



STUDENT HANDBOOK  
2008-2009

*THIS AGENDA BELONGS TO:*

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/TOWN: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_

STUDENT NO: \_\_\_\_\_

**THOUSAND ISLANDS HIGH SCHOOL**  
General Information

Address: 8481 County Route 9, Clayton, NY 13624  
Telephone: (315)686-5594 or (315)654-2142

- High School Principal, Mr. Joseph Gilfus, ext. 5000
- Dean of Students, Mr. Joseph Hughes, ext. 5002
- High School Office ext. 5555
- Attendance Officer ext. 5001
- Athletic Director, Ms. Tracy Harding, ext. 5004
- Guidance Department ext. 5401
- Clinic ext. 5088
- Clayton Bus Garage ext. 3500
- Cape Vincent Bus Garage ext. 2500
- Fax: (315) 654-5039
- Web site: [www.1000islandsschools.org](http://www.1000islandsschools.org)
- Charles Bohlen Technical Center (315)778-7900
- Phone calls to the attendance officer (24 hours) are *required* if students will not be in school.
- **Written excuses are *required* when the students returns to school or if a student is late or dismissed early.**
- It is requested that personal messages for students be kept to a minimum.
- Students must obtain a parking permit in order to drive to school. Permits are issued to juniors and seniors, *only*.

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## WELCOME

Welcome to the new school year. Your time spent at the high school will prove critical in helping to prepare you for life today and beyond your high school years. As you build for the future, preparing and practicing good organization skills will prove most beneficial. Using your planner every day to log assignments, reflect on personal goals and to schedule school year events are only some of the benefits of using a student planner. All students will be expected to have their planners with them at all times during the school day.

Please read all information in this planner, as there is important information for you and your parents to become familiar with. If you have any questions please do not hesitate to talk to your teachers or the high school administration. The high school staff will do everything necessary to help make your high school experience a positive rewarding experience.

Finally, as the New York Learning Standards and graduation requirements become more rigorous, all students are encouraged to take an active approach in their education and invest themselves in their studies and through displaying good citizenship.

Welcome, and best of luck with the new school year.

*The High School Administration*

**CLASS OFFICERS – 2008-2009**

**SENIORS - Class of 2009**

President – Jordan Logan  
Vice President – Jessica Kittle  
Secretary – Katelyn Tillman  
Treasurer – Hayley Messenger  
Historian - Courtney Henry  
*Student Council –Blake Bach, President  
Marc Delaney, Emily Kellogg,  
Cheyenne Diprinzio*

**SOPHOMORES – Class of 2011**

President – Carlton Yelle  
Vice-President – Kaleb Barton  
Secretary – Amber Dibble  
Treasurer – Robert Killmer  
Historian – Kristina Dine  
*Student Council – Amber Dibble, Robert Killmer  
Kristina Dine, Carlton Yelle*

**JUNIORS - Class of 2010**

President – Brittany Ward  
Vice-President – Julianne Rhinebeck  
Secretary – Paige Garnsey  
Treasurer – Daniel Bowman  
Historian – Sarah Wolf  
*Julianne Rhinebeck, Lizabeth Hall,  
Paige Garnsey, Nicole Griffin*

**FRESHMAN – Class of 2012**

President – Natalie Reff  
Vice-President – Kevin Swartz  
Secretary – Ciara Shaw  
Treasurer – Celina Brown  
Historian – Morgan Hays  
*Cosette To, Natalie Reff, Emily Costantino  
Celina Brown*

**SCHOOL CALENDAR**

**2008-2009**

September 3.....	School Opens
September 11.....	Open House
October 13.....	Columbus Day
October 14 .....	Superintendent Conference Day
November 11.....	Veteran's Day
November 24 - 25 .....	Parent Teacher Conferences
November 26 - 28 .....	Thanksgiving Recess
December 22 – January 2.....	Christmas Recess
January 19 .....	Martin Luther King Day
February 16 - 20.....	Winter Recess
March 10 .....	Good Friday
March 23 .....	Superintendent's Day
April 10 - 17.....	Spring Recess
May 23.....	Memorial Day
June 28* .....	Graduation

\* Tentative; subject to change in accordance with year-end schedule

## *High School Marking Periods*

*2008-2009*

First Semester                      September 3 – January 23

Second Semester                  January 26 – June 25

### First Marking Period

September 3 – November 7  
Interim Letters to be issued October 8 – 8:00 AM  
Grades turned in November 12 – 8:00 AM  
Report Cards/Parent Conferences – November 24 and 25

### Second Marking Period

November 10 – January 23  
Interim Letters to be issued December 17 – 8:00 AM  
Grades turned in January 28 – 8:00 AM  
Report Cards – January 30

### Third Marking Period

January 26 – April 10  
Interim Letters to be issued March 11 – 8:00 AM  
Grades turned in April 22 – 8:00 AM  
Report Cards – April 24

### Fourth Marking Period

April 13 – June 25  
Interim Letters to be issued May 29 – 8:00 AM  
Grades turned in after Final and Regents Exams  
Report Cards – June 30

**SCHOOL HOURS**

School Hours .....	7:30 a.m. - 5:40 p.m.
Regular Classes .....	7:35 a.m. - 2:30 p.m.
Homeroom/Period I: .....	7:35 a.m. – 8:18 a.m.
Period 2: .....	8:21 a.m. - 8:59 a.m.
Period 3: .....	9:02 a.m. – 9:40 a.m.
Period 4: .....	9:43 a.m. – 10:21 a.m.
Period 5: .....	10:24 a.m. - 11:03 a.m.
Period 6: .....	11:06 a.m. - 11:45 a.m.
Period 7: .....	11:48 a.m. - 12:27 p.m.
Period 8: .....	12:30 p.m. – 1:08 p.m.
Period 9: .....	1:11 p.m. - 1:49 p.m.
Period 10: .....	1:52 p.m. – 2:30 p.m.
Period 11: .....	2:40 p.m. – 3:40 p.m.
Period I2: .....	3:40 p.m. - 5:40 p.m.

Period 11 may be used at the request of a teacher or administrator to enhance or recover learning behavior opportunities. This time is also used for class or club activities and opportunity study hall. In some cases, attendance may be required during period 12 for athletic participation, rehearsals, and other extended time activities. School bus transportation is provided when practices are in session.

GUIDANCE INFORMATION – 2008-2009

Counselor Assignments:

Mrs. Deborah Eldridge-Block ext. 5400

*9<sup>th</sup> – 10<sup>th</sup> graders*

Mrs. Bobbi Nevala ext. 5402

*11<sup>th</sup> – 12<sup>th</sup> graders*

Important Dates: SAT/ACT Test schedule

09-09-08	Register for Oct. SAT Test	08-12-08	Register for Sept. ACT test
10-04-08	SAT Test	09-13-08	ACT Test
09-26-08	Register for Nov. SAT Test	09-19-08	Register for Oct. ACT test
11-01-08	SAT Test	10-25-08	ACT Test
11-05-08	Register for Dec. SAT Test	11-07-08	Register for Dec. ACT test
12-06-08	SAT Test	12-13-08	ACT Test
12-26-08	Register for Jan. SAT Test	01-06-09	Register for Feb. ACT test
01-24-09	SAT Test	02-07-09	ACT Test
02-10-09	Register for March SAT Test	02-27-09	Register for Apr. ACT test
03-14-09	SAT Test	04-04-09	ACT Test
03-31-09	Register for May SAT Test	05-08-09	Register for Jun. ACT Test
05-02-09	May SAT Test	06-13-09	ACT Test
05-05-09	Register for SAT Test		
06-06-09	SAT Test		

### SCHOOL CLOSING OR DELAY IN SCHOOL OPENING

Announcements of school closings are broadcast via the radio, and TV Channels 7, 10, and 50 beginning at 6:00 a.m. If no broadcast is made, school is in session. In order to keep phone lines open for emergencies, parents and students are requested not to call the school for school closing information. If a two-hour delay is announced, the high school will open at 10:00 a.m. When school is delayed two hours, the morning JVTC students are to come on the regular bus runs to the high school. When it becomes necessary to close school early for emergency purposes, the announcement will be broadcast by the same means, and bus transportation will be provided.

### STUDENT TRANSFERS

#### Transfer in District

New students or those who are re-entering should report to the Guidance Office. If possible, one or both parents should accompany the student for registration. A guidance counselor will meet with the student to develop a class schedule, and arrange for an orientation to the school. Students with individual education plans (IEP) should provide the most recent copy at registration.

#### Transfer out of District

A pupil who wishes to withdraw from school, either permanently or because of moving from the school district, should conference with the guidance counselor, and have written parental consent to withdraw. On the morning of the last day at school the student should come to the main office to receive a clearance form to be initialed by the teachers indicating that the student has completed all obligations with them.

### VISITORS

To avoid classroom disruptions student visitors from other schools are discouraged. Exceptions must be approved in advance by the High School Principal. Any and all visitors must sign in at the District Office and obtain a visitor pass.

### TRANSPORTATION

Bus transportation will be provided each day of the school year, with students arriving at school after 7:25 a.m. Regular, extended, and athletic bus departures are at 2:40 p.m., 3:40 p.m. and 5:30 p.m. respectively.

AM vocational students are to come to the high school on the regular bus runs in the morning for attendance and announcements, then report to the waiting bus to be transported to Vocational School. BOCES is not permitting students to drive to their Watertown campus without written approval from the home school.

### STUDENT PARKING AND DRIVING

Student parking is available for those students in good standing in grades 11 and 12 who need to drive to and from school because of employment and regular after school activities. Regular drivers must obtain a parking permit from the high school office. Occasional drivers must sign in at the high school office and must have written permission from their parents to drive. All passengers in a student vehicle must have written permission from parents on file in the high school office. Students transporting other students must also have written permission from parents on file. All vehicles must be insured, registered and inspected.

