

ROCKVILLE CENTRE UNION FREE SCHOOL DISTRICT  
SOUTH SIDE HIGH SCHOOL  
140 Shepherd Street, Rockville Centre, New York 11570 - 516-255-8947

**BOARD OF EDUCATION**

President: Mark Masin  
Vice-President: Kathy Horace  
Secretary: Doreen Cordova  
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Assistant Supt. of Schools.....	Christopher J. Pellettieri
Assistant Supt. of Schools.....	Eileen Kamhi
Principal.....	Carol Burris, Ed.D.
Assistant Principal.....	Donald Chung
Assistant Principal.....	Noreen Leahy
Assistant Principal.....	John Murphy
Supervisor of Guidance and Student Support Services.....	Laurie Levy
Supervisor of Student Activities and Discipline.....	Brett Rosenthal
Director of Music, Performing, Fine & Practical Arts.....	Brian Zuar, Ed.D.
Director of Health, P.E., Athletics.....	Carol Roseto

**STUDENT OFFICERS**  
**S.G.A. 2009-2010**

Kevin Remy	President
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Chris Delbello	2 <sup>nd</sup> Vice President
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**2009-2010 CLASS OFFICERS**

**SENIOR CLASS**

Cathy Mackey	President
Peter Strong	Vice President
Julie Marazzo	Secretary
Brett Cohen	Treasurer

**JUNIOR CLASS**

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**SOPHOMORE CLASS**

Taylor Schwarting	President
Carly Roman	Vice President
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**FRESHMAN CLASS**

Chris Mullooly	President
Willie Landi	Vice President
Caitlin Schwagerl	Secretary
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Dear Parents and Students:

The Agenda Planner is designed to assist students at South Side High School in a variety of ways. It contains information on school and scheduling procedures, a listing of clubs and activities, as well as important dates on the school calendar. We believe that South Side High School offers the finest educational program available to the students we serve. The student is always the center of our attention. Please feel comfortable contacting any staff members of South Side to assist you or to answer any questions you may have. Begin by calling the person most directly involved to address your concerns.

Since South Side High School is a school that prides itself in maintaining a culture of civility, all persons are treated with dignity and respect, and are therefore expected to behave well. Please take the time to review with your child/children the responsibilities outlined in this handbook. Included in this handbook is the code of conduct. This code was recently revised by the Board of Education. Students will be held responsible for their behavior and consequences whenever they are on school property or attending any school-sponsored activity.

We encourage our students to utilize their high school experience to grow, mature and learn, both in the classroom and through extracurricular activities. Our primary mission at South Side is to assist students in reaching their academic, physical and social potential. We believe this is achieved in a cooperative climate where the best is expected from all.

Sincerely,

Carol Burris, Ed.D.  
Principal

Atencion, si no sabe leer ingles, puede llamar a nuestra oficina. 255-8947  
NOTE: Rockville Centre Union Free School District does not discriminate on the basis of race, color, national origin or sex in its educational program or employment practices.

### **RETURN OF ASSESSMENTS - SECONDARY STUDENTS**

The Board of Education of the Rockville Centre Public Schools believes that teacher designed and external assessments are critical to the teaching/learning process. Formative assessments provide teachers and students with continuous information about achievement and directly inform curriculum and classroom activities. Summative assessments influence decisions about placement and future study. Both are a reflection of teacher effectiveness and student achievement. All assessments should be a basis for reflection and future development. Assessments include quizzes, tests, unit exams, labs, essays, research papers, projects, criterion-referenced external examinations, standardized measurements, classroom discussion, student demonstrations and homework assignments.

In order for assessments to have significance in the learning continuum and to provide meaningful feedback to teacher and student, the following provisions are inherent:

1. Assessments must be constructed to determine curriculum achievement and/or to expand on assigned subject matter.
2. Students must be apprised of the content, parameters and expectations of tests and assessments in a timely fashion.
3. Both the questions and the student responses must be returned to the students with prompt feedback about their understanding and performance.
4. Assessment is the foundation for understanding what is/is not learned, and becomes the bridge to future achievement. Written assessments, including tests, quizzes and papers should be reviewed and processed as a learning tool in a variety of ways, including the review of tests in class, individual conferences and the creation of assignments based on the results.
5. Assessments if meaningful must be the mutual responsibility of students, teachers and parents.
  - a) Teachers are responsible for creating assessments that are both formative and summative and whose end result is to facilitate student achievement.
  - b) Parents are responsible for helping to guide their children in their studies.
  - c) Students are responsible for using assessments thoughtfully, realizing that it is the most important ingredient of achievement.
6. Students should have ownership of their assessments, both questions and responses, for future reference and study. Teachers may retain copies (under compelling circumstances, exceptions may be made with the approval of the academic facilitators and the building principal).
7. Academic Facilitators are responsible for previewing and securing departmental and individual teacher final examinations.

**GENERAL INFORMATION  
SCHOOL CALENDAR**

September 3	Thurs.	Supt. Conf. Day
September 7	Mon.	Labor Day – Schools Closed
September 8	Tues.	First day of School for Students
September 19	Sat.	Rosh Hashanah
September 20	Sun.	Rosh Hashanah
September 28	Mon.	Yom Kippur
October 12	Mon.	Columbus Day
November 3	Tues.	Election Day – Schools Closed
November 11	Wed.	Veteran’s Day – Schools Closed
November 26/27	Thurs./Fri.	Thanksgiving – Schools Closed
December 23	Wed.	Schools Closed at End of Session for Holiday Recess
January 4	Mon.	Schools Reopen for Students
January 18	Mon.	Dr. Martin Luther King Jr.’s Birthday-Schools Closed
January 25-29	Mon.- Fri	Regents and Midterm Exams
February 12	Fri.	Schools Close at End of Session for Mid-Winter Recess
February 22	Mon.	Schools Reopen
March 26	Fri.	Schools Close at End of Session for Spring Recess
April 6	Tues.	Schools Reopen
May 4-24	Fri-Fri.	IB/AP Exams
May 28	Fri.	Schools Close at end of Session for Memorial Day Recess
June 1	Tues.	Schools Reopen
June 15-23	Tues-Wed.	Regents and Final Exams
June 25	Fri.	Last Day of Instruction and Graduation

<b>BELL SCHEDULE</b>			
<b>PERIOD</b>	<b>TIME</b>	<b>PERIOD</b>	<b>TIME</b>
0*	7:25- 8:02	5	11:00-11:40
1	8:05- 8:45	6	11:43-12:23
2	8:48- 9:28	7	12:26- 1:06
<b>HR</b>	9:28- 9:31	8	1:09- 1:49
3	9:34-10:14	9	1:52- 2:32
4	10:17-10:57		

\*Zero Period is available for extra help all days except Tuesday

**EMERGENCY CLOSINGS OR DELAYED OPENING OF SCHOOLS** - Arrangements have been made to notify the general public by radio and Cable TV whenever schools are to be closed or their opening delayed because of weather conditions. If our schools are to be closed or their opening delayed, the announcement will be broadcast intermittently over the following stations:

WOR.....(710 on the dial)    WADO.....(1280 on the dial)  
 WHLI.....(1100 on the dial)    WCBS.....(News 88)  
 WBAB.....(102.3 on the dial)    WINS.....(1010 on the dial)  
 CABLEVISION.....Channel 12  
 SSHA CABLE STATION.....Channel 19

Whenever you are in doubt about the schools being open, you are urged to listen to one of these stations for bulletins in order to avoid congestion, which results when many people try to telephone the school. In addition, school closings are posted on the RVC schools Web Page. The address is <http://www.rvc.org/sshs>

**PARENT-TEACHER STUDENT ASSOCIATION**

The RVC Parent-Teacher-Student Association is comprised of individuals who are vitally concerned about the educational program. Members of the association meet periodically to discuss educational matters and plan various functions for students, faculty, and association volunteers. South Side High School strongly encourages active membership and financial support of this organization. Meetings are held every month in the high school building.

We welcome your participation!

