

# **Iroquois Central High School**

**Student Handbook  
2021-2022  
[www.iroquoiscsd.org](http://www.iroquoiscsd.org)**

**Christopher J. Ginestre**  
Principal

**Douglas Beetow**  
Assistant Principal

**Alexis Langheier**  
Assistant Principal

P.O. Box 32  
Elma, New York 14059-0032  
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## **Iroquois High School Administrative Team Message**

Dear Chief:

We have developed and updated our Student Handbook to be a reference guide for our student body. Our vision and belief statements enable our students to develop the skills necessary to be successful leaders of the future. To be successful, the faculty and staff are dedicated to establishing and maintaining a learning environment that fosters responsibility and personal growth. It contains vital information regarding staff, student services, clubs and activities, student's rights and responsibilities, policies and procedures, and special events.

It is very important that as a member of the Iroquois High School community you thoroughly familiarize yourself with the contents of the Handbook and keep it as a reference to use throughout this school year. To make the most of your high school years, you should make thoughtful, informed decisions regarding courses of study, clubs and activities to join. Use your time wisely to support your goals.

**Our goal is to be the premier High School in Western New York.** Together, we will continually develop our programs and structures to best serve our students. Chief Pride is what makes us unique. Your cooperation and respect will guarantee an ideal student experience.

## **Iroquois Central High School Vision Statement**

### **VISION:**

Iroquois High School, as a globally aware community, is built on high expectations that encourages a positive environment. This environment inspires students to develop the skills to think critically, creatively and take ownership of their own learning. The opportunities will be provided by teachers, staff and administration through innovative, engaging and rigorous instruction that promotes a culture that is safe, respectful and effective.

### **We Believe That:**

- **ALL** Iroquois students are capable of meeting high expectations.
- The culture, systems and communication at Iroquois is positive and collaborative.
- Iroquois students are the center of the learning environment.
- Iroquois teachers facilitate, inspire, engage, and support student centered learning.
- Learning is rigorous, relevant and engaging at Iroquois.

# Iroquois Central School District 2021-2022 Instructional Calendar CORRECTED

SEPTEMBER				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	
Teacher Work Days: 18		Student Days: 17		

OCTOBER				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
Teacher Work Days: 20		Student Days: 19		

NOVEMBER				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			
Teacher Work Days: 19		Student Days: 19		

DECEMBER				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
Teacher Work Days: 17		Student Days: 17		

JANUARY				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
Teacher Work Days: 20		Student Days: 20		

FEBRUARY				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				
Teacher Work Days: 15		Student Days: 14		

MARCH				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	
Teacher Work Days: 23		Student Days: 22		

APRIL				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
Teacher Work Days: 16		Student Days: 16		

MAY				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			
Teacher Work Days: 21		Student Days: 21		

JUNE				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	
Teacher Work Days: 17		Student Days: K-4 - 15 5-8 - 15 9-12 - 17		

RETRIEVAL DAYS (IN ORDER) IF NEEDED  
DUE TO EXCESSIVE SCHOOL CLOSING  
DAYS: April 11, 12, 13

**SPECIAL DATES**

- September 6 - Labor Day
- September 7 - Superintendent Conference Day
- September 8 - Students Return
- September 24 - Gr. K-4 Early Release 12:00 PM
- October 1 - Emergency Evacuation Drill - 15 min. early release for students
- October 8 - Superintendent Conference Day
- October 11 - Columbus Day
- November 11 - Veterans Day
- November 19 - Gr. K-4 Marking Period Ends  
Gr. K-4 Early Release 12:00 PM
- November 25-26 - Thanksgiving Recess
- December 2 - K-4 - Parent Conf.  
Gr. K-4 Early Release 11:00 AM
- December 7 - K-4 - Parent Conf.  
Gr. K-4 Early Release 11:00 AM
- December 23 - Gr. K-4 Early Release 11:00 AM
- December 24 - January 1 - Winter Recess
- January 17 - Martin Luther King Jr. Holiday
- January (tbd) - Regents Exams
- February 18 - Superintendent Conference Day
- February 21 - Presidents Day
- February 22 - 25 - Mid-Winter Break
- March 4 - Gr. K - 4 Marking Period Ends  
Gr. K - 4 Early Release 12:00 PM
- March 18 - Superintendent Conference Day
- April 11 - 15 - Spring Recess
- April (tbd) - Gr. 3-8 ELA Assessments
- May (tbd) - Gr. 3-8 Math Assessments
- May 30 - Memorial Day Holiday
- June 3 - Gr. K-4 Marking Period Ends  
Gr. K-4 Early Release 12:00 PM
- June (tbd) - Regents Exams
- June 16 - Gr. 5-8 Early Release 11:00 AM
- June 17 - Gr. K-4 Early Release 12:00 PM
- June 17 - Gr. 5-8 Early Release 11:00 AM
- June 20 - Juneteenth Holiday
- June 21 - Gr. 5-8 Early Release 11:00 AM
- June 22 - Gr. 5-8 Early Release 11:00 AM
- June 22 - Gr. K-8 Last Day of School
- June 24 - Rating Day/Teacher Check-Out
- June 24 - Graduation

**KEY:**

- Holidays/No School
- Supt. Conference Days
- No Student Attendance
- Early Release

Teacher Work Days — 186  
Student Attendance Days — (K-4) 180  
(5-8) 180  
(9-12) 182

Adopted: January 13, 2021  
CORRECTED 1/15/21

2021-2022 School Year  
BELL SCHEDULE

<i><b>Period</b></i>	<i><b>Time</b></i>
<b>Arrival</b> <i><b>Warning Bell</b></i>	<b>7:26-7:42</b> <b>7:40</b>
<b>Homeroom</b> <i><b>In First Period Class</b></i>	<b>7:42-7:53</b>
<b>Period 1</b>	<b>7:53-8:34</b>
<b>Period 2</b>	<b>8:38-9:19</b>
<b>Period 3</b>	<b>9:23-10:04</b>
<b>Period 4</b>	<b>10:08-10:49</b>
<b>Period 5</b>	<b>10:53-11:34</b>
<b>Period 6</b>	<b>11:38-12:19</b>
<b>Period 7</b>	<b>12:23-1:04</b>
<b>Period 8</b>	<b>1:08-1:49</b>
<b>Period 9</b>	<b>1:53-2:36</b>

**TELEPHONE & EMAIL DIRECTORY**  
**DISTRICT/SCHOOL TELEPHONE NUMBER:**  
**716-652-3000**

		652-3000, Extension:	eMail
Principal	Mr. Christopher J. Ginestre	7000	
Asst. Principal	Mr. Douglas Beetow	7300	<a href="mailto:dbeetow@iroquoiscsd.org">dbeetow@iroquoiscsd.org</a>
Asst. Principal	Ms. Alexis Langheier	7500	<a href="mailto:alangheier@iroquoiscsd.org">alangheier@iroquoiscsd.org</a>
Athletic Director	Mrs. Carrie Vetter	7200	<a href="mailto:cavetter@iroquoiscsd.org">cavetter@iroquoiscsd.org</a>
Attendance	Mrs. Diane Healy	7880	<a href="mailto:dhealy@iroquoiscsd.org">dhealy@iroquoiscsd.org</a>
<b>Emergencies</b>		7000	
Student Support Services	Information	7876	
Students: <b>A-G</b>	Mrs. Sheri Courteau	7873	<a href="mailto:scourteau@iroquoiscsd.org">scourteau@iroquoiscsd.org</a>
Students: <b>G-O</b>	Mrs. Rachel Ford	7871	<a href="mailto:rford@iroquoiscsd.org">rford@iroquoiscsd.org</a>
Students: <b>P-Z</b>	Mrs. Jennifer John	7870	<a href="mailto:jjohn@iroquoiscsd.org">jjohn@iroquoiscsd.org</a>
Report Cards/Transcripts	Mrs. Jackie Zagst	7872	<a href="mailto:jzagst@iroquoiscsd.org">jzagst@iroquoiscsd.org</a>
Working Papers	Mrs. Maria Olsen	7876	<a href="mailto:molsen@iroquoiscsd.org">molsen@iroquoiscsd.org</a>
School Social Worker	Mrs. Tana Yount	7015	<a href="mailto:tyount@iroquoiscsd.org">tyount@iroquoiscsd.org</a>
School Social Worker	Ms. Jill Polinski		<a href="mailto:jpolinski@iroquoiscsd.org">jpolinski@iroquoiscsd.org</a>
Health Office	Mrs. Jennifer Brooks	7600	<a href="mailto:jbrooks@iroquoiscsd.org">jbrooks@iroquoiscsd.org</a>
Psychologist	Mr. David Uhl	7550	<a href="mailto:duhl@iroquoiscsd.org">duhl@iroquoiscsd.org</a>
Speech Pathologist	Mrs. Judith Slowik	7754	<a href="mailto:jslowik@iroquoiscsd.org">jslowik@iroquoiscsd.org</a>
Student Tech Support	Help Desk	1413	<a href="mailto:1to1initiative@iroquoiscsd.org">1to1initiative@iroquoiscsd.org</a>
<b>Iroquois High School Hotline</b>		8477	
Community Education	Mrs. Debbie Metz	7402	<a href="mailto:dmetz@iroquoiscsd.org">dmetz@iroquoiscsd.org</a>