Dirt bikes, unlicensed motor bikes, or any other unlicensed or uninsured vehicles are prohibited from operation on school property at any time. ALL students must complete a student driving/parking privilege application for consideration and approval.

## HEALTH SERVICES

The school nurse treats, evaluates and/or makes referrals for students who are ill or injured. Other clinic services include:

- 1) administration of medication
- 2) communication of health related information
- 3) discussing health issues
- 4) scheduling physical examinations

Illness - students who are ill or injured during school hours should go to the clinic. Students should obtain a pass from their teachers before reporting to the clinic. If it is necessary to leave school due to illness/injury, the nurse or the main office must grant permission.

Students who are physically unable to participate in class (gym, art, music) must have a signed excuse from a physician. Students should bring their excuses to the nurse for approval before class. In cases where the student is excused from class for more than one week, a doctor's excuse may be required. A medical excuse will not lessen the student's obligation to complete the course work as required by the teacher, all work must be made up.

Medications and Immunizations - All medications a student takes in school must be prescribed by a licensed individual (doctor, physician's assistant, nurse practitioner, or dentist). This includes Tylenol, Advil, and all non-prescription medicines, as well as asthma inhalers, antibiotics, and other medicines. The student must also have signed permission from the parent/guardian. Parents/guardians must bring the medicine to the clinic (except for inhalers that are prescribed for the student to carry, and Tylenol and Advil that are kept in stock). The prescriptions for medications must be renewed every school year. These rules are state guidelines that the nurse is required to follow. The Jefferson County Public Health Department offers immunizations at school free of charge. The nurse will notify parents/guardians in writing when their children are due for immunizations. Parents/guardians must sign and return a card requesting the student be immunized.

School Physicals – Physicals are required for all tenth graders and all students who play competitive sports. TIHS offers physicals in school in August and several times throughout the school year. The school district provides free physicals for tenth graders, but others who wish to play sports pay \$12.00 for a physical at school. If the parent/guardian chooses to have their family physician provide the physical, it would be at the family's expense. The physician must provide a written statement of physical fitness.

## ATTENDANCE

All registered students must attend school and classes daily when school is in session, from 7:35 a.m. to 2:30 p.m. School hours are legally extended until 5:15 p.m. to accommodate academic, extra-curricular and disciplinary activities each day.

## EXCUSES

Excuses for absence and tardiness from school should be given to the attendance officer before homeroom. All excuses must have the date of the absence, reason for the absence, and signature of the parent or guardian. Students being released early from school must have a written note from their parents and should bring their note to the main office prior to homeroom. Students will sign out in the high school office before leaving the building. Students arriving at school late must check in the high school office and bring their excuse directly to the main office. Students being excused from vocational school must receive a pass from the Thousand Islands High School Main Office prior to going to their vocational session. A phone call from the parent or guardian to the office requesting that a student be excused, followed by a note, will only be accepted for emergencies.

Students arriving late to school without a written legal excuse will serve a one-hour detention that day if they do not have a written excuse when they arrive. Chronic tardiness will be handled in accordance with the Discipline policy.

Written excuses are required for all absences, early dismissals and late arrivals to school. A doctor's note may be required for absences exceeding three consecutive days. In addition, parents are requested to call the high school office at (315) 686-5594 ext. 5001 any time a student will not be in attendance.

### **CLASS ATTENDANCE PROCEDURE**

All students are required to be in attendance in class. Absences from school, clinic visits and class cuts are all considered absences from class and will be recorded by each individual teacher. If a student misses more than 30 days (16 for a ½ year course or 8 for a quarter class) of a class and fails to maintain a passing grade they will be dropped from the course and denied credit. Attendance hearings may be requested by the parent/student. Documentation for the student's absences must be provided prior to requesting a hearing.

Step 1: After the 15<sup>th</sup> (8<sup>th</sup>) absence in a class, a letter will be sent home notifying the parent and student of the numbers of days missed.

Step 2: After the 25<sup>th</sup> (10<sup>th</sup>) absence, a letter will be sent notifying parents of the numbers of days missed and the consequences for additional absences from that particular class. At this point it is recommended that the parents and students contact their guidance counselor to discuss the impact of being dropped from this course on the students' course and graduation requirements.

Step 3: After a student reaches the 30<sup>th</sup> (15<sup>th</sup>) absence they will be dropped from the course and assigned a study hall by their guidance counselor.

Note: If a parent/student anticipates an extended absence due to illness, etc. they should make arrangements as soon as possible for a tutor so that the student is not dropped from a course.

(\*) – denotes ½ year course.

### **EXTRA-CURRICULAR SCHOOL ATTENDANCE**

Unexcused absence from school prior to, the day of, or the day after a game or school event shall result in the absentee being declared ineligible for that or the following activity. A written excuse from a parent stating the reason for the absence or tardiness must be presented upon arrival at the high school office.

Students must report to school on time following a game or school event in order to participate at the next practice or game.

### **SCHOOL COUNSELING and GUIDANCE DEPARTMENT**

The School Counseling and Guidance program helps students benefit from their academic and personal experiences as they plan and prepare for future opportunities. In order to meet the needs of students, the school counselor's role includes individual and group counseling as well as career counseling and college planning. The counselors provide various classroom and assembly programs and presentations for students, parents and staff. Information about Bohlen Technical Center, the Thousand Islands GED program and Distance Learning classes as well as student transcripts are available through the Counseling and Guidance Office.

Each year on Guidance Testing Day students, based on their grade level, take various aptitude and interest evaluations. Results from these evaluations, along with student progress reports, are used by students and counselors for career and college exploration, decision-making about course selection, and identifying vocational interests and personal strengths.

The Scholastic Assessment Test (SAT) and the American College Test (ACT) are typically given to Juniors and Seniors in Watertown, and require a student registration fee. The school counselors provide further information about the SAT and ACT, and also assist in the application process.

Representatives from various colleges and branches of the military routinely visit the school and meet with interested Juniors and Seniors. Resources available in the Counseling and Guidance Office include; an extensive library of college-related catalogs, videos, and CD-ROMS; scholarship and financial aid information, career resources and summer employment opportunities.

The school counselors are a coordinating link for students interested in attending the Bohlen Technical Center. They provide information about courses and assist students in scheduling prerequisites for these studies and in meeting requirements for Thousand Islands graduation. In addition, a Bohlen Technical Center visitation day is offered.

The school counselors take an active role working with teachers, the school psychologist, the school nurse, and the Committee for Special Education (CSE) to integrate various programs and life skills into the academic curriculum through consultation or direct participation in classroom presentations.

## PERSONAL COUNSELING

All high school students are welcomed and encouraged to discuss their personal, academic, or career concerns with the school counselor within the comfortable and supportive environment offered by the Counseling and Guidance Department. Pupils are seen on an individual or group basis as determined by the counselor and student. The counselors also invite communication from the parents, either by telephone or in person.

## SCHOOL PSYCHOLOGICAL SERVICES

School Psychological Services are available throughout the District and focus on the psycho-educational development of students, their abilities, potential, emotional and cultural factors that influence the learning process. The interrelationships between children and their parents, teachers, peers, and school administrators require that the psychologist work cooperatively with other school professionals such as counselors, nurses, and teachers, as well as with community service providers.

Specific services provided include: Individual psycho-educational evaluation, individual and group counseling, consultations with parents and teachers and others who may be concerned with the development of children and in-service training. The school psychologist in this District also serves as Chairperson for the Committee on Special Education (CSE). The School Psychologist may be reached directly by telephoning 315-686-4632, ext. 3400 or by fax at 315-686-2874 or 315-686-5511.

## LIBRARY

The Library Media Center is a resource for all students and faculty. Students with a pass from a teacher are welcome to visit the Library at any time. Use of the computers in the Library to do research for class projects is encouraged. Borrowed materials should be returned by the due date. It should be noted that the library is designed for academic use, not for social gatherings. Students are expected to cooperate with all guidelines presented by staff. Students unable to comply will unfortunately be denied access to the library for a period of time, which will be determined by staff and administration.

### Thousand Islands School Plagiarism Policy

The Thousand Islands School District considers any form of copying (plagiarism) cheating. The penalty for this action is located in the code of conduct in this handbook.

#### Types of Plagiarism

Anyone who has written or graded a paper knows that plagiarism is not always a black-and-white issue. The boundary between plagiarism and research is often unclear. Learning to recognize the various forms of plagiarism, especially the more ambiguous ones, is an important step in the fight to prevent it.

#### I. SOURCES NOT CITED

- 1) "The Ghost Writer"  
The writer turns in another's work, word-for-word, as his or her own.
- 2) "The Photocopy"  
The writer copies significant portions of text straight from a single source, without alteration.
- 3) "The Potluck Paper"  
The writer tries to disguise plagiarism by copying from several different sources, tweaking the sentences to make them fit together while retaining most of the original phrasing.
- 4) "The Poor Disguise"  
Although the writer has retained the essential content of the source, he or she has altered the paper's appearance slightly by changing key words and phrases.
- 5) "The Labor of Laziness"  
The writer takes the time to paraphrase most of the paper from other sources and make it all fit together, instead of spending the same effort on original work.
- 6) "The Self-Stealer"  
The writer "borrows" generously from his or her previous work, violating policies concerning the expectation of originality adopted by most academic institutions.

