

**TAPPAN ZEE HIGH SCHOOL  
CODE OF CONDUCT/STUDENT HANDBOOK  
ACKNOWLEDGEMENT**

**Please read, sign, and return this acknowledgement AND the Emergency Contact Information on the back of this sheet to your homeroom teacher by Friday, September 17, 2021.**

**I have received and reviewed the information contained in the Tappan Zee High School Student Handbook and agree to abide by the rules, regulations, and procedures contained therein.**

**Student Name** \_\_\_\_\_  
**(Please Print)**

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

**Grade** \_\_\_\_\_ **Date** \_\_\_\_\_

---

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

---

**Printed Parent/Guardian Name** \_\_\_\_\_

## EMERGENCY CONTACT INFORMATION 2021-2022

STUDENT: \_\_\_\_\_ Grade: \_\_\_\_\_  
Last Name First Name

STUDENT HOME PHONE: \_\_\_\_\_

PARENT: \_\_\_\_\_  
Last Name First Name

Phone 1: (\_\_\_\_) \_\_\_\_\_ Cell \_\_\_\_ Work \_\_\_\_ Home \_\_\_\_  
Check one

Phone 2: (\_\_\_\_) \_\_\_\_\_ Cell \_\_\_\_ Work \_\_\_\_ Home \_\_\_\_  
Check one

PARENT: \_\_\_\_\_  
Last Name First Name

Phone 1: (\_\_\_\_) \_\_\_\_\_ Cell \_\_\_\_ Work \_\_\_\_ Home \_\_\_\_  
Check one

Phone 2: (\_\_\_\_) \_\_\_\_\_ Cell \_\_\_\_ Work \_\_\_\_ Home \_\_\_\_  
Check one

### OTHER CONTACTS

In the event of an emergency, the parent/guardian will be contacted first. Please list additional people to whom you give us permission to release your child to in the event of an emergency school closing.

Contact 1: \_\_\_\_\_  
Last Name First Name

Phone: (\_\_\_\_) \_\_\_\_\_ Cell \_\_\_\_ Work \_\_\_\_ Home \_\_\_\_  
Check one

Contact 2: \_\_\_\_\_  
Last Name First Name

Phone: (\_\_\_\_) \_\_\_\_\_ Cell \_\_\_\_ Work \_\_\_\_ Home \_\_\_\_  
Check one

Contact 3: \_\_\_\_\_  
Last Name First Name

Phone: (\_\_\_\_) \_\_\_\_\_ Cell \_\_\_\_ Work \_\_\_\_ Home \_\_\_\_  
Check one

You may also change this information at  
any time by emailing [mvero@socsd.org](mailto:mvero@socsd.org) or calling 845-680-1654.

# 2021-2022

## TAPPAN ZEE HIGH SCHOOL

### STUDENT HANDBOOK

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

Principal ..... Rudy Arietta  
Assistant Principal.....Melissa Luciano  
Assistant Principal.....Richard Neidhart  
Director of Athletics, Health and Physical Education...William Pilla  
School Counselors ..... Randy Altman  
..... Jaime Holzer  
..... Kelly Keane  
..... Kathryn Marks  
..... Glenda Rivera  
Prevention Counselor.....Annemarie Scott  
Psychologist.....Dr. Katelin Burns  
Psychologist.....Dr. Bradley Hercman  
Social Worker..... Jessenia Cursio  
Nurse..... Patricia Shalvey, RN  
PTSA President..... TBD

*This School Agenda belongs to*

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

# South Orangetown Central School District

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

Board of Education  
Board Members

Leon Jacobs

Daniel Lamadrid

Christine Lee

Cara Stepanian

Dana Stilley

**Superintendent of Schools: Dr. Robert Pritchard**

**Assistant Superintendent for Curriculum & Instruction: Dr. Brian Culot**

**Assistant Superintendent of Pupil Personnel Services: Dr. Karen Tesik**

**School Business Administrator: Mr. Michael Vespi**

**Director of Technology: Mr. George Brady**

**Director of Staff Relations: Dr. Joseph Lloyd**

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



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Dear Students,

It is with great excitement that I welcome you back to Tappan Zee High School for the 2021-2022 school year.