## **ADMINISTRATIVE DISCIPLINE**

The main purpose of the public school is to provide all students an equal educational opportunity. We recognize as citizens, that students have rights granted them by both the Constitution and laws of the United States and of the State of New York. At the same time, all rights carry with them corresponding responsibilities. As a school and a community, we have established guidelines and rules to govern our behavior. The foremost guidelines are respect and reasonableness. Only if we respect the rights of others can we justifiably insist on our own rights. The actions and decisions of a “reasonable person” have been used historically to determine appropriate behavior in those areas where there are no specific laws. So that we can maintain the orderly environment that makes learning possible, we expect all members of the school community to use good judgment and to be respectful of others at all times.

While we are confident that most of our students live up to our expectations of student behavior, we believe that there should be appropriate consequences when they do not. Further, we believe in progressive discipline. In other words, if a student breaks a rule a second time, consequences should be stronger than they were the first time. Our goal is, of course, that students will learn to discipline themselves. By setting forth clear rules in the areas of most frequent concern and by spending time to explain the regulations and the reasons for them, both at the beginning of the year and when students are referred to administrators for discipline, we hope that students will be helped toward the goal.

No set of rules can include every possible infraction, hence the need for good judgment on the part of all members of the school community, including students, teachers, administrators and parents. Nor will the consequences fit every situation. The administrators reserve the right to use their professional judgment to modify these guidelines and consequences when appropriate.

## **DISTRICT CODE OF CONDUCT & DASA**

The Dignity for All Students Act from New York State Department of Education takes effect July 1, 2012. The District Code of Conduct has been updated and approved by the Iroquois Board of Education. In our Code of Conduct, several key items regarding DASA (Dignity for All Students Act) have been included and will be implemented and enforced. The District Code of Conduct must be adhered to by all students in addition to the school policies outlined within this student agenda. This Code applies to all students, school personnel, parents and other visitors when on school property or attending a school related function.

The District Code of Conduct is outlined in our district’s school calendar and on our school district website. Please read and review our Code of Conduct which clearly defines expectations for acceptable conduct for all students.

## STUDENT ATTENDANCE PROCEDURES

### TARDINESS

All students who arrive at school after 7:45 A.M. must report to Attendance Office Personnel. All students late for legal reasons (medical appointment, court appearance, driver's test, illness, or attendance at a funeral) must have a written note from a parent or guardian. If a legal reason is claimed without a note, then a note should be presented to the Attendance Office within three days or detention will be assigned. **Tardiness for an illegal reason (overslept, car trouble, missed bus), even if accompanied by a note, will result in a detention being assigned after 3 illegal tardies. Each subsequent illegal tardy during the year will also result in detention.**

Tardiness to any class is not acceptable. If you do not have a pass excusing your tardiness, your classroom teacher will not allow students to make up work for credit. Chronic offenders will be referred for disciplinary action.

### ABSENCES AND EXCUSES

All absences from school must be accounted for in writing. In most cases, this means a written excuse, signed by a parent or guardian, explaining the reason for the absence from school on a given date. **The excuse must be submitted by the pupil to the attendance office within three (3) days of the student's return to school. If the excuse has not been submitted within three (3) days, the absence will be considered a truancy and disciplinary action will follow. Absence from school precludes participation in any extra-curricular activity. Students who are truant will not be permitted to make up work for credit. It is the responsibility of the student to meet with the teacher for missed assignments the day they return.**

- **EXCUSED AND UNEXCUSED ABSENCES:** Board of Education Policy #2112 "Comprehensive Student Attendance Policy" outlines excused and unexcused absences. Based upon our District's education and community needs, values and priorities, the School District has determined that absences, tardiness and early departures will be considered excused or unexcused according to the following standards.
- **EXCUSED:** An absence, tardiness or early departure may be excused if due to personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, road test, quarantine, required court appearances, medical appointments, approved college visits, approved cooperative work programs, military obligations, administratively approved school-sponsored activities or other such reasons as may be approved by the Board of Education.
- **UNEXCUSED:** An absence, tardiness or early departure is considered unexcused if the reason for the absence does not fall within the guidelines of an "excused" absence. For example, family vacations, hunting, babysitting, haircuts, obtaining learner's permit, and/or oversleeping are considered unexcused absences.
- **TRUANT:** A student who is absent, tardy, or leaves early and there is no written note from the parent **within 3 days**, the student is considered truant. **Any student who is truant will not be permitted to make up work for credit.**

## **REPORTING ABSENCES**

Parents/Guardians are to report absences to the Attendance Office at 652-3000 ext, 7880, by telephone between 7:30 a.m. and 8:30 a.m., on the day of absence. If the Attendance Office is not notified by 8:30 a.m., parents or guardians will be contacted by the Attendance Office requesting an explanation of the absence. For all absences, a written excuse signed by a parent/guardian must be submitted to the Attendance Office on the day the student returns to school.

Students are strongly encouraged to contact his/her teacher via email the day of the absence. In addition, a student should communicate a pre-planned (or excused) absence with his or her teacher. **It is the student's responsibility to request and make-up work from his/her teachers.**

## **EARLY DISMISSAL**

**We do not have an open campus.** Underclassmen are not afforded the privilege of leaving the school grounds except when they are scheduled for a medical appointment or when a parent/guardian comes to school to sign their son/daughter out. Parents must report to the attendance office to sign their son/daughter out. If a student is excused for a medical appointment, we require that the student bring back to the attendance office, a note from the medical facility verifying that the appointment was met. Lack of verification will be considered an unauthorized absence, and will result in detention.

## **RELEASE FROM CLASS**

If a student will miss classes due to a school-sponsored extra-curricular activity, it is the student's responsibility to see his/her teachers in advance to arrange to make up work.

**\*\*\*Course Credit: In order to receive course credit a student must be in attendance for that course for at least 85% of the course sessions. If a student's absences exceed 15% they will not be eligible for course credit.**

## **TRUANCY/ CLASS CUTS**

Unexcused or unauthorized absences from class or school will result in disciplinary action and a loss of credit for the missed assignment.

**NO STUDENTS MAY LEAVE SCHOOL WITHOUT THE KNOWLEDGE OF THE ATTENDANCE OFFICE, SCHOOL NURSE OR SCHOOL ADMINISTRATOR. FAILURE TO FOLLOW THIS PROCEDURE MAY RESULT IN SUSPENSION OR LOSS OF PRIVILEGES.**

## **STUDENT LEAVE OF ABSENCE**

Parents and pupils must be informed that leave of absence from school is not authorized and may be treated by the school as illegal.

Pupils planning an extended leave of absence during scheduled school days must obtain a Parent Request for Student Leave of Absence Form from the Main Office and notify the Attendance Office one week prior to the time the student will be out of school.

**It is the student's responsibility to request work from his/her teachers.**



### **SENIOR OFF CAMPUS PRIVILEGE**

Only seniors are eligible to apply for late arrival/early dismissal. The privilege will only be authorized if the student has a study hall scheduled the period he/she is requesting the privilege. Senior Privilege can only be requested for Study Hall periods that are assigned at the beginning of the day and/or at the end of the day. Study Hall periods in the middle of the school day CANNOT be assigned as Senior Privilege. *Student schedules will not be adjusted so that an off campus privilege can be issued.* Students must meet the following conditions:

1. Must be able to provide own transportation AND have obtained a permit to park on campus.
2. Must have 24 hours of Community Service hours submitted. Students who entered the HS after Freshman year must have half off their required hours completed.
3. **Must maintain a passing grade in every subject.**
  - **Grades will be monitored every 5 weeks – failures may result in loss of privilege.**
  - **If a Junior fails a course they will not be eligible to receive Senior Privilege until the 10 week marking period ends Senior year.**
4. Student must adhere to the Attendance Policy
5. Does not remain in the building unsupervised when scheduled to be excused. If a student has Senior Privilege and is remaining in the building they must report to the library.
6. Must sign in and out in the Attendance Office.