## II. SOURCES CITED (but still plagiarized!)

- 1) "The Forgotten Footnote"  
The writer mentions an author's name for a source, but neglects to include specific information on the location of the material referenced. This often masks other forms of plagiarism by obscuring source locations.
- 2) "The Misinformer"  
The writer provides inaccurate information regarding the sources, making it impossible to find them.
- 3) "The Too-Perfect Paraphrase"  
The writer properly cites a source, but neglects to put in quotation marks text that has been copied word-for-word, or close to it. Although attributing the basic ideas to the source, the writer is falsely claiming original presentation and interpretation of the information.
- 4) "The Resourceful Citer"  
The writer properly cites all sources, paraphrasing and using quotations appropriately. The catch? The paper contains almost no original work! It is sometimes difficult to spot this form of plagiarism because it looks like any other well-researched document.
- 5) "The Perfect Crime"  
Well, we all know it doesn't exist. In this case, the writer properly quotes and cites sources in some places, but goes on to paraphrase other arguments from those sources without citation. This way, the writer tries to pass off the paraphrased material as his or her own analysis of the cited material.

### Work Cited:

Document provided by *Turnitin.com* and *Research Resources*. Turnitin allows free distribution and non-profit use of this document in educational settings.

**WARNING!** Do not make the mistake of patchwork plagiarism. Have you ever used the "big" words from the source to sound smart? That is patchwork plagiarism. If the words did not originate from your head, don't use them.

### Here are some helpful hints to avoid patchwork plagiarism:

Do not attempt to paraphrase each sentence of a source. Instead, read at least two or three paragraphs, push the source away from you, and write down everything you remember. If there is something you must take word for word, be sure to use quotes - even within your note taking.

**REMEMBER** to write the page number where you found the information as you take notes.

- Fill out the MLA Style Sheets
- Use 3x5 or 4x6 index cards on which to take your notes.

#### Do the following for easy organization:

- On the upper left hand corner write the author or the source
- On the upper right hand corner write the category or the possible sub-topic
- Don't forget to write the page on which you found the information!!!!

### In-Text citation (for Literature)

The best way to support your contentions when writing a literature paper is to use the author's exact words from the literature. Of course when you copy an author's words exactly, you must enclose the words in quotation marks ( " ) AND cite the source in parentheses (Poe 236). There are three basic steps for using such quotes:

1. Give background information: What does your reader need to know in order to understand the quote you are about to use?
2. Introduce and give the quote:  
Do not start a sentence with a quote. Introduce the quote with a lead. The following are examples of leads:
  - Edgar Allan Poe writes, "
  - Johnny says, "

Give the quote by correctly copying it word for word and enclosing it in quotes. After the quotations, **YOU MUST CITE THE SOURCE IN PARENTHESES.**

**EXAMPLE:** According to Charles Dickens the eighteenth century was both "the best of times" and "the worst of times"(35).

#### NOTICE:

- Since the author is written in the text, only the page number is necessary in the parentheses.
  - In addition, the period goes after the parentheses.
  - If the author is not mentioned in the text (which should rarely occur), the citation would look like (Dickens 35). NO comma!
  - Do not include the abbreviation "p." (or "pp.") or the word page (or pages)
3. Explain HOW the quote supports your idea, opinion, or contention. Make sure that you stay focused on the thesis or topic sentence in this step.

### Novel

Give the chapter number as well as the page number in the edition you used unless instructed differently:

At the conclusion of Charles Dickens's novel, A Tale of Two Cities, Sidney Carton states, "It is a far, far better thing that I do, than I have ever done; it is a far, far better rest that I go to than I have ever known" (367: ch.15).

### Poem

Give line numbers, not page numbers:

**Three lines or fewer use slashes (/). Use a space on either side of the slash.**

Robert Frost writes, "Whose woods these are I think I know. / His house is in the village though; / He will not see me stopping here [ . . . ]" (lines 1- 3).

**Poems containing four or more lines use block style. Use a colon, tab twice (10 spaces), and double space.**

No quotes unless it is a quote within the quote. Then you would use single quotes ( ' ).

Robert Frost writes:  
Whose woods these are I think I know.  
His house is in the village though;  
He will not see me stopping here  
To watch his woods fill up with snow.  
(lines 1-4)

#### Classic Poem

For classical poems such as The Odyssey, give the book or part number, followed by line numbers, not page numbers: (10. 35-41).

#### Drama

Give the play's title, act, scene, and line numbers, using Arabic numerals. **Use slashes if three lines or fewer and block with more than three lines.**

Lady Macbeth says to her husband Macbeth, "We fail? / But screw your courage to the sticking-place, / And we'll not fail" (Macbeth 1.7.59 - 61).

MACBETH.  
[ . . . ] Tomorrow, and tomorrow, and tomorrow  
Creeps in this petty pace from day to day,  
To the last syllable of recorded time;  
And all our yesterdays have lighted fools  
The way to dusty death. Out, out, brief candle!  
Life's but a walking shadow, a poor player  
That struts and frets his hour upon the stage  
And then is heard no more. It is a tale  
Told by an idiot, full of sound and fury  
Signifying nothing [ . . . ] (Macbeth 5.5.19-28)

For most literature papers, a works cited page is not required if there is no additional outside research required. When writing a works cited page keep the following in mind:

- Double-space all entries (make sure you don't accidentally put extra spaces between entries).
- Put entries in alphabetical order
- Follow the format according to the MLA Style Sheets

#### Works Cited

Brooks, Cleanth and Warren, Robert. Understanding Poetry. New York: Holt, Rinehart and Winston, Inc., 1960.  
Dickens, Charles. A Tale of Two Cities. New York: Signet Classic, 1997.  
Raines, Ann. Keys for Writers, Third Edition. New York: Houghton Mifflin Company, 2002.  
Shakespeare, William. Macbeth. New York: Perfection Learning Corporation, 1998.

## In-text citation (Research paper)

Basic Rules for in-text citation:

1. You **MUST** cite within the text. A works cited page at the end is not enough. Yes, the reader sees from the works cited page that you used three sources. However, the reader cannot see where in the text each individual source is located. Look at the following example from a student's paper:

*World problems are inherent in the current system of world order. These problems stem from economic competition. Global tensions can be solved if people move beyond economic competition.*

If the reader goes to the works cited page for this particular paper, he will find a list of three sources. It is impossible for the reader to distinguish which source the information above came from. Therefore, if the reader wishes to read the source, he will not be able to.

2. Failure to use in-text citations is **plagiarism!**

3. Any ideas that are not your own must be cited! Even if you put information in your own words, you must use in-text citations. Let us look at the example above again. William Ellis provided that information in his book. Although the reader did not use his exact words, he must still use in-text citation. He must include the last name and the page from which the information came. Look at the correct citation.

*World problems are inherent in the current system of world order. These problems stem from economic competition. Global tensions can be solved if people move beyond economic competition (Ellis 23).*

4. The writer must use FRAMES. In other words, the beginning and end of each citation must be clear to the reader. Therefore, it is best to use the author's name in the text before the information and simply put the page number at the end. Look at the new improved version:

*William Ellis contends that world problems are inherent in the current system of world order. These problems stem from economic competition. Global tensions can be solved if people move beyond economic competition (23).*

If the student then goes onto a new source, he simply uses the new author's name:

*William Ellis contends that world problems are inherent in the current system of world order. These problems stem from economic competition. Global tensions can be solved if people move beyond economic competition (23). James Howard agrees that the obsession with economics must be controlled (35).*

**Framing Internet sources** is a bit more complicated. Since page numbers are not typically found on Internet sources, ending the citation is more difficult. Ending the citation can be achieved two ways. It is the instructor's choice as to how the frame should be closed. In some districts, students are required to end the frame with the screen number. You can locate the screen number by going to File/Print Preview. Different browsers display different screens; therefore it is important that you ask your teacher which browser to use. Some districts use part of the web page title. Check with your teacher to see which is preferred.

*According to Henry Combs, the children responded best to positive reinforcement (Children in Society).*

5. Direct quotes must be cited immediately and set off with quotation marks. If you take the information word for word, you must introduce the quote with the author's name and end it with the page number. Look at the example below:

*Bobby Brown stated, "Those baseballs were not in any way tampered with" (78).*

Notice that the period goes after the ( ).

6. If you quote information already being quoted from another source, use the abbreviated qtd. in to clarify the source. For example,

*Bill Smith said, "We were thrilled that the team won despite the loss of our starting point guard" (qtd. in Gammon 32).*

7. If the quote is four or more lines (which it really shouldn't be) indent the whole quote ten spaces and omit quotation marks.

#### Basic instructions for a Works Cited Page

The following bullets are basic instructions for a work/s cited page from A Writer's Resource:

- Begin the work(s) cited page on a new page. (Be sure to include your last name and the appropriate page number).
- Begin with the centered title "Works Cited." If you have only one work, then begin with the centered title "Work Cited." NOTE: On your works cited page, you will not underline or quote the words "Work Cited."
- Include an entry for every in-text citation
- Follow the correct MLA documentation format according to the specifications for the particular type of source used. See Mrs. Balk for correct formatting.
- Do not number the entries
- Put entries in alphabetical order by author's or editor's last name. (If the author is unknown, use the first word of the title, excluding the articles a, an, or the) (If using the editor, put ed. following the name).
- Use a hanging indent: Start the first line of each entry at the left margin, and indent all subsequent lines of the entry five spaces (or one-half inch on the computer)
- Double space within entries and between them. Be careful not to put four spaces between entries (Maimon and Peritz 213).

#### Work Cited

Maimon, Elaine, P. and Janice H. Peritz. A Writer's Resource: A Handbook for Writing and Research. New York: McGraw-Hill, 2003.

### Citing URL's (or websites)

**NOTICE:** According to The Writer's Harbrace Handbook, the URL (Uniform Resource Locator) is the internet address. Ex. <http://www.Harbrace.com>. It is necessary to provide the URL for every internet source you include in your works cited. Some URLs are short and can be copied directly from the address bar (<<http://stanfordmag.org.marapril99/Beowulf>>). However, if the URL is extremely long (<[http://English.edu/grammar/233\\_8886//.48\\*\\*&^\\$#@johkdn9096&^\\*%\\$#jffjdtkf](http://English.edu/grammar/233_8886//.48**&^$#@johkdn9096&^*%$#jffjdtkf)>), it is necessary to cite the document's home page, following it with the word path, a colon, and the sequence of links you used. The sequence of links means everything you typed in or on which you clicked. Separate the links with semicolons (Glenn et al. 304-5).