Co Presidents – Mayda Kramer and Jeanette Meoli

**ADMINISTRATIVE DIRECTORY 2009-2010**

Principal	Dr. Carol Burris	255-8944
Assistant Principal	Donald Chung	255-8950
Assistant Principal	Noreen Leahy	255-8948
Assistant Principal	John Murphy	255-8834
Coordinator of Guidance	Laurie Levy	255-8959
Dean of Students	Brett Rosenthal	255-8870
Director of Health, P.E., Athletics	Carol Roseto	255-8972
Director of Music, Art and Technology	Dr. Brian Zuar	255-8925
Greenhouse Facilitator	Frank VanZant	766-3894
School Nurse Teacher	Tara Algerio-Vento	255-8955
School Psychologist	Dr. Dave Roberts	255-8894
School Psychologist	Paul Walia	255-8885
Social Worker	Naomi Bisk	255-8965
Social Worker	Jennifer Sedler	393-5221
Social Worker	Nicole Knorr	393-5221

## **ACADEMIC FACILITATORS**

Cynthia Vitere	Social Studies
Maria Schneider	Foreign Language
Russell Reid	English
Ernie Kuehl	Science
Pamela Rakeman	Mathematics
Keith Gamache	Art
Marcy Pedone	Declassified and 504 students
Tara McElynn	Special Education

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **A. Student Rights**

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

1. Treat other students with respect.
2. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender or sexual orientation or disability.
3. Present their version of the relevant events to school personnel authorized to dispense disciplinary action based on the offense.
4. Access school rules and, when necessary, receive an explanation of those rules from school personnel.
5. To proceed in a safe school atmosphere without the fear of threat to their well being.

### **B. Student Responsibilities**

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Abide by all district policies, rules and regulations dealing with the student conduct.
3. Attend school every day unless they are legally excused, and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extra-curricular pursuits and strive toward their highest level of achievement possible.

5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Work to develop mechanisms to manage and control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to disciplinary action.
9. Dress appropriately for school and school functions.
10. Respect and take responsibility for all school property, including equipment, textbooks and materials.
11. Accept responsibility for their actions.
12. Conduct themselves as representatives of the district when participating in or attending school-sponsored, extra-curricular events and to hold themselves to the highest standards of conduct, demeanor and sportsmanship.
13. Comply with all school rules, even with those rules with which they disagree.

#### **WARNING**

In an effort to safeguard and protect the members of our educational facility, the school employs video surveillance equipment for security purposes. This equipment may or may not be monitored at any time.

Surveillance cameras will generally be utilized only in public areas where there is no "reasonable expectation of privacy." Public areas may include school buses, building entrances, hallways, parking lots, front offices where students, employees, and parents come and go, gymnasiums during public activities, cafeterias, and supply rooms.

Surveillance cameras will NOT be installed in "private" areas such as restrooms, locker rooms, changing areas, private offices (unless consent by the office owner is given), or classrooms.

#### **FREEDOM OF SPEECH**

The First Amendment to the United States Constitution guarantees freedom of speech to all Americans. Therefore, Rockville Centre Public School students are entitled to this guarantee. However, this guarantee does not imply the license to interfere with the orderly conduct of classes, to coerce others to participate in a particular mode of expression, or to violate the rights of those who disagree with a given point of view.

Student speech may be subject to disciplinary action or restrictions imposed by school officials if such speech:

1. is slanderous, i.e. spoken maliciously or without regard to the truth of the assertion;
2. clearly and immediately incites others to damage property or physically harm others
3. materially and substantially interfere with the normal operation of the school.

### **SEXUAL HARASSMENT**

The Rockville Centre Union Free School District is committed to safeguarding the rights of all its employees and students and to provide an environment that is free from all forms of sexual harassment. The District reaffirms its commitment to enforce the requirements of the law with respect to sexual harassment. Sexual harassment consists of any verbal or physical conduct of a sexual nature imposed on the basis of sex by the offender. Sexual harassment may include but is not limited to unwelcome sexual advances, requests for sexual favors and other forms of verbal or physical conduct of a sexual nature. Any student who believes that the actions or words of a student, school district staff member, or employee constitute unwelcome harassment to the student, has a responsibility to report or complain as soon as possible to the appropriate principal/administrator or, if the complaint involves the principal/administrator, to the Assistant Superintendent or the Superintendent.

### **STUDENT 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.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments, such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back), shorts and shirts that are brief and/or see-through garments, are not permitted. Excessive exposure of the mid section is not allowed.
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include the wearing of sunglasses or other item that obscure the eyes or face inside school buildings.
6. Not include wearing hats in the classroom unless authorized by the school administrator.
7. Not include wearing hoods in school.
8. Not include wearing items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
9. Not include wearing anything that promotes and/or endorses the use of alcohol, tobacco or illegal drugs and/or encourages illegal, sexual or violent activities, and or gang symbols.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to disciplinary action up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further disciplinary action, up to and including out-of-school suspension.

#### **STUDENT BEHAVIOR AND DISCIPLINE**

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

Students need also to be reminded that there are consequences for all their actions. In general, the severity of these actions or offenses, along with the discipline history of the student, will be considered when the code is enforced. Interventions will be sequential and consequences will increase in severity. The first step will be the staff member who directly supervises the student in question will deal with him or her. Following this, the offending student should confer with his or her guidance counselor, staff member and parent. If the behavior is deemed chronic or dangerous, then referral will be made to the appropriate administrator. The administrator then may invoke a variety of methods to change behavior including: conferencing, warning, detention, revoking of open campus, Saturday detention, in-school separation, and out-of-school suspension and recommendation of Superintendent's suspension. In addition, alternative forms of discipline, including community service, youth court and student court will be used when appropriate.

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

**A. Engage in conduct that is disorderly. Examples of disorderly conduct include but are not limited to:**

1. Running in the hallways.
2. Making unreasonable noise.
3. Using language or gestures that are profane, lewd, vulgar or abusive.
4. Obstructing vehicular traffic.
5. Engaging in any willful act that disrupts the normal operation of the school community.
6. Trespassing in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
7. Students may not use cell phones and/or portable listening unauthorized devices (Ipods, MP3 Players, walkman, etc.) in the school building between 7:30 AM to 2:30 PM. All of the above must be secured in the student's locker, purse, or backpack. The one exception is that students may listen to

music in the cafeteria during their free time. If a cell phone is exposed or turned on and observed by a member of our staff, it will be confiscated. **It will only be returned to a parent or guardian. During Mid Terms and Final Exam periods, the above-mentioned items are forbidden.** Repeated violation of cell phone policy will result in disciplinary action.

8. Students are prohibited from making any electronic or digital video or audio recordings of another student or adult in the school unless it is specifically related to the instructional program or an officially designated activity of the school. Violation of this policy may result in disciplinary action and/or police action.
9. Misusing computer/electronic communications, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites, or any other violation of the district's acceptable use policy.
10. The Internet is an extraordinary resource for students. It must, however, be used with responsibility and serious purpose to include: Scholarly use of the computers and responsible and ethical use of the Internet for educational purposes only.

Additional information regarding the appropriate use of computers:

- a) Students may be provided with access to the District computer network, including access to the Internet. A signed agreement will be required for students to obtain a network account. The student and his or her parent or legal guardian must sign this agreement. Additionally, each student must attend an acceptable use orientation session prior to their account being activated.
- b) Personal Safety: Users will not post personal contact information, including, but not limited to, e-mail address, telephone number, school address, and work address, about themselves or other people. Users will promptly disclose to a teacher or supervisor any message they receive that is inappropriate or makes them feel uncomfortable. Students will not agree to meet with someone they have met on-line.
- c) Security: Users will not attempt to gain unauthorized access to the District system or to any other computer system through the District system, or go beyond their authorized access. This includes attempting to log in through another person's account or accessing another person's files. Users will not make deliberate attempts to disrupt the computer system performance or destroy data. Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under

no conditions should a user provide his or her password to another person. Users will immediately notify a system administrator if they have identified a possible security problem. Users will not demonstrate the potential security problem to other users, without the permission and supervision of system administrators. Users will not knowingly spread computer viruses or "Internet hoaxes." Users shall make reasonable attempts to prevent the inadvertent spread of computer viruses. Violations of security policy may result in the revocation of the offending user's account, and in addition may result in punishment under state or federal law.

- d) **Speech:** Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. Restrictions against inappropriate language apply to both public and private messages. Users will not post information that, if acted upon, could cause damage or disruption. Users will not engage in personal attacks, commonly known as a "flame", including prejudicial or discriminatory attacks. Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, they must stop. Users will not knowingly post false or defamatory information about a person or organization. Users will not post private information about another person. Users shall not falsely represent themselves.
- e) **Personal Use:** Users will use the system only for educational and professional career development activities, school business related tasks, and limited, self-discovery activities.
- f) **Inappropriate Material:** Users will not use the District system to create or transmit material that is profane or obscene, that advocates illegal acts, description of the school, or that advocates violence or discrimination towards other people. If a user inadvertently accesses such information, they should immediately disclose the inadvertent access in a manner specified by their school. This will protect users against an allegation that they have intentionally violated the acceptable use policy.
- g) **Vandalism or Computer Tampering:** Vandalism, computer tampering, or other criminal activity may result in the cancellation of privileges or other actions available under the law. Vandalism is defined as any malicious attempt to harm or destroy hardware, software, or data of another user, the District system or other system connected to the District system. Computer tampering is defined as when a person "uses or causes to be used a computer or computer service and having no right to do so he intentionally alters

in any manner or destroys computer data or a computer program of another person” (NYS Penal Code 156.20).