*If Senior Privilege is revoked a letter will be sent home to the parent/guardian.*

## ROUTINE PROCEDURES

### DRESS CODE

The purpose of the dress code at Iroquois Central School District is to ensure a productive learning environment in which all students feel comfortable. Students and parents have responsibility for acceptable dress and appearance. Student dress affects the culture and climate of the school. One of the values in our district is that we respect the rights and feelings of others; any item of clothing that would be offensive or distracting to others does not fit in our value system. This dress code applies to all students.

- Students must dress so they are able to safely participate in all classroom and school activities, including physical education, laboratory, technology classes, and others without revealing midriffs, undergarments or anything else deemed inappropriate.
- No hats, hoods, or bandannas are to be worn (except for religious/medical purposes)
- Coats and/or outerwear may be worn in the building during the winter months. Students must have the ability to function properly and appropriately. Oversized coats/jackets are not allowed (except for religious/medical purposes). Students are encouraged to keep a sweatshirt in his/her locker.
- Sunglasses may only be worn for medical reasons.
- The sole use of a backpack or messenger bag is to enable a student to be organized while protecting any school issued technology (1:1 laptop computers). Backpacks should not be excessive in weight and/or size. **Teachers reserve the right to not allow backpacks and messenger bags within his/her classroom.**
- Hazardous jewelry cannot be worn, including but not limited to spiked jewelry or wallet chains.
- Footwear should be worn at all times
- Clothing should not make any references to drugs, alcohol, tobacco, hate speech or any references of a discriminatory nature.
- No undergarments should be visible
- Skirts, dresses or shorts should extend beyond the fingertips with arms at your side.
- The bottom of a shirt should meet the top of pants, shorts, or skirts. All tops must completely cover the midriff, back, and not expose cleavage.
- No student should wear tank, halter or tube tops. Shoulder straps should not be less than 2 inches in width, one-shoulder, or strapless dresses or shirts. Straps on shirts and dresses must cover under garments.
- Student clothing should not be torn, altered, or see-through.

### LUNCH PERIOD / DINING ROOM RULES

- Students are expected to arrive at the dining room on time.
- Students are not to cut into the food line.
- Students are required to clean up after themselves.
- Students must dispose of all garbage and return dirty trays and utensils to the appropriate location.
- Students will obey requests of teachers.
- Violations of rules will result in disciplinary action and/or loss of privilege to use the dining room. There will be a penalty for the throwing of any object whether food or other in the dining room.

- Students seeking a free or reduced lunch must apply annually through the Business office.
- Enter and exit the courtyard through doorways. Going through the window openings will result in loss of courtyard privileges.

### STUDY HALLS

- Study hall time provides a quiet productive time to complete assignments.
- Truancy from a study hall will be treated the same as truancy from a class.
- Students should bring sufficient work for the entire period.
- Passes to the library, lavatories, or other destination will be issued with teacher discretion.
- Students wishing to use the library will sign up before HR and then report to the library at the time they signed up.
- Students wishing to see another teacher during their scheduled study hall period will **go directly** to that teacher's room. The **teacher will then record the student's attendance** so they are not marked absent from their assigned study hall.
- Study hall teachers retain the right to establish individual study hall rules.
- There will be no card playing in study hall.
- Any students moving around the building during a study hall period are moving with an academic purpose

### LIBRARY MEDIA CENTER

The High School Library Media Center is designed and maintained to service the specific needs and requirements of High School students and faculty. The program is coordinated by a Library Media Specialist who works with classroom teachers to integrate research skills into all curriculum areas and class projects. Classes are scheduled into the Library Media Center where the librarian and classroom teacher work together to instruct students how to use a variety of information resources to complete research assignments or projects.

The importance of reading for information and personal enjoyment is stressed at all grade levels. Computer terminals allow students and teachers to search the 12,000 records in the Library's automated catalog and circulation system. Materials in the catalog include books, videos, computer software, kits, charts and maps.

The High School Library Media Center is open daily from 7:30 am to 2:50 pm. Students are encouraged to use the Library Media Center for research, reading, computer and video work.

### PARKING

Parking on school grounds is a privilege not a right. **Students must have an approved parking permit and park only in designated areas.** The parking hanger should be hung on the car's rear view mirror, facing out. The speed limit is 10 MPH. A stopped school bus with flashing lights must not be passed. Lock your car, since the school is not responsible for damage to or loss from your car. Park between the lines in the assigned area. Accidents on school property carry the same liability to you as a driver on the highway. It is expected that the privilege to drive to school will not have an adverse effect on your ability to comply with other rules that are in effect at Iroquois, such as tardiness and leaving school grounds without permission.

No item, the possession of which is illegal, in violation of school regulations, or which endangers the health, safety, or welfare of persons, shall be stored in or on a vehicle parked on school property. If it is necessary to go to your car during the day, you must obtain a pass from an administrator. **Students who drive to school are expected to be punctual.** Excessive tardiness or truancy from school may result in the loss of parking privileges. Violations of school driving/parking regulations will result in consequences as determined by administration.

### **BUS TRANSPORTATION**

Bus transportation is provided for all students. Since a bus is school property, all rules that apply to school also apply to the bus. Students must ride their assigned buses. Any request to do otherwise must be in writing to the Main Office by 9:00 a.m. on the day requested. Proper behavior must be displayed in order to receive transportation. Pupils on the bus are under the authority and directly responsible to the driver of the bus. Refusal to follow the requests of the driver is sufficient reason for a student to be denied transportation. There are no LATE buses.

### **NETWORK AND INTERNET ACCESS**

The use of school computers is a privilege, which may be taken away if the student uses computers, the network or the Internet improperly – or causes damage to computer hardware or software.

The school will remove any material from school computers that is not conducive to the educational mission or is not good for students (i.e. objectionable material). The school will limit access to Internet sites that it deems objectionable. Students will not install unauthorized software or download unauthorized files on school computers. The computers are to be used only for schoolwork as directed by the teacher and/or staff. Each student is responsible for good behavior while using computers and/or the network. The same rules that apply with regard to common courtesy and respect for people and property also apply with regard to use of the school computer network and the Internet. Improper use will lead to computer privileges being taken away from the student.

The student use of the Internet will be monitored by a teacher or staff member. The district has the right to review (or monitor) all activities, including but not limited to E-mail correspondences and material created by students on school computers.

### **BOOKSTORE**

Operating hours are daily from 7:15 a.m. – 11:15 a.m.. Students may purchase supplies, review books, workbooks, etc. The store is located in the Athletic Office area.

### **STUDENT SUCCESS TEAM**

The Student Success Team (SST) was created for the purpose of effectively assisting in the educational program of a student experiencing any of the following difficulties: academic, social, emotional, physical, and motivational. This committee is facilitated by an Assistant Principal and our High School Social Worker.

### **LOCKERS**

Lockers are issued to each student at the beginning of the school year. While they are issued for your convenience, **they are school property.** Lockers are NOT to be shared or locker combinations given to other students. Keep your locker locked at all times. The school can take

no responsibility for items stolen from lockers. Theft and misuse may result in suspension and criminal prosecution.

### **GYM/ATHLETIC LOCKERS**

Gym lockers will be issued by the Physical Education staff. Students are strongly encouraged to bring their own locks for these lockers. It should be noted that only issued lockers in the physical education areas are to be used. **Valuables should not be brought to physical education class.** The school is not responsible for items not locked in lockers while in the gym.

### **SCHOOL ISSUED PROPERTY**

Any school issued property such as textbooks, laptop computers, rented calculators and athletic equipment, etc. is the responsibility of the students. Proper care and the prompt return of all items are expected. Students will be required to pay for lost or damaged items before records are released

### **LOST AND FOUND**

The lost and found is located in the Main Office.