**Remember!!!!** Web sites often change, especially CNN. For this reason, it is necessary to check the URL just prior to handing in the paper. The key to the URL is to make sure that the teacher/professor can locate the source!

#### Example:

<<http://infotrac.galegroup.com/path:search:parentsandviolentchildren>>.

#### Work Cited

Glenn, Cheryl, et al. The Writer's Harbrace Handbook. 2nd ed. Australia: Thompson Wadsworth, 2004.

### Pictures

Some teachers have created wonderful projects that require a plethora of pictures. These too must be documented. Understand that when you enter college, all pictures will require documentation.

For the in-text citation of a picture, put the title or description of the picture in parentheses under the picture.

This guide created by:

*Sackets Harbor Central School Library Media Center*. Ed. Carole, Ashbridge. 29 Aug. 2005. Sackets Harbor Central School. 21 May 2008. <<http://www.nc3r.org/shcslmc/mlcentral.html>>.

### STUDY HALLS

Learning to study properly is an important skill. Students, teachers and aides will maintain an atmosphere conducive to studying at all times.

1. Attendance is mandatory and students should arrive on time.
2. Students will sit in assigned seats.
3. Students are expected to bring work with them to study hall.
4. Talking is a distraction to others and will be allowed only with the permission of the study hall supervisor.
5. Personal listening devices (IPODS, CD players/headsets) are allowed during study hall, so long as it does not interfere with the learning environment. Laptop games, PSP games, or games on cell phones will not be allowed.
6. Students may not play cards or board games.
7. Privileges, such as lavatory or library passes, may be extended or withdrawn at the discretion of the supervisor.
8. If a student leaves study hall for any reason, he/she must sign out. They may not have another student sign out for them and they may not call the study hall supervisor from another room to check out.
9. Students may not report to any study hall except the one to which they are assigned. Study hall supervisors may not issue passes to another teacher's room. If students wish to meet with a teacher during their study hall they must obtain a pass in advance, present the pass to their study hall supervisor and sign out.
10. Permanent passes from one study hall to another study hall will not be issued.

### SCHOOL BREAKFAST/LUNCHES

The Thousand Islands High School serves nutritious breakfasts and lunches daily. Students whose families' income levels meet federal guidelines may receive free or reduced price meals. Applications are available in the Main Office.

Please deposit lunch litter in the wastebaskets, return trays and utensils, leave the table and floor in a clean condition, and refrain from taking food and/or drinks from the cafeteria. Students may only pass through the lunch line once. Any snacks, extra milk or ice cream must be purchased when they enter the cafeteria. Students must remain in the cafeteria until the end of their lunch period. Please know that breakfast will be offered from 7:20 – 7:35 AM each day.

### FIRE DRILLS

A fire drill evacuation plan is posted in each room. Students should leave the building quietly and orderly, and are to report directly to their designated area. No one is to re-enter the building until the all clear signal is given. Supervisors' directions must be followed carefully.

### RESTROOM

Please try and use the restroom between periods and not during instructional time.

### DRESS

Dress shall be safe, appropriate, and not disrupt or interfere with the educational process. We have established the following guidelines to aid parents and students in selecting proper attire for wear to school. The following are considered inappropriate attire for school and are not permitted:

1. Halter tops, midriff/fishnet shirts, sheer/see through tops, shirts/dress with spaghetti straps, tube tops, muscle shirts, plunging necklines (front and/or back).
2. Short shorts or short skirts (must be mid-thigh or longer).
3. Shirts or other articles of clothing, or jewelry which promote/advertise alcohol or tobacco products, or drugs and/or encourage other illegal or violent activities.
4. Shirts or other articles of clothing which put down a person/people on the basis of sex, race, or religious belief, creed, national origin, sexual orientation or disability.
5. Shirts or other articles of clothing or jewelry which contain artwork or language which is sexually suggestive, abusive, or offensive, vulgar, obscene and libelous.
6. Hats, caps, bandanas or other head coverings except for medical, classroom or religious purposes.
7. Heavy chains.
8. Underwear that is not completely covered with an outer garment.

If inappropriate clothing is worn to school, administration will ask students to change and/or parents will be called and asked to bring proper clothing to school for their child. If the parent is unavailable, the school will provide appropriate attire.

### LOCKERS

Each student is assigned a hall locker and a gym locker. Locker combinations should not be shared with anyone. The school district is not responsible for lost or stolen articles. These lockers are subject to inspection by an administrator. Students are responsible for the contents of their assigned locker. Periodic locker cleanouts are scheduled throughout the year. A \$5.00 fee will be charged for damaged or missing locks, which will be made available for use by administration. Please do not share your locker or locker combination with anyone and do not alter the combination lock in any way.

### LOST AND FOUND

A lost and found area is maintained in the high school office. All books and personal property should be labeled. Students must pay for all lost, stolen, or damaged books.

### PERSONAL LISTENING DEVICES

Cell phones, beepers, pagers, laser pointers, and personal listening devices may not be used during school hours. **Cell phones, pager, and beepers should be turned off and out of sight during the academic school day.** If the above items are used in school they will be confiscated and held in the high school office for a parent to pick up. Students are advised not to bring these items to school, as the school will not be held responsible for their loss or theft.

### RECYCLING

Thousand Islands High School subscribes to environmentally friendly disposal of re-cycle materials. Please use the proper containers for recycling.

### BOHLEN TECHNICAL CENTER

Occupational Education prepares students for employment. Each occupational student attends classes at the Vocational Center in Watertown for half the school day, and Thousand Islands High School for the remainder of the school day. Students attending afternoon sessions at Bohlen Technical Center will return to the high school at 3:25 PM. At the high school, vocational students will generally take three or four classes, including English, Social Studies, and Physical Education.

### GRADE LEVEL ASSIGNMENTS

**Grade 9** - A student is assigned to a Grade 9 homeroom upon promotion from the Thousand Islands Middle School, which is determined by the Grade 8 Teaching Team, the Guidance Department, and the Administration.

**Grade 10** - A student is assigned to a Grade 10 homeroom upon completion of 5 1/2 units.

**Grade 11** - A student is assigned to a Grade 11 homeroom upon completion of 11 units.

**Grade 12** - A student is assigned to a Grade 12 homeroom upon completion of 16 units, which must include English 9, 10, and 11, or provided he has completed 17 units exclusive of English III. A student may be assigned to a Grade 12 homeroom at mid-year, provided he/she is scheduled to graduate in June, and is passing all courses at the end of the first semester, with the approval of the High School Principal.

### MUSIC

A student who receives instruction in instrumental and/or vocal music, and subsequently becomes a member of the band and/or choir, shall participate in all performing activities scheduled of that group unless excused in advance by the director of the band or choir. Credit is based on daily or alternate day participation.

### PHYSICAL EDUCATION

Students are required to actively participate in a comprehensive program of physical education with an emphasis on fitness and good health. These include: swimming and aquatics, dual and individual sports, games, lifetime activities, rhythms and dance. A 1/2 unit of credit each year is awarded to students who successfully participate in the program as required for graduation. (\*Swim requirement: Students must participate in 70% of scheduled classes to receive credit for the course. Makeup classes are allowed within a specific time frame. If classes are not made up by the end of the quarter the student will receive a zero - no exceptions. A doctor's excuse for non-participation must be on file each year with the school nurse.)

### **SENIOR PORTFOLIO PRESENTATION**

Each senior will present a complete portfolio to a Review Committee. In this process:

- o The graduation candidate prepares this portfolio and self-evaluation through the guidance of a faculty mentor.
- o The completed portfolio and evaluation is submitted to the senior team for approval or suggestions for improvement [and resubmission.]
- o Upon approval, an appointment will be scheduled for the presentation to the review committee.
- o The portfolio Review Committee will:
  - o Receive the appropriately dressed candidate.
  - o Examine the portfolio inclusions.
  - o Listen to the graduation candidate explain the qualifications for a diploma from Thousand Islands High School as related to the four graduate descriptors.
  - o Rate the portfolio as DISTINGUISHED, PROFICIENT or COMPETENT. The rating certificate will become the final portfolio inclusion.
- o Affix a decorative ribbon to the DISTINGUISHED portfolios.
- o The school will retain the accepted portfolio until Graduation Sunday, when it will be presented to the graduate along with the Thousand Islands High School diploma.

### **GRADING**

The teacher for all courses will evaluate students. The final grade will reflect daily class work which includes: participation, homework, quizzes, tests, and projects. This effort will account for 2/3 of the final grade. The mid-year and final exams are the remaining 1/3. When combined, the final grade must be 65% or above for student to pass the course. In some situations, a minimum grade of 85% must be maintained, or a student will receive an incomplete until they reach this level of competence. In no case will the grade on the final exam be the sole determinant for the grade in the course.

Weighting of grades may occur in certain situations, directly related to extended course time, and/or requirements for extra credit. This process will be noted early in the course, so that all students will have a fair and equitable opportunity for this benefit.

All grades will be numerical, based on a scale of 100 points. The following chart delineates the levels of achievement.

- 95 - 100 Superior
- 90 - 94 High Honor
- 85 - 89 Mastery
- 80 - 84 Above Average
- 75 - 79 Average
- 70 - 74 Satisfactory
- 65 - 69 Minimum Competency
- 64 or less Failing

Incomplete indicates that work is still outstanding and a grade will not be entered until such time the work has been completed. Incomplete grades must be submitted within 5 weeks from the end of the quarter in order to receive credit.