- h) Software: Users may only use software that has been installed on District computers by the system administrators. Users are expressly forbidden from installing software to servers or local workstations without the permission and supervision of a network administrator. The District reserves the right to terminate the account of any user who adds to, modifies, or misuses software provided through the District system. Unauthorized modification of software may be punishable under state and federal law.
- i) Plagiarism: Users will not plagiarize works that they find on-line. District procedures on plagiarism will govern use of material accessed through the District system. Teachers will instruct students in appropriate research and citation practices.

**B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include but are not limited to:**

1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
2. Lateness and missing or leaving school without permission.
3. Skipping any detention or in-school suspension.
4. Refusing to provide their name or identification, when asked, by any school employee.

**C. Engage in conduct that is disruptive. Examples of disruptive conduct include but are not limited to:**

1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.

**D. Engage in conduct that is violent. Examples of violent behavior include but are not limited to:**

1. Committing an act of violence (such as hitting, shoving, kicking, punching, and scratching) upon a teacher, administrator or other school employee or attempting to do so.
2. Committing an act of violence (such as hitting, shoving, kicking, punching, and scratching) upon another student or any other person lawfully on school property or attempting to do so.
3. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function. Examples of weapons include but are not limited to guns, knives of any size, box cutters, razors, chains, pipes, martial arts paraphernalia, etc.

4. Displaying what appears to be a weapon.
5. Threatening to use any weapon.
6. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
7. Intentionally damaging or destroying school district property.
8. Engaging in verbal/physical bullying.

**E. Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include but are not limited to:**

1. Lying to school personnel.
2. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
3. 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.
4. Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation or disability as a basis for treating another in a negative manner.
5. Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group, which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.
6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
7. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliation with or maintaining membership in any activity, organization, club or team.
8. Selling, using or possessing obscene material.
9. Using vulgar or abusive language, cursing or swearing, as well as slurs that refer to race, gender, ethnicity, religion, sexual orientation or disability.
10. Smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco on school grounds.
11. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include but are not limited to inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs".
12. Possessing drug paraphernalia that includes but is not limited to rolling papers, marijuana pipes, bongs, etc.

13. Inappropriately using or sharing prescription and over-the-counter drugs.
14. Gambling. (no cards or any other games of chance are allowed and the throwing of dice is prohibited).
15. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
16. Initiating a report warning of fire, bomb threats or other catastrophe without valid cause, misuse of "911", or discharging a fire extinguisher.

**F. Engage in misconduct while on a school bus. It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.**

- G. Engage in any form of academic misconduct. Examples of academic misconduct include but are not limited to:**
1. Plagiarism.
  2. Cheating.
  3. Copying.
  4. Altering records.
  5. Assisting another student in any of the above actions.

#### **CONSEQUENCES OF SPECIFIC STUDENT BEHAVIORS**

**A. Cut Referral**

1. DETENTION assigned by Dean. Both student and Dean must call home and speak with parent.
2. 2 DETENTIONS assigned by Dean. Intervention Dean WILL CONTACT PARENT BY PHONE.
3. LOSS OF OPEN CAMPUS. (Assigned to PAS room for one day during free periods.) Or 3 After School Detentions.
4. SATURDAY DETENTION.
5. 1 DAY in extended detention 2:32 – 5:00 PM.
6. 2 DAYS in extended detention. Counselor meets with student. Risk Team Referral
7. 3 DAYS in extended detention. Assistant Principal meets with student and parents.
8. 1 DAY in PAS (Study Center) 8:05 AM-1:00 PM. PINS Petition filed with Family Court if appropriate. Grade level administrator meets with parents.
9. 1 DAY SSP Principal's hearing with parent and student.

**Possession or use of a Chemical Substance/Drug Paraphernalia**

Any student who is under the influence or in possession of a chemical substance or any related paraphernalia will be referred immediately to the grade level administrator. Parental contact will be made. Referral to an appropriate agency may be made as well. The principal shall consider evidence before deciding whether or not to take disciplinary action. If found to be under the influence or in the possession of a chemical substance or related paraphernalia, the student will be suspended out of school for a five-day period, along with possible removal from school and/or arrest. Students in possession of an illegal substance may be subject to arrest. The student will be referred to a hearing with the Superintendent of Schools, which may result in long term suspension. A parental conference will accompany the student's re-admission to classes. Repeat offenses will result in the recommendation for a Superintendent's suspension and possible removal from school.

First Drug and Alcohol Offense defined as the first time a student attends a school event on or off campus under the influence of or in possession of drugs or alcohol.

- Five-day suspension from school.
- Six school months' suspension from all school and school sponsored activities, including but not limited to sports, practices, clubs, dances, etc.

Second Drug and Alcohol Offense-defined as the second or subsequent times a student attends a school event on or off campus under the influence of or in possession of drugs or alcohol.

- Five-day suspension from school.
- Twelve month suspension from all school and school sponsored activities including but not limited to sports, practices, clubs, dances, etc.

Upon successful completion of a recognized and approved out of school drug/alcohol rehab program, a student may petition the superintendent of schools to be allowed to fully participate in all school activities. However, the minimum length of time for a suspension from all school activities after a first offense will not be less than three school months and after any subsequent offenses will not be less than six school months.

#### **C. Fighting**

Fighting will not be tolerated either in school or on school grounds. If found to have participated in a fight, students will be suspended out of school for a period of five days. In addition, students leaving school grounds for the purpose of fighting will also be suspended. Students who provoke others to fight will be dealt with harshly. Further, if a student is found to have assaulted another student, the student will be suspended out of school and may be arrested. A parental conference will accompany the student's readmission to classes. Offenses may be recommended for a Superintendent's suspension and possible removal from school.

#### **D. Possession of a Weapon**

Examples of weapons include but are not limited to: knives of any size, boxcutters, razors, chains, pipes, martial arts paraphernalia, etc. If found to be in possession of weapons, students will be suspended out of school for a five day period and may be arrested. A parental conference will accompany the student's re-admission to classes. Offenders will be referred for a Superintendent's

suspension and possible removal from school. For additional information, please refer to the Rockville Centre Schools' Conduct and Discipline Code

#### **E. Consequences of Other Violations**

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 and consistent with the seriousness of the violation and the students' rights to due process.

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 extra-curricular activities.
8. Suspension of other privileges.
9. In-school suspension.
10. Assignment to regional in-school suspension center.
11. Removal from classroom by teacher
12. Short-term (five days or less) suspension from school.
13. Long-term (more than five days) suspension from school.
14. Permanent suspension from school.

#### **GENERAL STUDENT INFORMATION**

**ATTENDANCE** - It is the parent's/guardian's responsibility to call the Attendance Office at 255-8951 first thing in the morning on the day of your child's absence. A message can be left at any time on the answering machine. Students who are absent from school must present to the Attendance Office a written note from their parents. Such excuse should contain the reason and date of the absence, and be presented to the Attendance Office as soon as the student returns to classes. Illegal latenesses to school which result in absences from one (or more) classes will be considered "cuts" in those classes. **A STUDENT WHO IS LATE 3 TIMES WILL BE REQUIRED TO SERVE DETENTION.** Such detention will increase in increments of ½ hours for repeat offenses. If the lateness is for a legal reason and accompanied by a parental note, the lateness will be excused.