### **STUDENT ANNOUNCEMENTS**

Announcements are made twice a day - at 7:45 a.m. (after the Pledge to the Flag) and at 1:30pm (the start of 8<sup>th</sup> period). These announcements may take place via the Public Address (PA) system and/or the video webcasts. Students are expected to be quiet and courteous during this time. Important information regarding upcoming events, testing schedules, as well as safety concerns/warnings may be given at this time.

### **TECHNICAL AND VOCATIONAL EDUCATION**

Ormsby Principal - Tom Huebert - 652-8250

Potter Rd. Principal – Lucas Vogel - 821-7331

In addition to the standard curriculum, students may attain a technical and/or vocational sequence. Sixty different vocational programs are available.

### **CELL PHONES, i-PODS, LASER POINTERS AND OTHER ELECTRONIC EQUIPMENT**

**The school is not responsible for personal electronic devices brought to school.** Those students who are in violation of this policy will have their electronic equipment confiscated. Cell phones, ipods, pagers, and PDAs are prohibited during testing situations. There will be three dedicated zones for cell phone use in the building:

- **Green** – Cell phones can be used freely in Hallways and Cafeteria
- **Yellow** – Cell phones can be used with teacher's permission in Classrooms and Study halls
- **Red** – Cell phones are prohibited in Testing Rooms, Locker Rooms and Rest Rooms

#### **Students may not:**

- use external speakers at any time or have headphones or ear buds at a volume where students cannot hear directions.
- Use Cell Phones in the lavatory or locker rooms for any reason. Take any pictures or videos in any zone. **No Exceptions.**

- Students that use their cell phones in dedicated zones can ONLY text. No actual phone calls are allowed. A student that needs to make a call can use the Main Office phone.

### **CORRIDOR BEHAVIOR**

Students must exhibit appropriate behavior in the halls at all times. During class time, hallway movement should be at a minimum. Teachers may only allow one student out of the classroom at a time. While classes are in session, students must have a pass issued by his/her classroom teacher. Failure to have a valid permit or pass will result in disciplinary action.

### **FIELD TRIPS**

All field trips require that the school receive a signed permission slip from a parent or guardian as well as teacher approval from any class being missed. All school rules and regulations are in effect during school sponsored field trips.

### **FIRE AND EMERGENCY DRILLS**

Students are expected to move quickly, silently and in an orderly (Q.S.O.) fashion under the direction of the faculty. On exiting, students will follow the directions of the teachers and other staff members.

### **DETENTION ROOM PROCEDURES**

- seating assigned by teacher;
- arrival no later than 2:45 P.M. Beyond this time, rescheduled for additional day
- no talking between students, phone calls or trips to lockers
- must have work to do: assignments, reading, etc. If the student brings no work, the teacher will assign work
- failure to report will result in an additional detention or suspension, depending on the circumstances
- no visitors allowed in the detention room
- NO PASSES WILL BE ISSUED DURING DETENTION
- uncooperative behavior will result in further disciplinary action.
- Saturday or morning detention may be assigned.

### **LEAVING SCHOOL BUILDING / GROUNDS:**

Students are not to leave the school building during the course of the school day without permission from the office and parent approval. Students must sign in and out at the attendance office. Failure to follow these procedures constitutes truancy. **Students who illegally leave the school building / grounds will receive disciplinary action and may have their parking privileges revoked.**

### **ASSEMBLIES**

Assemblies have been scheduled throughout the year. The purpose of our assemblies is to enrich the regular educational program in our building. Students are expected to adhere to all building policies while at assemblies. Your behavior during these events should be nothing less than exemplary. Students will be escorted to the auditorium by their classroom teachers and will follow their teacher's expectations regarding seating, etc.

## **POSTERS**

Posters, flyers or any item to be hung on the walls of the school must have the approval of the Building Administrators or it will be removed.

## **DANCES**

All students attending school dances will be administered the "Alco-Senor Wand" for safety purposes.

## **HEALTH OFFICE**

The Health Office is available to students who are physically ill, injured, or have been involved in a school related accident. A student wishing to see the nurse must follow the following health office procedures:

- A. Obtain a pass from the teacher before going to the Health Office if possible.
- B. Go directly to the school nurse, who will make a decision regarding treatment.

If the school nurse decides that a student should leave school, he/she should be transported by his/her parent or designated responsible adult. No other student may supply transportation, nor is a student who is ill permitted to walk home. All phone calls and arrangements for release or return to class must be made by the nurse, attendance office, or an administrator. In the case of accidents, any accident in the school building or on school grounds is to be reported to the teacher, coach or monitor in charge and to the school nurse as soon as possible.

If your child is affected by the following symptoms during the night, please consider keeping him home the next school day to make certain the condition does not recur:

1. Temperature of 100° or over
2. Acute or severe sore throat
3. Stiff neck or swollen glands
4. Rash on the skin
5. Earache or drainage from ear.
6. Nausea, vomiting or diarrhea
7. Inflammation of eyes or crusting of eyelids

Consult with your family physician in matters pertaining to diagnosis and treatment. In the event your child is absent, please notify the Attendance Office on the first day of the absence at 652-3000 ext. 7880.

### **Procedure for Accidents/Injuries at School**

When a student is involved in an accident or receives an injury at school, the student should report it immediately to the teacher, bus driver, or coach, etc., who will refer him to the nurse. The School Nurse or Athletic Trainer is responsible for providing first aid, contacting parents, filling out incident reports and providing families with school insurance information. If the injury (or illness) restricts the student's participation in physical education or other activities, a note from a private health care professional is required.

### **Medication Procedure**

According to laws set forth by the NYS Dept. of Education and School Policy, we must comply with regulations in order to administer medications at school (from grades Pre-K through 12). If

medication is to be administered at school, it must be delivered to the school nurse by the parent/guardian with a doctor's prescription and parent permission requesting administration during school hours. The medication (whether prescription or over-the-counter) must be in the original container (if prescription the pharmacy label must match the doctor's prescription). The information must include name, date, medication, dose, frequency, and route. NEVER send medication to school with your child.

### **Physicals**

Physical examinations are required by New York State Law on all students in grade 10 and all new students. If you choose to have your private medical doctor complete the physical, a copy (on the school physical form) must be received in the nurse's office by the beginning of September. School physicals, with our school physician, take place in September, October, February and May or June of each school year. Physical exams for sports are available during the school year (watch local newspapers for announcements). Physicals are/remain current for one (1) year from the date completed. Sports participation cards must be completed and signed by the PARENT/GUARDIAN, nurse and athletic director before the student can begin any practice or try-out.

### **Screenings**

Vision, height, and weight screenings are completed on all high school students. Hearing screening is completed on tenth grade students. Scoliosis screening is completed on ninth, tenth, and eleventh grade students. All screening tests are available and performed as needed or requested for all students.



## DISCIPLINE

**CONTRARY TO POPULAR BELIEF, THERE IS NO VALID TRADITION OF AN UNOFFICIAL "SENIOR SKIP DAY" AT IROQUOIS CENTRAL HIGH SCHOOL. WE ESTABLISHED AN OFFICIAL SENIOR CLASS DAY ON JUNE 7, 1991. SENIOR DAY IS AN ALCOHOL-FREE AND DRUG-FREE EVENT, A SAFE AND LEGITIMATE RECOGNITION OF OUR STUDENTS ACHIEVING THEIR LONG-TIME EDUCATIONAL GOAL-GRADUATION. SENIORS ARE SERVED BREAKFAST BY THE STAFF AND AWARDED SCHOLARSHIPS BY VARIOUS BENEFACTORS ON THEIR SPECIAL DAY. PARTICIPATION IN AN UNOFFICIAL SKIP DAY CANNOT BE SANCTIONED AND WILL RESULT IN SERIOUS CONSEQUENCES FOR THE OFFENDER!**

### **STUDENT MISCONDUCT AND RESULTING SCHOOL DISCIPLINARY ACTION**

The promotion of self-discipline is an integral part of our social environment. Organizations and groups cannot function without rules and regulations. The vast majority of students are responsible and well behaved. The following is included to enable students, staff, and parents to understand the consequences of misbehavior.