For report card purposes Inc., IP (indicates that work is due but that the student is passing the course) and IF (indicates that the work is due and that the student is currently failing the course) are calculated as a zero and tend to lower the 10-week grade significantly. Therefore it is desirable to complete all work prior to the close of each marking period.

**PRINCIPAL'S HONOR ROLL** - All students carrying at least five units of study with no failing grades, and who earn a 90 or above, will be listed on the Principal's Honor Roll.

**HONOR ROLL** - Students carrying at least five units of study with no failing grades, and who earn an 85 or above will be listed on the honor roll.

## GRADUATION REQUIREMENTS

The Thousand Islands High School expects all students to learn. The Board of Education has established the following criteria for graduation from high school: Each student shall have earned at least 22 units of credit in order to receive either a Regents or Advanced Regents Diploma.

### Regents Diploma

English – 4 credits  
Social Studies – 4 credits  
Science\*\* – 3 credits  
Mathematics\*\* – 3 credits  
Art or Music\* - 1 credit  
Health – ½ credit  
P.E. – 2 credits  
Second Language - 1 credit

### Advanced Regents Diploma

English – 4 credits  
Social Studies – 4 credits  
Science\*\* – 3 credits  
Mathematics\*\* – 3 credits  
Art or Music\* - 1 credit  
Health – ½ credit  
P.E. – 2 credits  
Second Language – 3 credits

\*Studio in Art, Design & Draw for Production, Band and Choir can be used for the art/music graduation requirement.

\*\*A commencement-level course in technology education may be used as the third unit of credit in science or mathematics, but not both.

## GRADUATION HONORS

Advanced Regents with Honor - Students who have earned an average of 90% on the required Regents Exams of the Advanced Regents Diploma. "With Honors" will be designated on their Regents diploma.

Honor Graduates - Students who have achieved Honor Roll status 75% of the four year marking periods, will be acknowledged at graduation by wearing a white stole, with the word Honor inscribed on the front.

Class Leaders - Students ranked in the first decile after a cumulative four-year average will be acknowledged at graduation as the class leaders. They will be listed alphabetically in the program, with this recognition being noted on their diplomas as graduating with **distinction**.

## CO-CURRICULAR ACTIVITIES

The Board of Education recognizes the educational values inherent in student participation in the extra-curricular life of the school, and commits itself to the assignment of staff for the formation of student groups for such purposes as building social relationships, developing interests in an academic area, and gaining an understanding of the elements and responsibilities of good citizenship. Students who participate in the extra-curricular activities program are expected to read, sign, and abide by a code of conduct (Thousand Islands High School Extracurricular Activity Eligibility Policy), which meets or exceeds the requirements of the General District Code of Conduct. Eligibility for participation is based on satisfactory academic achievement and performance. *Please be advised that modifications to the Co-curricular policy and procedures are forthcoming.*

SENIOR NATIONAL HONOR SOCIETY - Membership in the Senior National Honor Society is an honor bestowed upon a student in grades 10 - 12. Selection for membership is by a Faculty Council and is based on outstanding scholarship, character, leadership, and service. Only those students who have a cumulative grade point average of 90% or higher (from Grade 9 on) meet the scholarship requirement. The cumulative grade point is an average of the quarter scores. These students are then eligible for consideration on the basis of service, leadership, and character. Five teachers who currently have the candidate or have had the candidate within the last year are asked by the Faculty Council to rate his/her performance in the areas of leadership and character. Service is evaluated using the Student Activity Information form completed by each candidate. Letters of recommendation submitted by the candidates are also reviewed. An annual Induction Ceremony is held each December. Once inducted, members must maintain the high performance levels in each of the four areas (Scholarship, Leadership, Service, and Character), which were used as a basis for their selection.

ISLANDER YEARBOOK - The Islander Staff (open to all senior high students) is composed of several small staffs, which include: Typing, Photography, Production, Sports, and Business. All of these staff people must work well together in order to insure a successful yearbook.

AFS INTERNATIONAL - The purpose of the AFS is to promote international ties of goodwill and brotherhood. These goals are promoted by assisting the adult chapter in sending a local student to another country for the summer, and having a foreign student here for a year. The responsibilities for the AFS Student Chapter include making foreign students in our school feel welcome and helping with fund raising projects.

SENIOR, JUNIOR, SOPHOMORE, AND FRESHMAN CLASS OFFICERS The class officers work with the class advisors to plan and organize fund raising and other class activities.

#### STUDENT GROUPS

Student Council elections are held each year for officers and representatives. The group holds regular meetings, and presents the ideas and interests of the student body to the administration for consideration. Additional groups may be organized based on interest and available advisors. Students may approach a teacher or the principal with suggestions.

Future Educators of America, Student Activists for the Environment (SAFE), Marching Band, Musicals and Plays, Select Choir  
Ski Club, Varsity Club, Whiz Quiz - an academic quiz team, which competes with other schools in the area.

#### SCHOOL DANCES

1. Students in grades 9-12 from Thousand Islands High School and their invited guests (who must be in at least 9<sup>th</sup> grade) may attend school dances. Students in good standing from another school may attend at the invitation of a Thousand Islands High School student. Students out of school and not older than 21 "may" receive permission from the principal to attend the **Prom only**.
2. A Thousands Islands High School student may register a guest by 12:00 p.m. two days prior to the dance in the main office. Guests should accompany the student to and from the dance.
3. Dances are held from 8:00-11:00 p.m. Students will not be admitted after 9:15 PM unless they have notified the office in advance and received permission from the Principal.
4. Students leaving the building must leave the school property. Students leaving the dance before 11:00 p.m. must sign out and will not be re-admitted.
5. The extra-curricular code must be signed before students participate in dances and other school activities.
6. All school rules are in effect for dances and other school sponsored activities.

#### ACADEMIC/ATHLETIC CO-CURRICULAR ELIGIBILITY PROCEDURE

There are many opportunities in the Thousand Islands School District for our students to participate in extra-curricular activities. However, participation requires dedication and commitment. While participating, our students gain invaluable educational experience as member of athletics and academics teams or clubs, as student leaders, and as young adults setting and reaching their goals. This participation enriches their high school years and develops personal standards of discipline. To ensure participating students meet reasonable academic standards, the following academic eligibility policy has been established:

There will be an academic eligibility review eight times per year (end of each quarter and at each interim marking period).

Any student in grades 7 - 12, who has an **average of 64.9% or less in any course** during any of the eight (8) reporting periods, will be ineligible unless complying with the Eligibility Policy.

Any student receiving **one (1) grade of 64% or less** in any review period (in any course) will be **ineligible unless attending the Academic Study Period (2:30 – 3:10) two periods per week**. Any student receiving **two (2) grades of 64% or less** in any review period (in any course) will be **ineligible unless attending the Academic Study Period (2:30 – 3:10) three periods per week**. Any student receiving **three (3) grades of 64% or less** in any review period (in any course) will be **ineligible unless attending the Academic Study Period (2:30 – 3:10) four periods per week** and is **ineligible to participate in games**. Any student receiving **four (4) or more failing grades (64% or less)** will be **INELIGIBLE** for participation in extracurricular activities.

**NOTE:** Incompletes resulting from an extended illness may be taken into consideration.

All students becoming ineligible DURING the season MUST comply with the Eligibility Policy OR WILL BECOME IMMEDIATELY INELIGIBLE (removed from the sport team/activity). One illegally missed Academic Teacher Study Session may result in students' immediate removal from the sport team/activity. Students having a legitimate excuse for not attending a Academic Teacher Study Session must submit a note to the Director of Athletics in advance.

The final grades and averages for the year will determine eligibility for the first quarter of the following year.

**NOTES:**

1. Summer school grades may be used to correct grade deficiencies for the purpose of eligibility.
2. Students missing the **Academic Study Period** for any reason must see the Director of Athletics to make arrangements for a makeup time.
3. Students will be expected to pick up a Weekly Sign-in Sheet from the Athletic Office to get the signatures from the teachers when attending their **Academic Study Period**. Those sheets will be turned in every week (Suggestion – drop off the sign-in sheet in the athletic office on Thursday afternoon immediately following the study session). **Failure to comply with the return of the Weekly Sign-in Sheet will result in a one-week suspension from the sport team/activity.**
4. Disciplinary Detention, regardless of the reporting location, **does not** fulfill the **Academic Study Period** requirement.
5. Students who are identified as needing academic assistance will have their eligibility reviewed by a committee comprised of Administration, Guidance, and Pupil Personnel.

**Exceptions:**

1. Senior Trip, Senior Prom, Athletic Banquet
2. Students failing three (3) or four (4) subjects may request a probationary agreement, which will allow a student to improve their status **ONE (1) LEVEL** should academic improvement be demonstrated by the student. Final approval will be determined by building administration.

**INTERSCHOLASTIC ATHLETIC PROGRAM**

Thousand Islands Central School is a fully participating member of the NYSPHSAA and the Frontier League of Section III.

Thousand Islands High School offers the following sports and athletic activities:

Football - Modified, Varsity  
Soccer - Modified, JV, Varsity  
Basketball - Modified, JV, Varsity  
Volleyball - Modified, JV, Varsity  
Hockey - Varsity  
Cheerleading - JV, Varsity  
Baseball - Modified, JV, Varsity  
Softball - Modified, JV, Varsity  
Golf – Varsity  
Women's Swimming – Modified, Varsity  
Women's Diving – Modified, Varsity

Exemplary conduct is expected of all students who represent Thousand Islands High School. The school, community, and staff are judged by the behavior of these students. Older students are public models for many youngsters, and should display appropriate behavior at all times. Students are expected to avoid doing anything, which will bring embarrassment or an unfavorable view to teammates, coaches, family, school, or community.

Students who participate in the interscholastic athletic program are expected to read, sign, and abide by the athletic code of conduct, which meets and exceeds the requirements of the General District Code of Conduct. Students will be expected to participate with the Athletic Eligibility Standards that are in place to ensure a positive balance with academics and athletics.

