 - 31.....	School Closed: Spring Recess
April 1 – 2.....	School Closed: Spring Recess
May 31.....	School Closed: Memorial Day
June 15 - 23.....	Regents / Final Exams
June 24.....	Graduation / Project Graduation
June 25.....	Last Day of School for students

#### Emergency Closings:

- ☺ If no snow days are used, then April 5th, May 27th, and May 28th will be vacation days.
- ☺ If one (1) snow day is used, then April 5th & May 28th will be vacation days.
- ☺ If two (2) days are used, then April 5th will be a vacation day.
- ☺ If three (3) days are used, the calendar stands as shown.