Students should not arrange medical, dental or business appointments during the school day. Students who have to be excused for part of the day must report to the Attendance Office at the beginning of the day. **NO STUDENT SHOULD EVER LEAVE SCHOOL FOR ANY REASON WITHOUT PERMISSION OF THE NURSE OR THE ATTENDANCE OFFICE.** Students who do so will face disciplinary action and will be considered truant. Students will be released into the custody of a parent or guardian unless 18 or older. **STUDENTS WHO ARE ABSENT FOR MORE THAN ½ A DAY MAY NOT RETURN FOR EXTRACURRICULAR ACTIVITIES WITHOUT THE APPROVAL OF AN ADMINISTRATOR. THIS INCLUDES SPORT PRACTICES, GAMES, PERFORMANCES, ETC.** Missing one-half of the school day is defined as follows: coming to school later than 12:00 P.M. or missing more than four classes. Everyday, the attendance office will produce a list of all students

who are ineligible to participate in after school activities. The list will be posted in the attendance office and copies will be placed in the main office and the Physical Education office. Students must be present in a class for 90% of the possible meeting days exclusive of days missed because of school closings, suspensions, court ordered appearances or school approved educational programs. Days missed for any other reason will count toward the 10% total. Students who are absent for 10% of the total class time may be denied academic credit and have to repeat the class. Attendance is necessary and subsequent cuts will be dealt with on a disciplinary level with possible removal by the Superintendent. ADEQUATE NOTICE will be given to the parents when a student's attendance pattern places him/her in jeopardy of being denied academic credit for a course due to excessive absences.

#### **STUDENT ABSENCES AND EXCUSES**

The Board of Education recognizes as valid the following reasons for student absences:

1. personal illness (If 5 or more days a Doctor's note is required.)
2. illness or death in the family
3. impassable roads or weather making travel unsafe
4. religious observance
5. attendance at a medical clinic
6. approved school-sponsored trips
7. quarantine
8. required court appearances.

In addition, college visitations, which are approved in advance by the Principal, are considered important enough to excuse a student's absence. Although days missed for the above reasons are considered legal absences, students must realize that their schoolwork can suffer if they are out of class too often. Students are responsible for keeping informed of makeup work for time missed in class, whether their absence is legal or illegal. Many legal absences still count toward denial of credit.

Students must be accountable for each absence. It is the parent's/guardian's responsibility to notify the office on the morning of the absence. It is essential that parents/guardians provide a written excuse for each absence. Such excuse should contain the reason and date of absence and be presented to the Attendance Office as soon as a student returns to classes. Any absence during a midterm, final, Regents, IB or AP exam must be verified with a doctor's note.

**AUTOMOBILES** – Seniors who possess a valid class D driver's license may apply to park on school grounds and in Firemen's Field. Vehicles must be registered with Security in Room 110 or they will be ticketed. Students park their car at their own risk. The maximum speed limit on school grounds is 15 mph. Students MAY NOT sit in automobiles, play loud music, or loiter in parking areas at any time. Students abusing automobile regulations will be banned from parking on campus. Students are discouraged from driving to school unless absolutely necessary and should not park on neighborhood streets. School is **NOT** responsible for any parking tickets/violations. No student may leave campus for any reason, which includes moving their car, prior to 10:00 a.m. Any student who parks in a Staff Parking space or an illegal spot on campus will have their parking privileges revoked for at least one week.

**BICYCLES** - Bicycles are to be locked in the racks adjacent to the athletic field.

Students park their bicycles on school grounds at their own risk.

**BUS PASS/I.D. CARDS** All eligible students will be permitted on a school bus with a valid bus pass. Students shall conduct themselves on the bus in a manner consistent with established standards for classroom behavior. School bus regulations shall be enforced by bus drivers, bus aides, and the Transportation Office in coordination with the school Principal. Students are the responsibility of the School District while they are riding on the school bus. Students who become serious disciplinary problems may have their bus privileges suspended or revoked. In such cases, the parents of the children shall be duly notified and will become responsible for the transportation of their children to and from school. ID cards will be issued to all students. They must be carried at all times and produced to any authority upon request. Request for replacement BUS/PASS and ID cards must be made during(zero)period or a free period in Room 211Aat a cost of \$1.00.

#### **CAFETERIA and LUNCH**

A. Breakfast is served from 7:15 - 9:30 A.M. Lunch is served from 10:17 A.M. - 1:06 P.M. Neither food nor beverage may be taken from the cafeteria at any time except with a lunch pass.

B. Lunch Passes - If your schedule does not include a lunch period, see your Guidance Counselor to see if your schedule can be adjusted. If revision is not possible, see Mr. Rosenthal in Room 110. **Only cold lunches are allowed to be taken to classrooms.**

NOTE: To apply for a Free or Reduced Lunch Program, please see the Assistant Principal in Room 211A.

C. Restricted Lunch - Should it be the judgment of either the high school administration or parent that free time is not being utilized properly, a student may be placed on restricted lunch which will deny the student the privilege to leave campus for his or her lunch period. Parents requesting restricted lunch for a student should contact Guidance.

**HOMEBOUND INSTRUCTION** - Homebound instruction is a service provided to students who are unable to attend school due to medical, emotional or disciplinary problems. Secondary students receive instruction for two hours per day. Students receive credit for their work while on homebound instruction. Such instruction shall take place in the Greenhouse Facility in the afternoon or at the Rockville Centre library.

**LOCKERS** - Lockers will be issued at the start of the school year. Lockers are school property and as such are subject to search by school officials. Sharing a locker is prohibited. **KEEP LOCKERS LOCKED AND DO NOT GIVE YOUR COMBINATION TO ANYONE.** The school is not responsible for lost or stolen property. Problems should be reported to the Attendance Office in Room 110.

**PARENT-TEACHER APPOINTMENTS - Call 255-8960.**

**PERSONAL PROPERTY** - Each student is responsible for his/her personal property. **DO NOT BRING CELL PHONES, IPODS, WALKMAN RADIOS, TAPE RECORDERS, ETC. TO SCHOOL.** These materials are brought onto school property **at students' own risk.** Umbrellas, skateboards, Frisbees, basketballs etc. belong in lockers and are not to be carried by students in hallways. Theft of any personal items should be reported to Security immediately. The school district is not responsible for stolen or lost property.

**PROGRAM CHANGES** - Students will not be permitted to drop courses after

the deadline unless they and their parents can demonstrate extenuating circumstances. Programs will not be changed because of preference for instructors. \*Please refer to Board Policy. A grade of W/F will be recorded if administrative approval is granted after the first five weeks of a semester course, or after the first quarter of a full year course. FOR PURPOSES OF GPA COMPUTATION, A GRADE OF W/F IS CALCULATED AS A "0". A GRADE OF "0" WILL SIGNIFICANTLY AFFECT A STUDENT'S OVERALL AVERAGE.

**REQUEST FOR CHANGE OF LEVEL** – Students may request a change of level at anytime during the school year. Changing levels will be done if it is deemed by the Principal that a student is inappropriately placed. When a level change occurs, it may affect the student's schedule and may result in a teacher change. Grade adjustments will be made as follows:

1. If the level change is made during the marking period, the former and present teachers will confer to compute the grade
2. If the change occurs at the end of a marking period
  - a) All marking period grades will transfer to the new course.
  - b) If the course was a weighted course, the grade for the marking period will be appropriately weighted.

#### **STUDENT REQUEST FOR TEACHER CHANGE**

The procedure for a request for a teacher change will be handled in two ways:

##### CHANGE PROCEDURE NO. 1

Requests for a teacher change occurring at the beginning of the school year (first two weeks) or first two weeks of a one-semester course second semester:

The student who makes a request for a change will consult with his counselor. The counselor will refuse to make the change, but will require that the student go into the class on a trial basis for at least three weeks. If at the end of the three weeks the student still wishes to change teachers, he will follow the procedure for students requesting a class change during the school year. (See Change Procedure No. 2.)

##### CHANGE PROCEDURE NO. 2

For students requesting a teacher change after the first two weeks of school or first two weeks of a one-semester course second semester:

- a. Student will consult with his/her guidance counselor. The student will meet informally with the teacher.
- b. If the student requests a change, he/she will meet with the school psychologist. Upon receipt of a parental note agreeing to the meeting with the school Psychologist, the counselor will arrange the meeting. A referral made out by the Counselor should include the subject and the name of the teacher in question. This referral will be forwarded to the school psychologist who will make a recommendation to the Administration.

## **STUDENT REQUEST FOR SCHEDULE CHANGE**

### **Deadline Dates 09-10 Student Program Changes**

Adding Courses From:

9/8/09 - 9/14/09 Students may add a full year or first semester course to their schedule, if it fits in their schedule (without altering their schedule) and if there is room in the class.

9/8/09 – 2/5/10 Students may add a second semester course to their schedule, if it fits in their schedule (without altering the schedule itself) and if there is room in the class.

### **Deadline Dates 08-09 Student Program Changes**

Dropping Courses From:

9/8/09 – 10/9/09 Students may drop a first semester course without penalty

9/8/09 – 11/16/09 Students may drop a full year course without penalty.