**OFF CAMPUS ACTIVITIES**

Activities held off campus following school events, which are not school sponsored, are not under school jurisdiction. However, the Student Code of Conduct advises responsible behavior, and consequences will occur for inappropriate actions.

**SIGNS AND POSTERS**

The high school principal must approve all signs and posters advertising school and other events. These signs and posters will be taken down the day after the advertised event, and should not be placed in the stairwell areas in order to comply with the fire code regulations.

**SEXUAL HARASSMENT**

Board of Education Policy # 6113.11 refers to behavior that is not welcome, is personally offensive, lowers morale, and interferes with the District's effort and obligation to efficiently and effectively educate its students.

The term "sexual harassment" includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

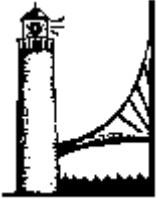
Any student who has been subjected to sexual harassment or abuse by another student or an adult shall immediately report the alleged incident to a school staff member or administrator.

**NON-DISCRIMINATION POLICY**

Thousand Islands Central School District does not discriminate on the basis of race, creed, color, national origin, political affiliation, age, sex, or handicap in matters of employment, programs, or services.

**TOBACCO, ALCOHOLIC BEVERAGES, AND DRUGS**

Smoking, use and/or possession of tobacco products, and/or possession or use of drugs including alcohol are prohibited while on school property or at any school-sponsored event. This is a Board of Education policy and will be strictly enforced.



THOUSAND ISLANDS CENTRAL SCHOOL DISTRICT  
CLAYTON, NY 13624-1000

SUMMARY OF CODE OF CONDUCT

SECTION

**Student Rights and Responsibilities**

Students have the right to receive an education and to participate in school activities on an equal basis regardless of race, color, creed, national origin, religion, gender, or sexual orientation, or disability.

Students have the responsibility of helping to maintain a safe and orderly environment; attending school prepared to participate in classes and learn; respect all persons within the school; dress appropriately (per dress code); accept responsibility for their actions; and at all times act as positive representatives of the school.

**Essential Partners - Parents**

All parents are expected to work cooperatively with school personnel to ensure the education of their child(ren) by discussing the rules and regulations of the school with their child(ren) and helping their child(ren) to understand the importance of the rules and regulations [i.e.: dress code, attendance policy, disciplinary code] to their education. These codes are enumerated in materials distributed annually to each child.

**Teachers**

All teachers are expected to maintain a climate of mutual respect and dignity within their classrooms so that the education of all students can take place. They will further inform students and parents of all expectations of their class which will lead to success for the student.

**Guidance Personnel**

Guidance counselors are expected to assist students and parents in all aspects of the students' academic endeavors. They will further assist students in coping with their social lives as related to school pressures.

**Administration**

The Superintendent and all principals are expected to promote a safe, orderly, and stimulating environment, which supports active teaching and learning.

**Board of Education**

The Board of Education is expected to work with all constituencies to develop codes and policies which will promote a safe and orderly environment for teaching and learning.

**Dress Code**

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

The Thousand Islands Central School recognizes that parents are concerned about their children's dress, general appearance, and behavior. Dress shall be safe, appropriate, and not disrupt or interfere with the educational process. We have established the following guidelines to aid parents and students in selecting proper attire for wear to school. (Administration will monitor).

The following are considered *inappropriate attire* for school and *are not permitted*.

1. Halter tops, midriff/fishnet shirts, sheer/see through tops, shirts/dresses with spaghetti straps, tube tops, muscle shirts, plunging necklines (front and/or back).
2. Short shorts or short skirts (must be mid-thigh or longer).
3. Shirts or other articles of clothing, or jewelry which promote/advertise alcohol or tobacco products, or drugs and/or encourage other illegal or violent activities.
4. Shirts or other articles of clothing which put down a person/people on the basis of sex, race, or religious belief, creed, national origin, sexual orientation, or disability.
5. Shirts or other articles of clothing, or jewelry which contain artwork or language which is sexually suggestive, abusive, or offensive, vulgar, obscene, and libelous.
6. Hats, caps, bandanas or other head coverings except for medical, classroom, or religious purposes.
7. Heavy chains.
8. Underwear which is not completely covered with outer garment.

If inappropriate clothing is worn to school, students will be asked to change and/or parents will be called and asked to bring proper clothing to school for their child. If the parent is unavailable, the school will provide appropriate attire.

Also not allowed in school are the uses of laser pointers, pagers, beepers, or cell phones. These will be confiscated and held in the office for a parent to pick up. Other electronic devices or games (i.e. CD/stereo players, radios, tape recorders, Walkmans, electronic games, skateboards, or other non-school-related but valuable items) may not be used in the building during school hours. Students are advised not to bring these items to school, as the school will not be held responsible for their loss or theft.

#### **Prohibited Student Conduct**

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

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

- A. Engage in conduct that is disorderly.
- B. Engage in conduct that is insubordinate.
- C. Engage in conduct that is disruptive.
- D. Engage in conduct that is violent.
- E. Engage in any conduct that endangers the safety, morals, health, or welfare of others.
- F. Engage in misconduct while on a school bus.
- G. Engage in any form of academic misconduct.

(Examples of these actions are enumerated in full Code of Conduct)

#### **Reporting Violations**

All students are expected to promptly report violations of the code of conduct to a staff member. All district staff is expected to promptly report violations of the code of conduct to their supervisor.

**Disciplinary Consequences, Procedures, and Referrals**

Disciplinary action, when necessary, will be firm, fair, and consistent. As a general rule discipline will be progressive. If the conduct of a student is related to a disability, the student will be referred to the Committee on Special Education and discipline shall be administered accordingly.

**Consequences**

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

1. Oral warning
2. Written warning
3. Written notification to parent
4. Detention
5. Suspension from transportation
6. Suspension from athletic participation
7. Suspension from social or extracurricular activities
8. Suspension of other privileges
9. In-school suspension
10. Removal from classroom by teacher
11. Short-term (five days or less) suspension from school
12. Long-term (more than five days) suspension from school
13. Permanent suspension from school.

**Procedures**

School personnel authorized to impose consequences will inform students of alleged misconduct and will investigate, to the extent necessary, the fact surrounding the alleged misconduct. Students will have an opportunity to present their version of the facts to school personnel. Additional information is provided.

**Minimum Periods of Suspension**

A student found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one calendar year.

A student found to have committed a violent act, will be subject to suspension from school for at least three days.

A student who is repeatedly substantially disruptive of the educational process or who substantially interferes with the teacher's authority over the classroom will be suspended from school for at least three days.

**Referrals**

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

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

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

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

**Alternative Instruction**

A student suspended from school will be offered alternative means of instruction, as prescribed by the building principal.

### **Discipline of Students with Disabilities**

The Board recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The Board also recognizes that students with disabilities enjoy certain procedural protections whenever school authorities intend to impose discipline upon them. The Board is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations.

This code of conduct affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable federal and state law and regulations.

### **Corporal Punishment**

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

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

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

### **Student Searches and Interrogations**

The Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. Any school official may question a student about an alleged violation of law or the district code of conduct.

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

An authorized school official may search a student or the student's belongings based upon information received from a reliable informant.

### **Police Involvement in Searches and Interrogations of Students**

The Board of Education wishes to cooperate with all community agencies, including law enforcement, having a legitimate right to interrogate students or remove them from the custody of school authorities. As possible and appropriate, parents should be advised by school authorities when representatives of community agencies are involved with their students in the context of this policy.

Whenever possible, contacts with students regarding non-school-related matters of any kind should be accomplished after school hours and off the school campus.

### **Visitors to the Schools**

The Board encourages parents and other district citizens to visit the district's schools.

1. All visitors to the school must report to the designated office upon arrival at the school. There they will be required to sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds.
2. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.

### **Public Conduct on School Property**

The district is committed to providing an orderly, safe, and respectful environment, it is necessary to regulate public conduct on school property and at school functions.

All persons on school property or attending a school function should conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property. (As per Dress Code)

### **Prohibited Conduct**

No person, either alone or with others, shall:

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

**Consequences**

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

1. Visitors. Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection.
2. Students. They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.
3. Employees shall be subject to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

THOUSAND ISLANDS CENTRAL SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURE  
STUDENTS  
(Series 6000)

ACTIVITIES

STUDENT BODY ACTIVITIES

STUDENT EXTRA-CURRICULAR ACTIVITIES ELIGIBILITY .....

§6112.361

Thousand Islands Middle School and High School (T.I.) extends the privilege of extracurricular activities to students who recognize their obligation to themselves, their co-participants, and their school community while striving for academic excellence. This policy is in effect for any student accepting the privilege of participating in a Thousand Islands High School extracurricular activity. Participation in these activities is a privilege and a responsibility that requires extra commitment when representing fellow students, teammates, coaches, advisors, school, and community. Extracurricular activities are a valuable experience and are, therefore, considered an integral part of the total educational program. Extracurricular activities are defined as any school activity that is non-credit bearing. It is the goal of this policy to help students successfully balance academics and extracurricular activities. T.I. students are expected to conduct themselves as model citizens *at all times*. **This is policy will be in effect from August 18, 2008 through June 28, 2009.** Home-schooled students may not participate in interscholastic athletics (NYS law) but may participate in the following extracurricular activities: stage band, Pit band, Marching band, Ski club, Chess club, and certain other activities. The faculty sponsor and the building principal must approve such participation in advance. The Home-schooled student must also adhere to all school policies and to the guidelines that follow.