When students are suspended, parents will be notified by telephone or personal contact and letter. With any suspension (in or out-of-school) a student will lose extra-curricular privileges and that suspension remains in effect when school is in recess. Extra-curricular privileges include ANY SCHOOL SPONSORED ACTIVITY. In certain cases a Superintendent's Hearing may result. This is a formal hearing to review evidence of charges which, if substantiated, may result in further disciplinary action. A parent conference will also be arranged with appropriate school personnel when necessary.

### **DISCIPLINARY CONSEQUENCES:**

Students who are serving detention or suspension will not be allowed to use their personal cell phones or participate in any extra-curricular activities on that day.

1. **Detention** - An afternoon program for students who have violated school rules. Detention is held from 2:45-4:00.
2. **Extended Detention** - This is an after-school program for students who have violated school rules that is held 2:45-5:00
3. **Saturday Detention** – 8:00-11:00 a.m. – this is a weekend program for students who have violated school rules.
4. **In-School Suspension – I.C.E** – This occurs during the school day. Teachers will send work to the ICE room and students are expected to complete all work and adhere to the ICE rules. Students assigned to ICE will not be allowed to participate in any school activities during each day of suspension, including evening activities.
5. **Out-of-School Suspension – at ICS** - Students assigned to OSS will have all school work completed under the supervision of a teacher. Students assigned to OSS will not be allowed to attend or participate in any school activities while on suspension.
6. **External Suspension** – Students who are externally suspended are not allowed on school property during the supervision. A tutor will be provided to assist the student in keeping up with classwork.

## PROHIBITED STUDENT CONDUCT

Students are given the opportunity to learn in a safe and positive environment. With that opportunity comes the expectation that students are responsible for their conduct during school hours, and at all school-related activities on or off school property.

Disciplinary action will be taken by the teacher and /or the administrator through a referral process when conduct is in violation of acceptable expectations.

While it is impossible to provide an exhaustive list, the Board of Education has specifically classified the following actions as ***not permissible*** and the student will be subject to disciplinary action, up to and including, suspension from school, when he/she engages in it:

- Engaging in any act which disrupts the normal operation of the school community, *including, but not limited to:* running in hallways, making unreasonable noise, and using language or gestures that are profane, lewd, vulgar, abusive, intimidating, or that incite others.
- **Insubordinate conduct** – failing to comply with the directions of a teacher, administrator or other school employee
- Selling, using, possessing, or distributing obscene materials
- Sexual harassment which includes unwelcome sexual advances, requests for sexual favors, taking, sending or receiving sexually explicit videos, pictures or auditory recordings and other verbal or physical conduct or communication of a sexual nature
- Using profane, vulgar, obscene or abusive language or gestures (including *discriminatory language and ethnic slurs*)
- Lateness for, missing, or leaving class without permission or excuse
- Leaving school grounds without administrative permission
- Trespassing. Students are not permitted in any area of the school district, other than the one they regularly attend. To gain access to another school building, the student must have permission from his/her building administrator. In addition, the student must have permission from the administrator of the building that he/she is visiting.
- Cheating/Academic Integrity – includes but not limited to copying, plagiarism, and/or altering records.
- Destroying or defacing property
- Vandalism
- Committing, threatening or attempting an act of violence (such as hitting, kicking, punching, or scratching) upon a teacher, administrator or other District employee.
- Committing, threatening or attempting an act of violence (such as hitting, kicking, punching, or scratching) upon another student or any other person lawfully on school property.
- Fighting
- Making unreasonable noise
- Obstructing traffic
- Creating a hazardous condition
- Driving a motorized vehicle in a reckless manner
- Possessing, consuming, selling, attempting to sell, distributing or exchanging alcoholic beverages, tobacco, tobacco products or illegal and/or controlled substances,

- counterfeit** and designer drugs, or paraphernalia for use of such drugs or be under the influence of any such substances on school property or at a school function. "Illegal substances" include, but are not limited to, inhalants, marijuana, synthetic cannabinoids, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, drug paraphernalia, bath salts and any substances commonly referred to as "designer drugs."
- Inappropriately using, sharing, selling, attempting to sell, distributing or exchanging prescription and over-the-counter drugs.
  - Possessing, consuming, selling, attempting to sell, distributing, or exchanging "look-alike drugs"; or, possessing or consuming (without authorization), selling, attempting to sell, distributing or exchanging other substances such as dietary supplements, weight loss pills, etc.
  - Smoking
  - Gambling
  - Displaying signs of gang affiliation or engaging in gang-related behaviors that are observed to increase the level of conflict or violent behavior.
  - Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any District or school sponsored activity, organization, club or team.
  - Engaging in harassing conduct, threats, intimidation, or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical well-being. (verbal, physical, psychological, cyber-bullying, text-messaging, photo distribution by cell phone, e-mail, etc.)
  - Bullying and intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm and/or emotional discomfort; for example, "play" fighting, extortion of money, overt teasing, etc.
  - "Internet bullying" (also referred to as "cyberbullying") including the use of instant messaging, email, websites, chat rooms, text messaging, or by any other electronic means, when such use interferes with the operation of the school; or infringes upon the general health, safety and welfare of students or employees.
  - Engaging in public displays of affection (PDA)
  - Engaging in lewd behavior
  - Sale of any items or services without administrative approval
  - Conduct which endangers the health, welfare, or morals of others and which violates board rules for public order on school property
  - Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them. This can include posting or publishing video, audio recordings or pictures (written material, cell phones, Internet, YouTube, etc.)
  - Discrimination, based on a person's actual or perceived race, age, sexual orientation, use of a recognized guide dog, hearing dog or service dog, color, creed, national origin, ethnic group, religion, religious practice, sex, sexual orientation, gender or gender identity, marital or veteran status, use of a recognized guide dog, hearing dog or service dog, or disability as a basis for treating another in a negative manner on school property or at a school function.
  - Harassment, the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and

substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical wellbeing based on a person's actual or perceived race, color, weight, national origin, political affiliation, ethnic group, religion, religious practice, marital or veteran status, use of a recognized guide dog, hearing dog or service dog, disability, sexual orientation, gender or sex.

- Selling, using, or possessing weapons, fireworks, or other dangerous instruments or contraband
- Assisting another student in any of the above actions.
- Loitering (defined as being on school property, unsupervised, without the purpose of participating in an after school/extra curricular/school sponsored activity).
- Misusing computer/electronic communication devices (such as cell phones), including any unauthorized or inappropriate use of computers, software or internet/intranet account; accessing inappropriate web sites; evading the District's content filter; using an outside wireless network; or any other violation of the Iroquois Acceptable Use Policy or the district's one-to-one policy.
- Unauthorized use of personal electronic devices/equipment (i.e., cell phones, MP3 devices, cameras, and other personal electronic devices deemed inappropriate by the administration).
- Unauthorized use of personal computer, laptop, tablet or e-reader and/or other computerized information resources through the District computer system is prohibited.
- Initiating or reporting warning of fire or other catastrophe without valid cause, misusing 911, or inappropriately discharging and/or tampering with a fire extinguisher or AED.
- Students' use of open beverage containers will be reserved to the discretion of each individual school building. The student use of open beverage containers, coffee, and Energy Drinks shall not be a distraction to the teaching and learning environment. Teachers reserve the right to not allow open beverages within his/her classroom.

## CONSEQUENCES OF INAPPROPRIATE BEHAVIOR

It is the policy of the Iroquois Schools to remediate situations which may occur by a positive application of resources whenever possible. However, student misconduct may be dealt with through any or all of the approaches listed below:

1. Verbal reprimand
2. Oral warning
3. Counseling
4. Written notification (or warning)
5. Detention (After School, Lunch Detention, Extended Detention, Saturday Detention)
6. Re-doing or re-submitting the work (in cases of plagiarism).
7. Loss of privilege to eat lunch in dining hall
8. Academic/Athletic Probation as per athletic code of conduct
9. Restitution for damaged property in accordance with the law
10. Discipline that is aligned to the district's one-to-one technology agreement
11. Suspension of privileges, such as driving to school, permission to possess a cell phone on school grounds,
12. Suspension from transportation, athletic participation, social or extra-curricular activities
13. Suspension from a particular class for infractions which related specifically to that class
14. In-school suspension 1-5 days (*may include Saturday Detention*)
15. Out of school suspension 5 days or greater (suspensions greater than 5 days would be the result of the superintendent's recommendation after a superintendent's disciplinary hearing)

Out of school suspension is given by the principal for up to five school days during which time students may not be on school property. The parent is notified of the action and must accompany the student to school for re-admittance. At that time a conference will be held.