9/8/09 – 3/9/10 Students may drop a second semester course without penalty.

**PROGRAM PLANNING GUIDE** - A Program Planning Guide is issued to every student when they enter the high school. This publication contains a COURSE OFFERING CATALOG and covers information relating to student programs, graduation requirements, grading and examinations.

**VALEDICTORIAN AND SALUTATORIAN** - The selection for the valedictorian and salutatorian of each year's graduating class will be determined after the first semester of the senior year. Included in the grade point average, therefore, will be seven semesters of academic work. South Side High School does not assign rank to students by GPA.

**WITHHELD MATERIALS** - If a student has not returned classroom material, athletic equipment or library materials at the appropriate time, his or her report card and other related information will be withheld. A letter will be sent home notifying the parent that materials are due, as well as the proper procedures to follow in order to return these items.

### **CLUBS AND ACTIVITIES**

South Side High School believes that excellence in education requires that students be exposed to a variety of experiences outside the classroom in addition to those that occur during the course of the day. Because of this, there is a wide array of athletic, co- curricular and extra curricular activities available to our students. Listed below are some of these opportunities. We urge all our students to become involved. All activities will end no later than 10:00 PM. For further information about each club, contact your counselor or the Dean of Students, Mr. Rosenthal, in Room 110.

## EXTRA CURRICULAR ACTIVITIES/CLUBS

Art Club	Life Savers Club
Best Buddies/Cyclone Circle	Marching Band
Centre Stage	Mathletes
Chamber Orchestra	Military History Club
Chamber Singers	Model Congress/Model UN
Choraleers	Musical Production Choral
Club Orange	Musical Production Orchestra
Colonnade-Yearbook	National Honor Society
Concert Band	Peer Mediation/Conflict Resolution
Concert Choir	Poetry Club
Concert Orchestra	Political Awareness
Context	Quiz Bowl
Cyclone Shop	SADD
Debate Club	SCALE
Digital Media Club	Science Olympiads
Drama Guild	Senior Class
Environmental & Social Awareness	SHOP
Film Club	Sophomore Class
Forensics Club	South Side Art Association
Freshman Class	Spanish Club
G.S.A.	Sportsman/Newspaper
Game Design	Stage Crew
Homework Helpers	Stage Band
Human Relations/Youth Court	Strategy Club/Chess Club
J.E.T.S	Student Government Assembly
Jazz Club	Video Club
Jazz Ensemble	Well-Being (Yoga)
Junior Class	Wind Ensemble
Leo Club	

### PHYSICAL EDUCATION

Each student in Grades 9-12 must take physical education each year. Two units of physical education (1/4 unit per semester) are mandated by the Regulations of the Commissioner of Education in order to qualify for a Regents or local high school diploma.

Exemptions in physical education are offered to student/athletes in grades 10-12 who qualify:

	APPLICATION DUE DATE
Fall season athletes (1 <sup>st</sup> quarter)	Five school days after start of school year (Sept. 15th)
Winter season athletes (3 <sup>rd</sup> quarter)	Before start of 3 <sup>rd</sup> Quarter (January 29th)
Spring season athletes (4 <sup>th</sup> quarter)	Before start of 4 <sup>th</sup> Quarter (April 14th)

Guidance counselors have information on criteria needed to qualify.

### INTERSCHOLASTIC ATHLETICS

<u>FALL SEASON</u>	<u>WINTER SEASON</u>	<u>SPRING SEASON</u>
Varsity/JV Football	Varsity/JV Basketball (B)	Varsity/JV Baseball
Varsity/JV Soccer (B)	Varsity/JV Basketball (G)	Varsity/JV Softball
Varsity/JV Soccer (G)	Varsity/JV Wrestling	Varsity Tennis (B)
Varsity Cross Country (B)	Varsity Winter Track (B)	Varsity Track & Field (B)
Varsity Cross Country (G)	Varsity Winter Track (G)	Varsity Track & Field (G)
Varsity Tennis (G)	Varsity Gymnastics (G)	Varsity/JV Lacrosse(B)
Varsity/JV Volleyball (G)	Varsity/JV Cheerleading	Varsity/JV Lacrosse (G)
Varsity Swimming (G)	(Spt. Grp.)	
Varsity Golf (B)		
Varsity/JV Cheerleading		
(Spt. Grp.)		

**ACADEMIC PROBATION/INELIGIBILITY:** South Side High School students failing more than two courses at a quarter grading period or receiving more than two failures at the five week progress reports will be on probation. A student on probation will have five weeks to remediate areas of failure. If, at the next report card or progress report, a student on probation is failing more than two subjects he/she will be declared ineligible to participate in all sports and extra curricular activities. Students who fail classes during the fourth quarter and successfully complete a summer program will be considered eligible to participate. The school shall provide some means for students to work to remediate areas of academic weakness and improve assignments. Such opportunities may include, but not be limited to, mandatory daytime study halls, extra help sessions, supervised after school study periods, tutorials, counseling, etc.

### **HELP AND WHERE TO FIND IT**

**BOCES** - Consult your Guidance Counselor.

**CHANGE OF ADDRESS:** Notify Registrar (Ms. Eleanor Condenzio 255-8926) in Room 102.

**CYCLONE SHOP:** School Store opposite Room 112 Cafeteria.

**EMPLOYMENT** - Consult bulletin board in Guidance.

**EXTRA HELP** - Your individual teacher will help you or will refer you to another source. Teachers are available in resource centers and by appointment. The National Honor Society also provides tutorial assistance. All teachers are available during the scheduled extra help period, which occurs Monday, Wednesday, Thursday and Friday from 7:25 – 8:02 AM. Guidance counselors will provide a list of private tutors if desired.

**AFTER SCHOOL HOMEWORK HELP** – Library 2:35-3:00 pm-Monday through Thursday.

**FORMING A NEW CLUB** - See Mr. Rosenthal in Room 110 with a list of interested students, the faculty advisor's name, club objectives, number of proposed meetings, and description of activities.

**GREENHOUSE** - For students seeking an alternate learning experience. Greenhouse is a full time educational program operating as part of South Side High School. Greenhouse is housed at 189 Sunrise Highway and utilizes the entire community as a school.

**HEALTH SERVICES** - See School Nurse Room 109. (255-8955)

**LATE TEACHER ARRIVAL** - If a teacher does not arrive to class on time, students are to remain in class and send a representative to the closest Administrator's office to report the situation.

**LOCKER PROBLEMS** - Room 110.

**LOST AND FOUND** - Room 110.

**MAKE-UP WORK** - For short absence, see teacher involved. For long absence, call guidance counselor at 255-8960.

**PSYCHOLOGIST** - Seek an appointment with the school psychologist through your guidance counselor or call the psychologist's office, 255-8894.

**RISK TEAM** - The RISK Team is comprised of the Principal, Assistant Principals, Counselors, School Nurse, Social Workers and Psychologists. All of the helping professionals are available for consultation on personal and academic issues and concerns.

**ROOM RESERVATIONS** - For club meetings or special events, see Ms. Bersutzky in the main office and fill out a room reservation form. Students are not permitted to have a meeting event without adult supervision.

**SCHOLARSHIP INFORMATION** - Guidance Office.

**SOCIAL WORKERS** – Seek an appointment through your Guidance Counselor.

**VISITORS** - Unauthorized persons are not permitted in the school building or on school grounds and may be subject to arrest. All visitors should check in by the main doors and receive a visitor pass. Students are not allowed to have guests in the building. Visitors who have school business to conduct must register in the main office.

**WORKING PAPERS** - Room 110.

### GRADE CLASSIFICATION

- 1 Grade 9 (Freshman) Completed Grade 8
- 2 Grade 10 (Sophomore) Completed a minimum of five credits
- 3 Grade 11 (Junior) Completed a minimum of ten credits
- 4 Grade 12 (Senior) Completed a minimum of fifteen credits

### STUDENT PROGRAMS

1. Students will meet with guidance counselors in December to select courses for the following school year. Verification of course requests will be mailed home in March. Students will have until May 1<sup>st</sup> to make changes. Beyond that date, changes will only be made if there is room in the class and if approved by an administrator.
2. Course Load:
  - a) 9<sup>th</sup> Grade students must be scheduled for seven (7) periods a day in addition to a Physical Education class. All other students must be scheduled for at least six (6) periods plus Phys. Ed. **The above applies to both semesters.**
  - b) Course Enrollment: Not all courses listed in the catalog will be offered each year. Only courses with adequate enrollment will be offered.
3. Unassigned Time
  - a) Open campus is a privilege designed to allow students in Grades 11 and 12 an opportunity to begin homework, study, obtain help from teachers, or explore an academic area of interest in greater depth. Students who do not show good judgment may have open campus revoked and be assigned to study hall. Students must carry and show ID Card/Class Schedule at all times.
  - b) Students may utilize unassigned periods in one of the following locations: Resource Centers, Library and/or Cafeteria. Students in Grade 9 will be assigned to Study Halls for all unassigned periods except lunch and period 1. Students in Grade 9 may not leave campus. In Grade 10, students are only allowed to leave campus during their lunch period. However, no one may leave before 10:00 AM unless we receive a note and a telephone call from the parents or guardians.
  - c) Students will refrain from behavior, which can cause disruption to classes or activities. Students should not be in the halls during class time.