Discipline Policy

- A. Student shall not participate in any extracurricular activity while on in-school or out-of-school suspension.
- B. T.I. expects all students participating in extracurricular activities to behave in an appropriate manner in accordance with the school Code of Conduct. Any violations will be dealt with according to the school Student Code of Conduct. Repeated Offenses - The student may be required to meet with the coach/advisor or dean of students and the principal in order to determine future extracurricular eligibility.
- C. Athletes must display good sportsmanship at all times. Therefore, unsportsmanlike behavior at practices, contests, or at any time representing the school, may result in suspension from the team.
- D. Students must travel to and from all school related activities, contests, and sport events on school transportation. Only parents will be allowed to sign out their own students to ride home with them on an approved school district form.

\*\* Parents are responsible for picking up their children within 15 minutes after the end of practice or the return from a school event.

Attendance

Students must be in school by 8:15 am and remain in school for the remainder of the day or else they may not practice or compete in any contests that day. The High School/Athletic Office must approve legitimate excuses.

- A. Unexcused absence from school day prior to, the day of, or the day after a game or school event shall result in the absentee being declared ineligible for that or the following activity. A valid written excuse from the place of appointment stating the reason for the absences or tardiness must be presented upon the arrival to the school office.
- B. Athletics are an outgrowth of the Physical Education programs. The NYSPHSAA regulations state that a student must be enrolled in Physical Education to participate in the interscholastic program. Student-athletes who are illegally absent or unprepared for/from the PE classes, will not be permitted to attend practices or games on the day of the absence.

### Academic Eligibility

- A. There will be an academic eligibility review eight times per year (end of each quarter and at each interim marking period).
- B. Any student in grades 6 - 12, who has an **average of 64.9% or less in any course** during any of the eight (8) reporting periods, will be ineligible unless complying with the Eligibility Policy.
- C. Any student receiving **one (1) grade of 64% or less** in any review period (in any course) will be **ineligible unless attending the Academic Study Period (2:30 – 3:10) two periods per week**. Any student receiving **two (2) grades of 64% or less** in any review period (in any course) will be **ineligible unless attending the Academic Study Period (2:30 – 3:10) three periods per week**. Any student receiving **three (3) grades of 64% or less** in any review period (in any course) will be **ineligible unless attending the Academic Study Period (2:30 – 3:10) four periods per week** and is **ineligible to participate in games**. Any student receiving **four (4) or more failing grades (64% or less)** will be **INELIGIBLE** for participation in extracurricular activities.
- D. **NOTE:** Incompletes resulting from an extended illness may be taken into consideration.
- E. **All students becoming ineligible DURING the season MUST comply with the Eligibility Policy OR WILL BECOME IMMEDIATELY INELIGIBLE (removed from the sport team/activity). One illegally missed Academic Teacher Study Session may result in students' immediate removal from the sport team/activity.** Students having a legitimate excuse for not attending a **Academic Study Session** must submit a note to the **Director of Athletics in advance**.
- F. The final grades and averages for the year will determine eligibility for the first quarter of the following year.
- G. **NOTES:**
  - 6. Summer school grades may be used to correct grade deficiencies for the purpose of eligibility.
  - 7. Students missing the **Academic Study Period** for any reason must see the Director of Athletics to make arrangements for a makeup time.
  - 8. Students will be expected to pick up a Weekly Sign-in Sheet from the Athletic Office to get the signatures from the teachers when attending their **Academic Study Period**. Those sheets will be turned in every week (Suggestion – drop off the sign-in sheet in the athletic office on Thursday afternoon immediately following the study session). **Failure to comply with the return of the Weekly Sign-in Sheet will result in a one-week suspension from the sport team/activity.**
  - 9. **Disciplinary Detention, regardless of the reporting location, does not fulfill the Academic Study Period requirement.**
  - 10. Students who are identified as needing academic assistance (IEP, Resource Room, Etc.) will have their eligibility reviewed by a committee comprised of Administration, Guidance, and Pupil Personnel.
- H. **EXCEPTIONS:**
  - 1. Senior Activities, Senior Prom, and Senior Awards Night, and Athletic Banquet

Substance Abuse

- A. If it is demonstrated a student has used or is in possession (either by direct or circumstantial evidence or admission under questioning) of tobacco products he/she will be ineligible from all extracurricular activities for a minimum of four weeks. **In order to be considered for reinstatement to the team, club, organization, or special event after the minimum four (4) weeks ineligibility period the student must attend all team, club, or organization practices or rehearsals, unless legally excused, during the ineligibility period.** During this period of time the student will be required to attend a smoking cessation seminar or a counseling session for tobacco abuse (approved by the school district). The seminar or counseling session must be sought out and paid for by the student and his/her family. **If the student does not participate in a seminar or counseling session he/she will remain ineligible.**
- B. If it is demonstrated a student has used or is in possession (either by direct or circumstantial evidence or admission under questioning) of an illegal or controlled substance (alcohol, illegal drugs, etc) he/she will be ineligible from all extracurricular activities for a minimum of four weeks. **In order to be considered for reinstatement to the team, club, organization, or special event after the minimum four (4) weeks ineligibility period the student must attend all team, club, or organization practices or rehearsals, unless legally excused, during the ineligibility period.** During this period of time the student will be required to attend counseling (approved by the school district) for the controlled substance he/she was using. The counseling must be sought out and paid for by the student and his/her family. If the student does not participate in counseling he/she will remain ineligible.
- C. If it is demonstrated a student has used or is in possession (either by direct or circumstantial evidence or admission under questioning) of an illegal substance a second time, he/she will be completely ineligible from all extracurricular activities for a minimum period of sixteen weeks. During that time, the student will be required to attend additional substance abuse counseling (approved by the school district) in order to be eligible for continued participation in extracurricular activities following the sixteen-week extracurricular suspension. The counseling must be sought out and paid for by the student and his/her family.
- D. Should it be demonstrated a student has used or is in possession (either by direct or circumstantial evidence or admission under questioning) of an illegal substance for a third time, the student will be suspended from all extracurricular activities for a period of one year from the date of the incident/infraction. Committee will review any repeated offense if occurred in a separate contract year.
- E. If a student realizes he/she has a substance abuse problem and he/she:
  - 1. Admits the problem
  - 2. Seeks assistance in dealing with the problem
  - 3. Agrees to enter treatment for the problem
  - 4. Refrains from further use of the substance in question, thenHe/she shall not be penalized according to the above procedures. He/she will be allowed to continue with extracurricular activities with no disciplinary action. If he/she is found to violate these conditions (i.e. use of the substance, absence from the treatment program, etc.), he/she will be placed immediately at the proper offense level. Treatment costs will be the responsibility of the student and his/her family.  
**Students may not refer themselves in response to having been caught in a substance abuse situation.**

In the Middle School and in the High School the principal shall appoint an Eligibility Committee which may consist of, but is not limited to, the Director of Athletics, Director of Music, nurse, a teacher representative, neutral parent, student council member, Guidance Counselor, coach/advisor, and the principal. All students will have the right to request a hearing. The determination of the Eligibility Committee is final. The Eligibility Committee may impose consequences, which may reduce or exceed the minimum time for suspension.

If a student is found using, possessing, or under the influence of illegal drugs in school or at a school activity, the Board of Education policy provides for a Superintendent's Hearing which may result in the suspension from school for up to one full year. **I have read and understood the above eligibility policy.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Revised 7/01/08

## Summary of Thousand Islands Board of Education (Attendance Policy – July 1, 2002)

The Thousand Islands Central Schools (TI) Board of Education (BOE) believes that opportunities for students to achieve their fullest potential are maximized by regular school attendance.

School attendance is both a right and a responsibility.

Our Comprehensive Student Attendance Policy has the following objectives:

- A. To increase the school completion rate;
- B. To raise student achievement and close gaps in student performance;
- C. To identify attendance patterns in order to design attendance improvement efforts;
- D. To know the whereabouts of every student for safety and other reasons;
- E. To verify that individual students are complying with education laws relating to compulsory attendance;
- F. To determine the District's average daily attendance for State aid purposes.

The Middle School/High School will maintain an accurate record of student attendance by class period as mandated by New York State.

Any absence from the school day or portion of the day shall be recorded in the daily attendance register as excused or unexcused.

The following list of reasons is considered excused absences\*:

### Illness

Illness, death or emergency in the family  
Health appointments  
Required court appearance  
Approved college visits  
Religious observance  
Suspension

All absences must have a written excuse by the parent(s) or guardian(s) or person(s) in parental relationship to the student. An unexcused absence is an absence for any reason not specified above.

Parent(s), or guardian(s) or person(s) in parental relationship shall be notified by telephone of any unexcused absences, tardiness or early departures from school. If telephone notification is impossible, notification shall be by mail. Students who have an unexcused absence, late arrival, or early departure from scheduled instruction will be subject to a series of incremental interventions including counseling, loss of privileges, warnings, suspension, and any other disciplinary penalties under the Code of Conduct. If deemed necessary by appropriate school officials, or if requested by the parent(s), or guardian(s), or person(s) in parental relationship, a conference shall be scheduled in order to address the student's absence.

At the high school level, the attendance record shall be consulted for the purpose of grading and denial of course credit as outlined in class attendance procedure. (See student folder) Students must maintain attendance in accordance with current building level procedures in order to receive course credit. (Attendance means being in class on time and ready to learn).

Students of compulsory school age with excused absences will be given the opportunity to make up work in order to gain course credit. If the absence is excused, the student is to arrange with his or her teacher for an assignment to make up the missed work. Make up opportunities must be completed by a date specified by the teacher.

If a student is in jeopardy of being denied course credit due to poor attendance, the student and parent (s), or guardian(s), or person(s) in parental relationship shall be notified. A conference with the guidance counselor, teacher and principal may be requested.