***Below are guidelines that are used to address student misconduct. We reserve the right to view situations on an individual basis.***

- **UNEXCUSED TARDINESS TO CLASS or SCHOOL:**  
3<sup>rd</sup> time: Detention – parent notified  
Subsequent tardiness will result in further detentions and eventual in-school suspension
- **INSUBORDINATION:**  
Duration is based on severity of offense and student's previous record related to insubordination. Consequences may range from detention to suspension.
- **FIGHTING**  
Up to five (5) days suspension and a Superintendent's Hearing based on severity.
- **STRIKING A STAFF MEMBER:**  
Five (5) days suspension, Superintendent's Hearing; authorities are notified, if warranted.
- **DRUG, ALCOHOL, AND TOBACCO ABUSE**

Iroquois Central School has been identified by local, state and federal laws as a **Drug Free Zone**. The school is committed to the prevention of alcohol and other substance use/abuse. No student may use, possess, sell, or distribute alcohol or other substances, nor may he/she use or possess electronic cigarettes, drug paraphernalia, on school grounds or at school-sponsored events, except drugs as prescribed by a physician. The term "alcohol and/or other substances" refers to the use of all substances including, but not limited to: alcohol, inhalants, marijuana, cocaine, LSD, PCP amphetamines, heroin, steroids, look-alikes, and any of those substances commonly referred to as "designer drugs". The inappropriate use of prescription and over-the-counter drugs is also forbidden. Electronic cigarettes are contraband and will be confiscated. Confiscated items will not be returned to the student or parents, these items will be discarded by the school.

Additionally, the following persons are not permitted to enter school grounds or school-sponsored events; any person who gives any visible and/or physical indication that he/she has used or consumed alcohol and/or other substances, or any person who school personnel have reasonable grounds to suspect has used alcohol and/or other substances. All students attending school dances will be administered the "Alco-Senor Wand" for safety purposes.

Any narcotics found will be confiscated immediately. The parent/ guardian of the student(s) involved will be called and appropriate disciplinary action taken, up to and including permanent suspension. The District may bring legal charges against the student(s) involved, including a lawsuit. In its effort to maintain a drug-free environment, the District shall cooperate to the fullest extent possible with local, state and/or federal law enforcement agencies. Because of the **Drug Free Zone** status, penalties will be doubled for convicted violators.

**POSSESSION, USE, OR DISTRIBUTION OF ALCOHOL OR OTHER CONTROLLED SUBSTANCES WILL RESULT IN 5 (FIVE) DAYS OUT-OF-SCHOOL SUSPENSION, PARENT NOTIFICATION, REFERRAL TO POLICE (IF WARRANTED), AND A SUPERINTENDENT'S HEARING.**

Smoking is prohibited anywhere on school property. It is against State and Federal law. Possession, displaying, and handling of tobacco products on school property is also prohibited. **STUDENTS CAUGHT SMOKING ON SCHOOL PROPERTY WILL BE SUBJECT TO DISCIPLINE.** Smoking or lighting matches on a bus is a civil crime and students will be treated in accordance with the law.

An Erie County Sheriff's dog will be brought into the school on occasion to check lockers, back packs, etc. for drugs.

- **VANDALISM**  
Three (3) to five (5) days in or out-of-school suspension, depending on the severity of incident, and payment for damages.
- **POSSESSION, SALE, OR USE OF FIREWORKS/ARSON**  
Five (5) days out-of-school suspension - Superintendent's Hearing, Authorities are notified. Under state and federal law this Incident can result in one (1) full year of school suspension.

- **BOMB THREAT/FALSE ALARM:**

Five (5) days out-of-school suspension - Superintendent's Hearing, Authorities are notified. Under State and Federal law this incident can result in one (1) full year of school suspension.

- **CHEATING OR PLAGIARISM**

A central part of our commitment to character is academic integrity. Students at Iroquois are expected to not lie, cheat, steal, or tolerate such behavior in their presence. Iroquois students are expected to strive towards intellectual and moral excellence. The forms of academic dishonesty are as follows:

- Copying answers on a test
- Using crib notes on a test
- Giving another person the answers to a test
- Copying someone else's homework
- Plagiarism of language (failing to cite a source when directly quoting, paraphrasing, or summarizing)
- Plagiarism of ideas (failing to cite a source when using another person's ideas)

**"Plagiarism"** is the practice of taking someone else's work or ideas and passing them off as one's own. Synonyms would include – copying, infringement of copyright, piracy, theft, stealing, poaching, appropriation, informal cribbing.

If copying of homework occurs anywhere, students should expect the materials to be confiscated and forwarded to the appropriate teacher. That teacher will complete and office referral for documentation.

- **BULLYING/THREAT/HARASSMENT TOWARD OTHER STUDENTS AND/OR TEACHERS:**

Bullying of a student by another student is strictly prohibited on school property, in school buildings, on school buses, and at school sponsored events and/or activities whether occurring on or off campus.

Bullying can take three forms:

- **Physical** (including, but not limited to, hitting, kicking, spitting, pushing, taking personal belongings);
- **Verbal** (including, but not limited to, taunting, malicious teasing, name calling, making threats); and
- **Psychological** (including, but not limited to, spreading rumors; manipulating social relationships; or engaging in social exclusion, extortion, or intimidation).

Bullying may also occur as various forms of harassment and/or hazing of students by other students (including "pledging" and/or a student's initiation into or affiliation with a school or student related organization or team).

The District also prohibits "Internet bullying" (also referred to as "cyber-bullying") including the use of instant messaging, email, web sites, blogs, cell phone, gaming systems, chat rooms, and text messaging when such use is subject but not limited to being on school grounds and/or at school functions by student, teachers, other school personnel and visitors. Cyber-bullying is a form of electronic aggression and that both it

and sexting are inappropriate and will not be tolerated on school grounds or at school-sponsored events or functions, using either school or personal information technology equipment. If said actions interferes with the operation of the school; or infringes upon the general health, safety and welfare of District students, disciplinary or referral actions can occur.

Disciplinary or referral actions include the following:

- Referral to counseling
- Suspension from class or activities; in-school equivalent of one full day; activities or transportation for five (5) consecutive school days
- Out of school suspension; equivalent of one full day
- Transfer to alternative setting or
- Transfer to law enforcement.

### **SEXUAL HARASSMENT**

The legal definition of sexual harassment of a student under Title IX of the Education Amendments of 1972 is "Verbal or physical conduct of sexual nature, imposed on the basis of sex, by an employee or agent of a recipient (of federal aid) or other student that denies, limits, provides different, or conditions the provision of aid, benefits, services or treatment protected under Title IX."

- Verbal conduct such as making or using sexually derogatory comments, epithets, slurs or jokes, making graphic verbal comments about an individual's body or appearance;
- Unwelcome sexual flirtations or propositions for sexual activity or unwelcome demands for or suggestions of sexual favors, including but not limited to repeated unwelcome requests for dates;
- Spreading sexual rumors;
- Touching an individual's body or clothes (including one's own) in a sexual way, including, but not limited to grabbing, brushing against, patting, pinching, bumping, rubbing, kissing, and fondling;
- Cornering or blocking of normal movements;
- Displaying sexually suggestive drawings, images, pictures, written materials, and objects in the educational environment, regardless of the medium;
- Any act of retaliation against an individual who reports a violation of the District's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Incidences of sexual harassment will receive consequences ranging from detention to a hearing with the Title IX officer.

### **MISCONDUCT ON SCHOOL TRANSPORTATION**

School Rules of Conduct apply to bus transportation, as well. Discipline problems on school buses will be referred to the appropriate administrator and may result in a verbal reprimand, detention, suspension from transportation, or suspension depending on the severity and degree of the problem.

### **GRADUATION REQUIREMENTS**

The student course book is on the District website – High School page.



## **GRADE LEVEL PROMOTION REQUIREMENTS**

### **Promotion to 10th Grade:**

Completion of 5.0 units

### **Promotion to 11th Grade:**

Completion of 10.0 units

### **Promotion to 12th Grade:**

Completion of 15.5 units and the ability to meet all graduation requirements by June of the following year

## **SUBJECT LOAD**

According to the Iroquois Board of Education, every student is required to take a minimum of five academic credits plus physical education in his/her program each year. This requirement may be adjusted accordingly for January graduates.