## **GUIDANCE SERVICES**

Guidance programs are available for all students 9-12 to ensure effective participation in their current and future educational programs.

In Grades 9-12, the guidance program provides the following services:

1. an annual review of each student's educational progress and career plans;
2. instruction to help students learn about curriculum options and careers;
3. individual and/or group counseling assistance to help students develop and implement post secondary education and career plans; and
4. individual or group counseling assistance to help students who exhibit any attendance, academic, behavioral or adjustment problems.

The South Side High School Guidance Department is committed to assisting you in the assessment and understanding of your aptitudes, interests and educational needs. The counselors' main objectives are to listen and try to understand, and then provide information that will be useful to you in making your decisions. If you have a question concerning any aspect of your education, contact your guidance counselor. The guidance counselors are available before and after school and during free periods. Appointments should be made to see your counselor during your free periods only, unless an emergency exists.

Listed below are the names of the Guidance Counselors at South Side:

Ms. Laurie Levy, Supervisor of Guidance & Student Support Services  
Mr. Greg Brennan  
Mr. Ben Moss  
Ms. Marcy Pedone  
Ms. Linda Weiss  
Ms. Joanna Zweben

Guidance Office Number: 255-8960

## **GRADUATION REQUIREMENTS**

The curriculum includes all subjects required for a South Side High School Diploma and for Regents endorsements plus many electives in a variety of areas. In addition to the requirements specified below, all students must satisfy the statewide assessment requirements

### **REGENTS DIPLOMA REQUIREMENTS**

A total of 22.5 credits, including 2 credits of physical education will be required.

Students must pass Regents examinations in: Mathematics, a Regents lab Science, English, Global History and Geography and United States History and Government. In addition, students must complete one (1) credit in a language other than English (LOTE) or pass a language proficiency exam. (See page 28 for additional diploma requirements.)

### **REGENTS DIPLOMA WITH AN ADVANCED DESIGNATION**

A total of 22.5 credits including 2 credits of physical education will be required.

Students must pass Regents examinations in: Mathematics\*, Regents Life Science, a Physical Science, English, Global History and Geography, United States History and Government and a language other than English (LOTE). A student completing a five-unit sequence in career and technical education or the arts is not required to complete the additional LOTE requirement, but must complete 1 credit in LOTE. (See page 28 for additional diploma requirements.)

### **REGENTS HONOR ENDORSEMENT**

Students must earn an average of 90% or better on those Regents examinations that are required for the Regents Diploma, or a Regents Diploma with an advanced designation.

\* Please note: The NYS Math requirement is changing. Please check with counselors for future requirements

**DIPLOMA REQUIREMENTS BASED ON REGENTS ACTION TO PHASE IN THE 65 GRADUATION STANDARD ON REQUIRED REGENTS EXAMS**

<i>Entering Freshman Class</i>	<i>Local Diploma Requirements</i>	<i>Regents Diploma Requirements</i>	<i>Regents Diploma with Advanced Designation Requirements</i>
2005	Score 65 or above on 2 required Regents exams and score 55 or above on 3 required Regents exams. Earn 22.5 units of credit.	Score 65 or above on 5 required Regents exams. Earn 22.5 units of credit	Score 65 or above on 8 required Regents exams (including Math B). Earn 22.5 units of credit.
2006	Score 65 or above on 3 required Regents exams and score 55 or above on 2 required Regents exams. Earn 22.5 units of credit.	Score 65 or above on 5 required Regents exams. Earn 22.5 units of credit.	Score 65 or above on 8 required Regents exams (including Math B). Earn 22.5 units of credit.
2007	Score of 65 or above on 4 required Regents exams and score 55 or above on 1 required Regents exam. Earn 22.5 units of credit.	Score 65 or above on 5 required Regents exams earn 22.5 units of credit.	Score 65 or above on 8 required Regents exams (Including Math B) earn 22.5 units of credit.
2008 and beyond		Score 65 or above on 5 required Regents exams. Earn 22.5 units of credit	Score 65 or above on 9 required regents exams. Earn 22.5 units of credit.

**Note: The Regents Competency Test safety net for students with disabilities will continue to be available for students entering Grade 9 prior to September 2010. Students using this safety net will receive a local diploma. The low-pass option of scoring between 55-64 on the required Regents exams to earn a local diploma will continue to be available for students with disabilities. Please note, however, that all students are strongly encouraged to earn a Regents diploma. Exceptions will be made only after extensive consultation with counselors and administration.**

### DIPLOMA REQUIREMENTS

Minimum for Regents Diploma – for students entering Grade 9 in September 2001 and thereafter

English	4.0 credits
Social Studies	4.0 credits
Mathematics	3.0 credits
Science	3.0 credits
Health	0.5 credit
Visual Art/Music/Theatre/Dance	1.0 credit
Physical Education	2.0 credits
Language other than English	1.0 credit
* Study Skills	0.25 credit
* Computer Literacy	0.25 credit
Electives/Specialized Courses (As needed to meet minimum credit requirements.)	3.5 credits
<b>MINIMUM TOTAL CREDITS</b>	<b>22.5</b>

Minimum for Regents Diploma with an Advanced Designation-for students entering Grade 9 in September, 2001 and thereafter

English	4.0 credits
Social Studies	4.0 credits
Mathematics	3.0 credits
Science	3.0 credits
Health	0.5 credit
Visual Art/Music/Theatre/Dance	1.0 credit
Physical Education	2.0 credits
Language other than English	3.0 credit
* Study Skills	0.25 credit
* Computer Literacy	0.25 credit
Electives/Specialized Courses (As needed to meet minimum credit requirements.)	1.25 credits
<b>MINIMUM TOTAL CREDITS</b>	<b>22.5</b>

\*The requirements for Study Skills and Computer Literacy can be met in a variety of ways:

1. Completing a portion of a unit of study or credit in each of the two skills: Study Skills or Introduction to Computers in Grades 6-12.
2. Successful completion of any computer-based course will satisfy the Computer Literacy requirement.

### Standardized Testing

The Guidance Office assists students in taking the appropriate exams for college admission. In addition to the SATs, all Sophomores and interested Juniors will take the PSAT on Wednesday, October 14, 2009. The SAT I and SAT II will be offered on the following dates: **(It is extremely important that students adhere strictly to the deadlines listed below to avoid additional payment.)**

REGISTRATION DEADLINES

Test Dates	Exam	Regular	Late
10/10/09	SAT I and SAT II	9/09/09	9/23/09
11/07/09	SAT I and SAT II	10/01/09	10/15/09
12/05/09	SAT I and SAT II	10/30/09	11/12/09
1/23/10	SAT I and SAT II	12/15/09	12/30/09
5/01/10	SAT I and SAT II	3/25/10	4/08/10
6/05/10	SAT I and SAT II	4/29/10	5/13/10

The SAT I exam is also offered on March 13, 2010 at other test centers.

However, South Side High School does not offer the SATs on that date. See your counselor for closest available test center.

## COLLEGE LEVEL STUDIES

### INTERNATIONAL BACCALAUREATE - IB

South Side High School is one of a select group of schools worldwide to offer the International Baccalaureate Diploma. Designed as a comprehensive Diploma bearing curriculum, the IB allows its graduates to fulfill requirements of the various national systems of education. All IB Diploma candidates are required to engage in the study of languages, sciences, mathematics, humanities, complete an Extended Essay and participate in a community service activity in the final two years of their secondary schooling. The intent is that students should indeed learn how to learn, how to analyze, how to reach considered conclusions about people, their languages and literature, their ways in society, and the scientific forces of the environment. Students must register in their junior year as an Anticipated Diploma candidate.