*Discipline Policy – Appendix*

<i>Key</i>			
<i>3:40 detention 2:35 PM to 3:35 PM</i>			
<i>5:40 detention 2:35 PM to 5:35 PM</i>			
<i>In school suspension 7:35 AM to 5:35 PM</i>			
<i>Out of school suspension = no campus privileges</i>			
<i>VIOLATION</i>	<i># OF TIMES</i>	<i>DISPOSITION</i>	<i>OTHER ACTION</i>
1. Disruptive Behavior	1	VR, 3:40 detention	
	2	5:40 detention	Letter
	3	ISS	Letter, Parent Conference
2. Disruptive behavior in the cafeteria	1	VR, 10 lunch ISS	Letter
	2	25 lunch ISS	Letter, Parent Conference
	3+	Lunch ISS – rest of school year	Letter, Parent Conference
3. Dangerous/Reckless Behavior	1	VR (1) 5:40	Letter, Parent Contact
	2	(2) 5:40	Letter, Parent Conference
	3+	(2) ISS	Letter, Parent Conference
4. Class Cut	1	VR, 3:40 detention	
	2	5:40 detention	Letter, Parent Contact
	3+	(2) 5:40 detentions	Letter, Parent Conference
5. Tardies	1	VR	
a. School - late without a legal written excuse will be considered tardy.	2	3:40 detention	Letter, Parent Contact
	3+	5:40 detention	Letter, Parent Conference
b. Class	1	Teacher Conference	
	2	Teacher Detention	Parent contact
	3	3:40 detention	Letter, parent contact
	4+	5:40 detention	Letter, parent contact
6. Truancy (students absent from school without a legal, written excuse will be considered truant.)	1	VR (2) 5:40 detentions	Letter, parent contact
	2	(1) ISS	Letter, parent conference
7. Detention – cutting	1	VR, 3:40 detention	Letter, parent contact
a. Teacher	2	(1) 5:40 detention	Letter, parent contact
	3+	(2-3) 5:40 detention	Letter, parent conference
b. Administrative	1	VR (1) 5:40 detention	Letter, parent contact
	2	(2) 5:40 detention	Letter, parent contact

	3+	(1-3) ISS	Letter, parent conference
8. Technology Violation	1	VR	Letter, parent contact. Device will be taken away and student may pick up at end of day.
a. Cell phones (ALL cell phones are to be turned off and out of sight during school hours)	2	(3) days lunch ISS	Letter, parent contact. Device will be taken. Parent must pick up at the high school office.
b. Cameras (teacher/administration approval only)	3+	(2) 5:40 detentions	Letter, parent contact. Device will be taken. Parent must pick up at the high school office.
c. Personal Listening Devices (during scheduled lunch periods only). <i>School is not responsible if the device is lost or stolen.</i>			
d. Recording devices.			
	<i>*Electronic/entertainment devices (during scheduled lunch periods only). School is not responsible if the device is lost or stolen.</i>		
9. Dress Code Violations (as written in the code of conduct)	1	VR	Letter, parent contact
	2	(1) 3:40 detention VR	Letter, parent contact
	3+	(1-3) 5:40 detention	Letter, parent conference
	<i>*Student must change offensive clothing. The school reserves the right to provide, if necessary, a replacement shirt.</i>		
10. Cheating in any form will not be tolerated (to use unfair or dishonest methods to gain an advantage)	1	VR, grade of zero, and (1) 5:40 detention	Letter, parent conference
	2+	(2-3) 5:40 detention, grade of zero	Letter, parent conference
	<i>*In case of final examination, the student will be given a zero on examinations. Fraud on a Regents, RCT, or Proficiency exam will be dealt with according to Educational Law.</i>		
11. Lying, distorting facts, deliberate deception	1	VR (1) 5:40 detention	Letter, parent contact
	2	(2) 5:40 detention	Letter, parent contact
	3+	(1-3) ISS	Letter, parent contact
12. Forgery – <i>Police and School Resource Office (SRO) may be contacted.</i>	1	VR (1) 5:40 detention	Letter, parent contact
	2	(2) 5:40 detention	Letter, parent contact
	3+	(1-3) ISS	Letter, parent contact
13. Stealing – <i>In all cases property must be returned and paid for. Police and School Resource Office (SRO) may be contacted.</i>	1	VR (2) 5:40 detention	Letter, parent contact
	2	(3) 5:40 detention	Letter, parent conference
	3+	(1-3) ISS	Letter, parent conference
14. Fighting – verbal	1	(2) 5:40 detention	Letter, parent conference

	2+	(1-3) ISS	Letter, parent conference
15. Fighting – physical	1	3 OSS	Letter, Parent conference
	2+	5 OSS	Letter, parent conference
	<i>*Repeated offenses may result in a Superintendent's Hearing. Local authorities will be contacted.</i>		
16. Threatening other students (verbal or non-verbal) – <i>Police and SRO will be contacted.</i>	1	VR (2) 5:40 detention	Letter, parent contact
	2+	(1-3) ISS	Letter, parent conference
17. Physical assault of student – <i>Police and SRO may be contacted.</i>	1	(3) OSS	Letter, parent conference
	2	(5) OSS	Letter, parent conference, Superintendent's Hearing
18. Insubordination (openly defiant and disregards directives issued by staff). Examples include but are not limited to:	1	VR (1) 5:40 detention	Letter, parent contact
	2	(3) 5:40 detention	Letter, parent contact
a. Acts of rudeness	3+	(1-3) ISS	Letter, parent conference
b. Inappropriate tone			
c. Disrespectful language			
d. Failure to comply with staff request.			
19. Threatening staff (verbal or non-verbal) – <i>Police and SRO will be contacted.</i>	1	(3) OSS	Letter, parent conference
	2+	(5) OSS	Superintendent hearing. Local authorities will be contacted.
20. Physical assault of staff	1	5 (OSS)	Superintendent's hearing. Local authorities will be contacted.
	<i>*Repeated instances may lead to Permanent Suspension in accordance with NYS Education Law, Section 3214</i>		
21. Sexual Harassment	1	(3) ISS	Letter, parent conference, authorities contacted.
	2+	(3-5) OSS	Letter, parent conference, (SRO) authorities contacted. Superintendent's Hearing.
22. Discrimination (any action which puts down a person/people on the basis of sex, race, religious belief, creed, national origin, sexual orientation or disability. Additionally, any articles of clothing, jewelry which contains artwork or language which is sexually suggestive, abusive, offensive, vulgar, obscene and libelous)	1	VR (2) 5:40	Letter, parent contact
	2	(2) ISS	Letter, parent conference, guidance support
	3+	(1-3) OSS	Letter, parent conference, guidance support
<i>*Legal authorities may be contacted. Superintendent's Hearing will be considered.</i>			
23 Profanity, vulgarity, inappropriate actions, however communicated.	1	VR (1) 3:40	Letter, parent contact
	2	(1) 5:40	Letter, parent contact

	3+	(1-3) ISS	Letter, parent conference
24. Profanity, vulgarity towards students	1	(1) VR 5:40 detention	Letter, parent contact
	2	(2) 5:40 detention	Letter, parent conference
	3+	(1-3) ISS	Letter, parent conference, guidance support
25. Profanity, vulgarity toward staff	1	VR (3) 5:40 PM detention	Letter, parent conference
	2	(2) ISS	Letter, parent conference
	3+	(3-5) OSS	Letter, parent conference, Superintendent's Hearing
26. Inappropriate affectionate behavior (kissing, groping)	1	VR (1) 3:40 detention	Letter, parent contact
	2	(1) 5:40 detention	Letter, parent contact
	3+	(3) 5:40 detentions	Letter, parent conference
27. Leaving the building/school grounds without permission. (NOTE: Once on the school grounds, a student needs the permission of the principal, Dean or main office staff to leave school grounds).	1	VR (1) 5:40 detention	Letter, parent contact
	2	VR (2) 5:40	Letter, parent contact
	3+	VR (1-3) ISS	Letter, parent contact, conference
28. Possession of lighters, matches, flammables	1	VR (1) 5:40	Letter, parent contact
	2	VR (3) 5:40	Letter, parent conference
	3+	VR (1-3) ISS	Letter, parent conference
29. Possession of cigarettes or other tobacco products	1	VR (2) 5:40	Letter, parent contact
	2	VR (1) ISS	Letter, parent conference
	3+	VR (2) ISS	Letter, parent conference
30. Smoking (or use of any tobacco product) on school property or at any school sponsored event	1	VR (1) ISS	Letter, parent contact
	2+	VR (3) ISS	Letter, parent conference, guidance and SRO support
31. Possession of an alcoholic beverage on school property or at a school sponsored event. <i>SRO will be contacted.</i>	1	VR (3) ISS	Letter, parent conference
	2+	VR (5) ISS	Letter, parent conference, guidance support.
32. Use of an alcoholic beverage on school property or at a school sponsored event. <i>Police and SRO contacted.</i>	1+	VR (5) OSS	Letter, parent conference, Superintendent's Hearing
33. Distribution of an alcoholic beverage on school property or at a school sponsored event. <i>Police and SRO contacted</i>	1+	VR (5) OSS	Letter, parent conference, Superintendent's Hearing

34. Possession of any illegal drug on school property or at a school sponsored event. <i>Police and SRO contacted.</i>	1+	VR (5) OSS	Letter, parent conference, Superintendent's Hearing
35. Use of any illegal drug on school property or at a school sponsored event. <i>Police and SRO contacted.</i>	1+	VR (5) OSS	Letter, parent conference, Superintendent's Hearing
36. Distribution of an illegal drug on school property or at a school sponsored event. <i>Police and SRO contacted.</i>	1+	VR (5) OSS	VR (5) OSS
37. Possession of weapons	1	VR (5) OSS	Letter, parent conference, Superintendent's Hearing will be considered
	2+	VR (5) OSS	Letter, parent conference, Superintendent's Hearing
38. Possession of firearms - <i>Police and SRO contacted</i>	1+	VR (5) OSS	Letter, parent conference, Superintendent's Hearing