## **REPORT CARDS/PROGRESS REPORTS**

All quarterly grades are posted numerically and mailed home 4 times during the school year. A mark below 65 in a subject area is a failing grade. Progress reports, as deemed necessary by teacher or with parental request, will be sent home at the end of the 5<sup>th</sup>, 15<sup>th</sup>, 25<sup>th</sup>, & 35<sup>th</sup> week of school. These progress reports help to alert parents of potential academic problems. Any time there is a question; parents are requested to contact the teacher by phone or personal conference.

## **STUDENT COURSE REQUESTS**

School Counselors will begin meeting with students by grade level in January to initiate the course selection process. Courses will be chosen to assure graduation requirements are met, to ensure that the student is well prepared for future endeavors, and to reflect the individual student's interests. Each student's course request will be sent home and **must be** signed by a parent and returned to the student's counselor to formalize their selections. If a course change is requested, written consent from the parent will be required and all course changes must be submitted before July 1<sup>st</sup>.

Student course requests are finalized as of July 1 of the previous school year. Administrative approval is required for changes involving a valid educational reason.

***Due to difficulty with scheduling, students' requests for specific teachers cannot be accommodated.***

## **SENIOR RESPONSIBILITIES**

Seniors need to be in good academic standing to be eligible to attend the Senior Prom which includes satisfactory attendance and a passing grade for all subjects are required for graduation. Seniors will be reviewed of their status at the 5 week progress report of the fourth quarter. All community service hours also have to be completed to be eligible to attend the Senior Prom.

## **COMMUNITY SERVICE REQUIREMENT**

The school district endorses Community Service Projects as a requirement for graduation. The Community Service should include a wide variety of organizations representing diverse views from which students may choose including charitable, educational, civic and social organizations. Community Service Projects will include a requirement that students, upon

completion of the project, submit documentation on the appropriate form or on letterhead of the volunteer agency. Thirty-two (32) hours of community service is the minimum requirement for graduation. All students are required to fulfill a Service Learning component for a total of 32 hours. 3 hours of the Participation in Government required service learning component can be used towards the 32 total hours. It is the philosophy of the district that giving back to the community is a lifelong priority. It is hoped that students will exceed the 32 hour minimum requirement.

### **STUDENTS REPEATING COURSES**

Students who fail courses are encouraged to attend summer school to make up the credit. If summer school is not a possibility due to limited availability, the school practice is:

Students who fail a 40 week course may repeat the same course at the same level the following year; at the end of 20 weeks, the student is eligible to take the final exam only if his/her class average is 65 or better.

- The final exam is a comprehensive exam testing the student on 40 weeks course work and not just the 20 weeks course work.
- The student must pass the final exam with a minimum grade of 65, and have an overall average of at least 65 if he/she is to receive credit for the course and be rescheduled.
- If the exam is failed, the student continues in the course for the remaining 20 weeks and retakes the exam in June.

### **STUDENT TRANSFERS**

Students transferring to other districts or leaving the district must complete the sign-out form before transcripts or other school records can be forwarded. Students will be assessed a fee for non-returned materials.

### **ELIGIBILITY POLICY**

Any student in grades 9-12 involved in a school related activity or sport with two or more failing and/or incomplete grades will be placed on academic probation, and have five school days to bring these grades up to passing once the failure list has been distributed. It is the student's responsibility to have *all* teachers sign an eligibility sheet, thereby verifying a passing grade, and turn this sheet in to the coach or advisor at the end of the probation period. If this does not occur, the student becomes ineligible to participate in the respective activity or sport.

Any student deficient in more than one subject will receive, in writing, a warning that he/she has five (5) school days in which to correct the deficiency or be suspended from the activity. (An individual may continue participation in any activity with one deficiency). Exception: Those students under the supervision of the Committee on Special Education.

- 1) If, after five (5) days, the deficiencies are not taken care of, the student shall be suspended until all deficiencies are taken care of but one (1). The report will be returned to the Athletic Director.
- 2) It shall be the coach's responsibility to notify the athlete who is deficient in more than one (1) subject. This should be done as soon as coaching staff receives the eligibility list from the principal's office.
- 3) Incomplete grades will be included on the failure list and treated as a deficiency to be addressed to maintain eligibility.

- 4) Two or more deficiencies at the end of the Spring semester will influence eligibility for participation in the Fall semester. The student may participate in extra-curricular activities through the first full week of school on a “probationary” level. (This enables the student to participate in Fall activities until their new teachers have a basis from which to determine whether they will remain eligible.

After the first full week of school, the student’s continued eligibility will be determined in the following manner:

- 1) The student will obtain an academic update report from the Athletic Office or their school counselor.
- 2) Based on the student’s progress in the first week of school, he/she will receive a satisfactory/unsatisfactory mark. (Teachers will consider factors like test/quiz scores, homework, participation, preparedness and attendance in making this determination.
- 3) The report will be returned to the Athletic Director or club advisor.
- 4) If two (2) teachers provide an unsatisfactory rating; the student will not be able to participate for at least one (1) week.
- 5) Weekly evaluations will continue until the five (5) week progress report is available.

Students that correct their deficiencies through summer school attendance will avoid “probationary” status and have full eligibility for Fall semester participation.

#### **MERIT AND HONOR ROLL**

An average of 85 to 89 percent in all courses which must include three or more academic subjects, entitles a student of having his name included on the Merit Roll, while an average of 90 percent or more gives him the distinction of having his name included on the Honor Roll.

## **STUDENT SERVICES**

### **ACADEMIC ASSISTANCE**

Students may always seek extra help from teachers. Conferences can be arranged before or after school or at a time convenient to both during the school day.

A teacher will sometimes request a student to attend extra help if it is apparent he/she is having difficulty with the work. **NOTE: Students who remain after school must be under the supervision of a teacher, coach or an adult advisor.**

### **STUDENT SUPPORT SERVICES**

Counseling services are available to every student in the school. These services include such things as educational planning, career information, study skills and/or concerns related to home, school, or social issues.

#### **A. APPOINTMENTS**

Appointments are made at any time a student has a free period or during part of his/her lunch period. The student may request an appointment from the Student Support Services Secretary. The student will receive a pass which should be given to the Study Hall or Homeroom Teacher before the student can proceed to the Counseling Center.

#### **B. COUNSELORS**

Counselors are available to assist all students in individual and group counseling. Counselors will assist in planning current curriculum and course selection making high school occupational and educational plans, consulting on personal and social needs, giving parental assistance as necessary and requested and involving themselves and students in the school and community.

#### **C. OBTAINING HOMEWORK FOR ABSENTEES**

In cases of prolonged excused absence (2-3 days), Student Support Services should be notified as early in the day as possible so that proper arrangements can be made for work to be sent home. Please allow 1 or 2 days for the assignments to be forwarded to Student Support Services.

In cases of medically documented/extended absences, notify the student's individual school counselor so arrangements can be made for home tutoring.

#### **D. TRANSCRIPT REQUESTS**

It is recommended that requests for transcripts be made a minimum of 5-10 days in advance. Official transcripts cannot be released to the student. A signed release is required to send an official transcript.

#### **E. WORKING PAPERS**

If a student is under 18 years of age, he/she must obtain working papers in order to accept employment. The law has certain requirements concerning the type of work a student may do. Applications and all necessary information may be obtained on the Student Support Services website. Information is also available in the Student Support Services office or call ext. 7876.

**PSYCHOLOGIST and SCHOOL SOCIAL WORKER**

The school psychologist and school social worker are available to meet with students with a variety of concerns which may involve school, social, and family issues. Students may wish to initiate contact directly with the psychologist or referral may be made by Student Support Services counselor, staff, or parents.

**COMMUNITY COUNSELING RESOURCES**

There are many public and private counseling, therapy, alcohol, and drug treatment services available to teenagers and families in need. Below is a list of local counseling, therapy, alcohol, and drug treatment services. Inclusion or exclusion of any agency or service does not imply approval or disapproval by the Iroquois School System.