Students who fail to meet all the requirements for the Diploma are awarded a Certificate for each subject completed. Most of the prominent universities in the United States have developed IB policies, which include advanced placement, course credit, and consideration at the time of admission. Each college and university sets its own admissions criteria, including the terms under which it will recognize advanced and international programs. In some cases a full year of university standing is awarded to the IB Diploma holders. You must check with the colleges and universities to which you plan on applying for their policy concerning the IB program. The IB Website – [www.IBO.org](http://www.IBO.org) is another resource for information on university credit policies.

### ADVANCED PLACEMENT - AP

South Side High School offers courses that may prepare the student to take the Advanced Placement examinations. Each college uses the AP Program in the manner and to the extent it sees fit. Thus, some colleges do not participate fully in the Program, and a few do not participate at all. Students are urged to learn the policies at colleges they are considering by corresponding directly with directors of admissions.

The AP Program offers three Advanced Placement Scholar Awards to recognize high school students who have demonstrated college-level achievement through AP courses and examinations. These are Scholar, Scholar with Honor, and Scholar with Distinction. Students are eligible for the Scholar award by receiving grades of 3 or higher on at least three (3) full-year AP examinations. Students who exceed this criteria may be eligible for the Scholar with Honor or Scholar with Distinction Awards. Students who are enrolled in Honors courses must take the Advanced Placement and/or the International Baccalaureate exams at certain levels. There are monetary costs related to taking either the AP and/or IB final exams.

Those students who choose to take both AP/IB courses may incur conflicts during the final exam time period. Students must refer to their Guidance Counselor or IB Coordinator for their suggestions.

**BUSINESS DEPARTMENT:**

The Business Department will be offering selected courses for college credit in conjunction with Long Island University, C. W. Post Campus. See the Business Department or your Guidance Counselor for further information.

**MOLLOY COLLEGE CREDIT:** Select IB courses may receive Molloy College credit. Please see Guidance Counselor for details.

**GRADING****A. REPORT CARDS**

Report cards are issued at the end of each 10 week marking period, totaling four each year. They will be mailed home approximately one week after the end of the marking period. Full year courses, with the exception of some IB/AP courses will have both a mid-year and final exam. Each will comprise 10% of the student's final grade. Both mid-year and final exam grades will be listed on the report card. Regents exams will count as the final exam in some courses. For those full year courses that do not have a final exam (some IB/AP) the mid-term exam will comprise 1/9 of the final average. Semester courses will have a final only. The final exam will comprise 20% of the student's grade. Any exceptions to the above, e.g. IB and AP 12<sup>th</sup> grade courses, will be described by the teacher. **Please note that your child's grades and attendance are available on an ongoing basis via the Parent Portal.**

11/9/09 South Side High School Marking Period 1 Ends  
1/22/10 South Side High School Marking Period 2 Ends  
4/14/10 South Side High School Marking Period 3 Ends  
6/14/10 South Side High School Marking Period 4 Ends

**B. PROGRESS REPORTS**

Progress reports are mailed home to all students after the fifth week of a marking period.

**C. DEPARTMENTAL TESTING SCHEDULE**

Each department will be assigned certain days to conduct testing.

Day 1,3,5 Social Studies and Math  
Day 2,4,6 English, Foreign Language and Science

**D. PURPOSE OF TESTING**

The testing and evaluation of students should serve to monitor both the success of the program and the degree to which students have learned. There are many forms of evaluation, which include portfolios, critiques, oral presentations, writing assignments, etc. In all cases, the students must receive feedback in order to improve. Feedback must be constructive and received in a timely manner. All test questions and answers are the property of the students and must be returned after grading has occurred. Scantron forms or multiple choice answer sheets are meaningless without questions and/or review.

1. Marking period report card grades shall be based on student achievement on the following: test/quizzes, class participation,

- homework/assignments, reports and projects.
2. Grading procedures for each course, expectations and class requirements will be clearly presented in writing to the student at the beginning of each course and described to the parents at Back-to-School Night.

#### **E. MARKING PERIOD GRADES**

1. 65% is the passing grade for both school and Regents subjects.
2. All report card grades between 65 and 100 are recorded in unit intervals.
3. All grades in A.P and IB level classes will (with the exception of Math Studies) be weighted by a factor of 1.1 for the purpose of the Final GPA calculation. Commencing with the 2009 entering 9<sup>th</sup> grade cohort, courses which are designated as Advanced Placement, and/or International Baccalaureate (with the exception of IB Math Studies) will be proportionately weighted by 1.15 in the determination of the student's grade point average. IB Math Studies, Advanced Chemistry, L.I.U. College Credit Courses (Accounting, Business Law and Marketing), Advanced Math topics, and Research Skills Intel Grade 11-12 will be proportionately weighted by 1.1 in the determination of the student's grade point average.
4. No student will receive a grade of less than 60% on his/her report card for the first marking period, 55 for the second, 50 for the third and 45 for the fourth in a full year course. In a semester course no grade below 60 will be issued for the first marking period and 45 for the second.
5. A grade of Withdraw-fail (W/F) will be given to any student who drops a full-year course after the tenth week of school or a semester course after the fifth week of the semester. A W/F will be computed as a grade of "0" in the GPA. It will also exclude a student from the honor roll.
6. Incomplete Work: If a student has not completed the work of the quarter, "INC" will be recorded on the report card. If the student satisfactorily completes the work within a reasonable period, not exceeding ten weeks, the grade earned will be entered on the next grade report. If the work has not been completed by the end of the marking period, the general policy is to record the actual grade earned or 50, whichever is higher. An "INC" will not be given as a final grade. A student may not graduate if he/she has an unresolved final grade of incomplete.

**A grade of INCOMPLETE will prevent a student from being on Honor Roll.**

#### **F. FINAL EXAMS**

1. Upon the completion of a course (January or June), a final examination must be given. School exams are to be given for all subjects in which a Regents exam is not given.
2. All final or Regents exams count 1/10 of the student's final year average for a full year course, and 1/5 for a semester course.
3. If a student is absent from a final exam for any reason other than illness, he/she will be given a mark of zero for the exam and it will be

used in computing the final grade. If the student seeks a medical excuse for missing a final exam, a doctor's note must be presented to Mr. Rosenthal stating the reason for the absence. Upon approval of the medical excuse, the student will be permitted to take the exam at its NEXT SCHEDULED ADMINISTRATION.

4. Utilization of the Final Examination Exemption policy is only for seniors and will be at the discretion of each senior subject teacher. Teachers employing the exemption option must adhere to the following guidelines:
  - a In a semester course an average of 90% is required for two marking periods and the second marking period grade may not be below an 85%.
  - b In a full year course, an average of 90% for the fourth marking period is required and the average for the 3rd and 4th marking periods will not be lower than an 85%.
  - c **Exemption from final school examinations is a privilege reserved for seniors only.**
  - d Teacher approval is required for all exemptions. A student's attendance (cutting, lateness etc.,) should be scrutinized prior to granting an exemption.
  - e After a student has been notified of an exemption, a student may elect to take the examination.
  - f Regents examinations must be taken in all courses in which they are given.
  - g Exemptions from final school examinations will be announced the last week of classes.
  - h Seniors taking 11<sup>th</sup> Grade English or 11<sup>th</sup> Grade Social Studies may not be exempted from the final examinations in these subjects.

#### **G. CREDIT:**

1. Students will receive Regents "Certification" in a subject upon earning a minimum final exam mark of 65% and a minimum course average of 65%.
2. A student may re-take the Regents exam without repeating the course only if the final average obtained in the course was 65% or higher. If the student re-takes the Regents exam without repeating the course, the new Regents exam grade (if higher) will replace the old Regents exam grade on the transcript.

#### **STUDENTS REPEATING A COURSE**

Students may repeat a course with permission from the principal. A course may be repeated in summer school or for the first semester. A final or Regents may be taken in January.

#### **HONOR ROLL POLICY**

South Side High School will maintain an Honor and a High Honor Roll for each grade level. Students who qualify will have a notation made on their permanent transcript for each marking period.

Categories: High Honors - must have an unweighted average of 90%.  
Honors - must have an unweighted average of 85%.

All subjects in which a numeric grade is assigned will be included in

determining the student's unweighted average.

**Eligibility:** Students must receive numeric grades in a minimum of five subjects (or one subject plus BOCES) excluding Physical Education. BOCES grades will be counted as four course grades since a BOCES subject is assigned four credits.

**Ineligibility:** Students will be ineligible for either the High Honor or the Honor Roll when he/she receives a withdraw/failure (W/F), denied credit or any other failing grade for a course (including Physical Education).