## **CRISIS / EMERGENCY SERVICE NUMBERS & SHELTERS FOR YOUTH**

Adolescent Suicide Hotline	800-621-4000
Adolescent Crisis Intervention & Counseling Hotline	800-999-9999
AIDS National Hotline	800-342-2437
CHADD-Children & Adults with ADHD	800-233-4050
Child Abuse Hotline	800-4-A-CHILD
Cocaine Help Line	800-262-2463
Compass House Youth Shelter	884-3066
Cornerstone Manor	854-8181
Crisis Services 24 Hour Hotline	834-3131
Domestic Violence Hotline	800-799-7233
Domestic Violence Hotline/Child Abuse	800 422 4453
Drug & Alcohol Treatment Hotline	800-662-HELP
Ecstasy Addiction	800-468-6933
Eating Disorders Center	888-236-1188
Family Help Center	892-2172
Family Violence Prevention Center	800-313-1310
Franciscan Center for Youth	822-8017
Gay & Lesbian National Hotline	888-843-4564
Gay & Lesbian Trevor HelpLine Suicide Prevention	800-850-8078
Healing Woman Foundation (Abuse)	800-477-4111
Help Finding a Therapist	800-843-7274
Incest Awareness Foundation	888 -547-3222
Learning Disabilities - (National Center For)	888-575-7373
Missing & Exploited Children Hotline	800-843-5678
National Alliance on Mental Illness (NAMI)	800-950-6264
National Center for Missing and Exploited Children	800-843-5678
NYS Child Abuse & Maltreatment Hotline	800-635-1522
Panic Disorder Information Hotline	800- 64-PANIC
Plymouth Crossroads	393-3906
POLICE	911
Post Abortion Trauma	800-593-2273
Project Inform HIV/AIDS Treatment Hotline	800-822-7422
Rape (People Against Rape)	800-877-7252
Rape, Abuse, Incest, National Network (RAINN)	800-656-4673
Runaway Hotline	800-621-4000
Self-Injury ( <i>NOT a crisis line. Info and referrals only</i> )	800-366-8288
Sexual Assault Hotline	800-656-4673
Sexual Abuse - Stop It Now!	888-PREVENT
SPECTRUM C.A.R.E.S. 24 hour hotline	882-4357
STD Hotline	800-227-8922
Suicide Prevention Lifeline	800-273-TALK
Suicide & Crisis Hotline	800-999-9999
Suicide Prevention - The Trevor HelpLine ( <i>Specializing in gay and lesbian youth suicide prevention</i> )	800-850-8078
<a href="#">IMAlive</a> -online crisis chat Teen Helpline	800-400-0900
Victim Center	800-394-2255
Youth Crisis Hotline	800-HIT-HOME

## CLUBS & ACTIVITIES

Iroquois High School offers a wide variety of co-curricular activities. Through these activities and clubs, students have the opportunity to develop friendships, expand skills and talents, pursue interests, and/or provide service to both school and community. For service hours to be included on a student transcript, a verification form must be submitted to the Student Support Services department. Every student is encouraged to become involved in clubs and activities.

Business Academy	Little Theater	STEM (Savings through energy management)
Chamber Orchestra	Masterminds	String Quartet
Character Counts Club	Marching Band	Student Government/Radio Club
Diversity Club	Mock Trial	TARC (Rocket Club)
Drama Club	Model UN	TriTones
Jazz Band	National Honor Society	Varsity Club
Key Club	School Newspaper	Yearbook
LEAD	Science Career Club	

## NATIONAL HONOR SOCIETY MEMBERSHIP / SELECTION PROCESS

The purpose of this organization is to create enthusiasm for scholarship, stimulate a desire to render service, promote leadership, and develop character in its members. Membership in the National Honor Society is both an honor and a commitment. Through NHS activities, members maintain and extend the ideals and qualities of scholarship, character, service, and leadership that won them selection in the organization. To be eligible for membership the candidate must be a senior or junior and must have been in attendance at Iroquois High School for the equivalent of one semester.

Eligibility is based on a minimum unrounded cumulative academic average of a 90 for the Freshman, Sophomore & Junior years; and a minimum average of 94 for the Senior years; **2 years for juniors** and **3 years for seniors**. The Faculty Council bases their selection of eligible students on a student's outstanding performance in the area of scholarship, service, leadership, and character. Eligible students will submit an essay, and a resume of **documented service hours** for consideration and a statement of intent to support their candidacy in early fall. Students selected for membership will commit to participating in 20 hours of National Honor Society sponsored community service. Membership in Junior NHS at the Middle School does not transfer to the High School NHS Chapter. Additional information regarding the process is located on our webpage.

## ATHLETIC ACTIVITIES

What makes a successful person? One who is able to set goals and work with others to achieve them. One who possesses self-discipline, determination, confidence, commitment and the ability to realistically evaluate their performance.

Where does a young person learn these virtues? Iroquois student athletes are taught these qualities each time they take to the field, the court, the diamond, or the track.

To fully utilize the potential in athletics for educational experiences, the interscholastic athletic program:

- Is regarded as an integral part of the total educational program and conducted so that it is worthy of such regard.
- Supplements rather than serves as substitutes for basic physical education programs and intramural athletic programs.
- Is subject to the same administration control as the total educational program.
- Is conducted by persons with adequate training either in physical education or through coaching certification programs.
- Is conducted so that the physical welfare and safety of participants is protected and fostered.
- Is conducted in accordance with the letter and spirit of the rules and regulations of the league, state, and national athletic associations.

#### **REQUIREMENTS FOR PARTICIPATION**

1. Submit a completed and signed Athletic Code of Ethics.
2. Meet eligibility standards as established by New York State Education Department (NYSED).
3. Submit a completed parental consent form with medical history signed by the athlete and parent. Forms are available in the nurse's office.
4. Submit a Physical Examination Screening Form completed by a physician.
5. Misrepresentation or falsifying data on a medical form will result in immediate suspension from participation pending a hearing with the Athletic Director and Principal.

#### **TRANSPORTATION**

Transportation will be provided to all away events. Students wishing to ride home with his/her parents must submit a note to the Athletic Office 24 hours prior to the event.

#### **ATHLETIC DEPARTMENT POLICIES**

**Team Selection: Choosing the members of athletic teams is the sole responsibility of the coaches of those teams.** At the orientation meeting, the coach shall provide the following information to all candidates:

1. extent of try-out period
2. criteria used to select the team members
3. practice commitments of team members
4. game commitments of team members
5. requirements for participation
6. policy for earning a letter
7. philosophy of playing time

When a squad cut becomes a necessity, each candidate cut must be personally informed of the cut by the coach, including the reason for the action. Coaches will discuss alternate possibilities for practice in the sport or other areas in the activities program.

#### **ATHLETIC CODE OF CONDUCT**

All athletes sign the district code of ethics for athletic participation. Please refer to *that document for more extensive information*



## SPORTS TEAMS

<b>BOYS</b>		
SPORT	LEVEL	SEASON
Baseball	Varsity, JV & Mod	Spring
Basketball	Varsity, JV & Mod	Winter
Bowling	Varsity	Winter
Cheerleading (co-ed)	Varsity & JV	Fall & Winter
Cross Country	Varsity & Mod	Fall
Football	Varsity, JV & Mod	Fall
Golf (co-ed)	Varsity	Fall
Indoor Track & Field (co-ed)	Varsity	Winter
Lacrosse	Varsity, JV & Mod	Spring
Rifle (co-ed)	Varsity	Winter
Soccer	Varsity, JV & Mod	Fall
Swimming	Varsity	Winter
Tennis	Varsity	Spring
Track & Field	Varsity	Spring
Volleyball	Varsity, JV & Mod	Fall
Wrestling	Varsity, JV & Mod	Winter

<b>GIRLS</b>		
SPORT	LEVEL	SEASON
Basketball	Varsity, JV & Mod	Winter
Bowling	Varsity	Winter
Cheerleading (co-ed)	Varsity, JV & Mod	Fall & Winter
Cross Country	Varsity & Mod	Fall
Field Hockey	Varsity, JV & Mod	Fall
Golf (co-ed)	Varsity	Fall
Ice Hockey *	Varsity	Winter
Indoor Track & Field (co-ed)	Varsity	Winter
Lacrosse	Varsity, JV & Mod	Spring
Rifle (co-ed)	Varsity	Winter
Soccer	Varsity, JV & Mod	Fall
Softball	Varsity, JV & Mod	Spring
Swimming	Varsity	Fall
Tennis	Varsity	Fall
Track & Field	Varsity	Spring
Volleyball	Varsity, JV & Mod	Fall
* Girls Ice Hockey is a combined team with Lancaster Central HS		