Students receiving an incomplete (INC) in any course will be ineligible until a grade is assigned. Once the list is posted, it will not be re-done during the marking period to accommodate students who originally had an incomplete grade.

### **NATIONAL HONOR SOCIETY**

Selection is achieved through evaluation of applications for evidence of scholarship, character, leadership and service.

Scholarship: Eligibility for membership is based upon a weighted average of 90% at the completion of five (5) semesters for juniors and 90% at the completion of six (6) semesters for seniors. Eligible students are invited to submit a resume.

Character: The names of these eligible students are sent to the entire faculty for character information. If student is found significantly unsuitable by more than two faculty members, or has exhibited a serious breach of character, the student is ineligible. Criteria which are considered include:

- Takes criticism willingly

- Meets pledges and responsibilities to school promptly

- Demonstrates highest standards of honesty and reliability

- Complies with the academic integrity policy of the school (See pages 15 and 38.)

- Demonstrates concern for others

Leadership: Successfully holds school offices or positions of responsibility, conducts business efficiently and effectively and is reliable and dependable without prodding. Is resourceful in proposing new problems, applying principles and making suggestions.

- Demonstrates leadership in promoting school activities.

- Exercises influence on peers in upholding school ideals.

- Contributes ideas that improve the civic life of the school.

- Is able to delegate responsibilities.

- Exemplifies positive attitudes.

- Inspires positive behavior in others.

- Demonstrates academic initiative.

- Demonstrates leadership in the classroom, at work, and in school activities.

- Is thoroughly dependable in any responsibility accepted.

Service: This quality is defined through the voluntary contributions made by a student to the school and community, done without compensation and with a positive, courteous, and enthusiastic spirit. This includes participation in some outside activity such as; Girl Scouts; Boy Scouts; Church groups; Services for

the aged, poor, or disadvantaged; family duties.

A candidate should cheerfully and enthusiastically render any requested service to the school or community.

**Selection by Faculty Council:** Those students who have successfully met scholarship and character requirements are invited to complete a survey. These students are given guidelines on the service and leadership information, and advised to seek further help from the chapter adviser, guidance counselors, and administrators. A diversified group of five faculty members, appointed by the Principal, evaluates the students through the survey anonymously. Each member has one vote and a majority is required for selection. Final decisions are re-examined at the end of selections for consistency within the working definitions established by the Faculty Council using the National Guidelines.

#### **ART HONOR SOCIETY**

The Art Honor Society is an organization, which recognizes students' achievements in Art. Membership requirements include:

- Students must have maintained an 85% unweighted average during each year of high school study in Art.
- Students must commit themselves to helping the Art Department in promoting Art by aiding in hanging art pieces, murals, etc. to fulfill the community service component of the organization.
- Eligible students will be asked to turn in an original art piece for consideration in being admitted to the organization.

#### **FOREIGN LANGUAGE HONOR SOCIETY**

The Foreign Language Honor Society is an organization, which recognizes students' achievements in French and Spanish. Membership requirements include:

- Students must have maintained a 90 % unweighted average during each year of high school study in French or Spanish.
- Students must commit themselves to tutoring others in French or Spanish to fulfill the community service component of the organization.
- Eligible students will be asked to write a one-paged typed essay in the target language entitled, "The Importance of the Study of French/Spanish in my Life".

#### **SCIENCE HONOR SOCIETY**

South Side High School Science Honor Society recognizes outstanding achievement in the study of science. Students who have demonstrated a commitment to excellence in Science, and who meet prescribed criteria will be accepted into South Side's chapter of the New York State Science Honor Society. The Science Honor Society was established to encourage and celebrate students who have attained high levels of scholarship, character, leadership and service,. The selection will be made by the Science Department according to the criteria listed below. Students who

qualify will be invited to participate in an induction ceremony.

#### Criteria for Membership In the Science Honor Society

- Membership is based upon Science, scholarship, service and personal character.
- Candidates must have successfully completed a minimum of three years of Regents High School Science or its equivalent, and must be enrolled in a fourth year of Science. (IB science classes, Anatomy/Physiology, Physics, Environmental Science, are acceptable as fourth year Science classes.)
- Candidates must have good attendance and discipline records throughout high school years.
- Candidates must have obtained a scholastic grade of 90% (unweighted) in each science class.
- Candidates must obtain a minimum scholastic average in math of 85% (unweighted)
- Candidates must obtain an overall minimum scholastic average of 85% (unweighted)
- Candidates must obtain three faculty letters of recommendation, two of which must be from science teachers, supporting their application to the Science Honor Society.
- Candidates must have participated in two Science related activities or programs.
- Continued membership requires that candidates provide ten hours of peer tutoring service.

Eligible candidates who would like to be considered for membership, may obtain an application packet from their science teacher, or Mr. Weiss in Room 201, during the first week of the school year.

#### SPECIAL AWARDS

**AWARDS ASSEMBLY** - Held annually in June. Deserving seniors are recognized through awards and scholarships for their academic, service, and leadership achievements.

**RICHARD S. BYERS AWARD** – For outstanding school spirit and service to South Side High School, presented at commencement.

**LAUREL AWARD** - Given at graduation to the boy and girl who have contributed and participated most in student activities.

**CENTENNIAL AWARD** - Presented at graduation to the student who best represents the spirit of the graduating class.

**SPORTS AWARD NIGHTS** - Held at the end of each season (fall, winter, spring) to recognize achievements of varsity and J.V. athletes.

**VARSIITY "S" DINNER** - Held to honor varsity athletes and coaches. Special athletic awards presented at this annual dinner.

## RESEARCH ASSIGNMENTS AND PAPERS

### The Research Process

South Side High School students are expected to follow the "process approach" to research and writing. These approaches will help you to complete the research and writing tasks assigned to you while you are at South Side. You should expect to be exposed to a variety of research activities. As you move through the four grades of high school, assignments will be of increasing complexity and will require greater independent application of research skills. Your teachers will provide instruction in the skills necessary for success. It is important for you to master the skills required to produce an independently researched and written paper before graduation.

### FORMAT, DOCUMENTATION, CITATIONS AND BIBLIOGRAPHIES

The school-wide format for documentation in research assignments and research papers is detailed in the South Side High School Style Sheet.

This format requires the use of a list of Works Cited and parenthetical documentation in the body of the paper to refer the reader to the proper citation in the list of works cited. This approach may be a departure from what you have learned in the past, but is now the most widely used form of documentation in colleges and universities.

Consider the following example of this approach in a paper a teacher wrote about writing research papers:

It is very important to document your sources in a research paper. Documentation tells the reader which ideas are your own and which are borrowed (Giribaldi 136). A well-documented paper will also strengthen an argument you are making by demonstrating that experts hold an opinion similar to your own. According to the Hofstra Writer's Guide, proper documentation also allows the curious reader to follow up on your research if they wish (McIntosh 35).

As you can see by the preceding example, no footnotes would appear at the bottom of the page nor would there be end notes. But the List of Works Cited at the end of the paper would have the following two entries:

Giribaldi, Joseph and Walter S. Achtert. MLA Handbook for Writers of Research Papers. 3rd ed. New York: The Modern Language Association of America, 1988.

McIntosh, Carey et. al., eds. Hofstra Writer's Guide, 9th ed. Hempstead: Hofstra University, 1990.

**ETHICAL GUIDELINES FOR STUDENT WORK IN ALL COURSES  
AT SOUTH SIDE HIGH SCHOOL (ADAPTED WITH PERMISSION  
FROM THE INTERNATIONAL BACCALAUREATE)**

Expectations for ethical behavior arise from the philosophy and values inherent and explicit at South Side High School. Students, teachers, principals and examiners shall strive to exemplify these values by their conduct.

We expect students to participate in the curriculum as structured and required by South Side High School and its teachers; to comply with all regulations and internal school deadlines. **Students are expected to acknowledge fully and in detail the work, thoughts or ideas of another person if incorporated in work submitted for assessment; to submit separate pieces of work in fulfillment of the requirements of different assessment components (for example, Extended Essays and internal assessment); and to ensure that their own work is never given to another to copy or by electronic means, knowing that it might be submitted for assessment as the work of that other candidate. It is a breach of candidate, either in the form of hard regulations for a student to give or receive confidential information about examinations. Violations lead to disqualification and the assignment of a grade of “0”.**

Plagiarism and academic dishonesty will lead to academic penalties, disqualification from Honor Society, comments on college recommendations and may lead to additional sanctions from South Side High School.