The beginning of each school year is full of promise as each of us is given a fresh start in September. As you begin this school year, I urge you to identify what your goals are for the year and think about how you can start working towards the achievement of those goals. As you develop your plan, remember that all of the adults in the building can be a resource and a support for you. While I am encouraging you to do this, I am also establishing my own goals. My primary goal for the year will be to get to know all of you. Just as I am offering my help to you in support of your goals, I would like to ask for your assistance as I work towards the achievement of my goal. You can do this by introducing yourself to me when you see me, stopping by my office, or inviting me to your classes, club meetings, athletic competitions, or other school events. I thank you in advance for helping me with this.

Tappan Zee High School is a great place that has so much to offer you. We have a diverse curriculum, a range of co-curricular and community service opportunities, and a great athletic program. Being involved in these different aspects of our school will present you with opportunities to gain knowledge and skills that will make you a well-rounded student. Most importantly, your involvement in our school community will lead to meaningful relationships with your fellow students and your teachers, advisors, coaches, and mentors. Having a school full of these rich relationships makes it a vibrant, dynamic place where people support each other as we all work to be the best versions of ourselves. I ask that you join me as we work to build on the strengths of Tappan Zee and make it the best version of itself.

I look forward to meeting all of you soon.

Mr. Arietta

The Parent Teacher Student Association is an organization dedicated to assisting in maintaining the high standards of Tappan Zee High School. With administrators, teachers, parents, and students working together, the PTSA strives to enhance the education of all students! Membership is open to all parents, students, teachers, and staff members. Join in, and support us! We welcome you to our monthly meetings, which are listed on the District calendar. Even if you can't always be there, we appreciate your suggestions and opinions, and we value your contribution and volunteer efforts. Feel free to contact the PTSA Executive Committee members. With your help, the PTSA looks forward to an excellent school year.

*PTSA Executive Committee*

# School Calendar

## 2021-2022

September 9 .....	First Day of School
September 16 .....	School Closed: Yom Kippur
October 11 .....	School Closed: Columbus Day
November 5 .....	½ Day
November 5 .....	Parent/Teacher Conferences
November 11 .....	School Closed: Veteran's Day
November 25 & 26 .....	School Closed: Thanksgiving Recess
December 10 .....	1/2 Day: Supt. Conference Day
December 24 – 31 .....	School Closed: December Recess
January 3 .....	School Reopens
January 17 .....	School Closed: Martin Luther King, Jr. Day
January 24 – January 28 .....	Regents/Mid-Term Exams
February 21-25 .....	School Closed: President's Day / Mid-Winter Recess
March 18 .....	1/2 Day: Supt. Conference Day
April 11 – 15 .....	School Closed: Spring Recess
May 30 .....	School Closed: Memorial Day
June 13 – 22 .....	Regents/Final Exams
June 20 .....	Juneteenth Observed
June 23 .....	Graduation / Project Graduation
June 24 .....	Last Day of School

This calendar allots for 3 days of emergency closure due to inclement weather or other unforeseeable circumstances. The calendar is subject to change, as outlined below:

If no days are used April 18, 19 and May 31 will be vacation days.

If 1 day is used April 18 & 19 will be vacation days (May 31 school will be in session)

If 2 days are used April 18 will be a vacation day (April 19 & May 31 school will be in session).

If 3 days are used calendar is as it stands.



# Your Role and Our Expectations

ELEVATE ♦ ENGAGE ♦ INSPIRE



**DUTCHMEN**  
**R.I.S.E.**



**At Tappan Zee High School we want to feel**  
Respected, Inspired, Supported, & Empowered.

## **In order to feel:**

### **Respected, we will:**

- ♦ Build relationships
  - Learn names
  - Say Hello to one another
- ♦ Use **positive** language
- ♦ Create a **comfortable, calm** environment

### **Inspired, we will:**

- ♦ Be open & **optimistic** to new ideas
- ♦ Be involved in the school community
  - Participate / attend school activities
- ♦ Demonstrate **gratitude**, appreciation & kindness
- ♦ Be an inspiration to yourself & others

### **Supported, we will:**

- ♦ Take responsibility for your environment
  - Provide a welcoming & **safe** environment for all
- ♦ Value each other's voices & difference of opinion

### **Empowered, we will:**

- ♦ Lead by example (be a leader)
- ♦ Listen with an open mind
- ♦ **Encourage** academic risks & encourage others

The TZHS team strives to create a safe environment that supports student achievement both in and out of the classroom. We will make every effort to help you build relationships and develop strong habits to achieve your goals. In school, at school related events, and in the community, we will support you as you will:

- ❖ Work to the best of your ability by being on time to all classes, paying attention, and completing all work by clearly established deadlines.
- ❖ Treat others respectfully at all times, through both your actions and the way in which you speak to and about others in all forms including social media. Use of profanity, language that is vulgar or offensive to others, or words that are derogatory or make fun of others are unacceptable at TZHS.
- ❖ Be truthful at all times, and encourage your friends to be truthful as well.
- ❖ Accept responsibility for your actions at all times.
- ❖ Respect school property, i.e. lockers, textbooks, Chromebooks, uniforms, etc.
- ❖ Ensure that fellow students feel safe and comfortable at TZHS, and actively work to help those who feel uncomfortable or threatened in any way (physically, emotionally, etc.) by confiding in an adult who can intervene appropriately.
- ❖ Inform an adult in school if an incident begins outside of school and you believe it may continue in school.
- ❖ Use technology responsibly and for academic pursuits; you may record, videotape, or take pictures only when given specific permission to do so.
- ❖ Understand and follow all the rules set forth in this handbook, as well as those established by your teachers.

# Student Organization

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

## 2021-2022 S.O. Officers

President	Kara Dixon
Vice President	Logan Fillmore
Secretary	Tessa Raines
Treasurer	Meghan Majewski

## Class of 2022

## S.O. Delegates

### Senior Class Officers

President	Henry Huang	Farrah Levesque
Vice-President		
President	Brianna Santilli	
Secretary	Victoria Pernick	
Treasurer	Bettina LaGreca	

## Class of 2023

## S.O. Delegates

### Junior Class Officers

President	Daniel Albanese	Alexander Barsanti	Jack McHugh
Vice-President		Liam Boyle	Livia Regina
President	Meline Kalishian	Megan Carolan	Olivia Supaswud
Secretary	Jack McHugh	Cate Doyle	Matthew Tobin
Treasurer	Liam Boyle	Zyna Mathew	

## Class of 2024

## S.O. Delegates

### Sophomore Class Officers

President	Shayan Haque	Justin Johnson
Vice-President		Kierra Kim
President	Justin Johnson	
Secretary	Kate Miranda	
Treasurer	Kierra Kim	

## Class of 2025

## S.O. Delegates

### Freshmen Class Officers

President	To Be Determined	To Be Determined
Vice-President		
President		
Secretary		
Treasurer		

# Bell Schedules

## Regular Schedule

DAILY	BEGINS	ENDS
Period 1	8:15	8:56
Period 2	9:00	9:41
Period 3	9:45	10:26
Homeroom	10:26	10:30
Period 4	10:34	11:15
Period 5	11:19	12:00
Period 6	12:04	12:45
Period 7	12:49	1:30
Period 8	1:34	2:15
Period 9	2:19	3:00

There are four-minutes of passing time between periods. Lunch periods are scheduled during periods 5, 6 and 7. Building hours for students are from 8:00 to 4:10. Students should not be in the building or on the grounds exclusive of these hours unless they are participating in a supervised activity.

## Two Hour Delay Schedule

DELAYED	2-HOUR DELAY
Period 1	10:15 – 10:41
Period 2	10:45 – 11:11
Period 3	11:15 – 11:41
Homeroom	11:41 – 11:45
Period 4	11:49 – 12:16
Period 5	12:20 – 12:50
Period 6	12:54 – 1:24
Period 7	1:28 – 1:58
Period 8	2:02 – 2:29
Period 9	2:33 – 3:00

# The School Day

## **Beginning at the Bus Stop**

The school day begins at the bus stop. Students who live 1½ miles or further from the high school are eligible for school bus transportation. Students are required to present their bus card (or postcard indicating bus eligibility) to the driver upon boarding the school bus. When Student ID cards are issued in the fall, students will use this as their bus card. Because safety is the first priority on the bus, students can enter or exit the bus only when it has come to a complete stop. All passengers must be in their seats when the bus is moving. The driver has authority on the bus and will report any unacceptable behavior, which can result in a suspension of bus privileges.

## **Student Parking**

There is limited on-campus parking available for **seniors only**. On-campus parking is a privilege with the understanding that any form of transportation brought onto school property is subject to a search when the district has reasonable suspicion. Parking privileges may be revoked at any time. To be eligible for parking privileges, Seniors must attend a driver safety workshop provided by Tappan Zee High School, complete a Parking Permit Request form, and obtain a parking permit, which must be displayed on the window. Seniors may only park in areas designated for student use.

## **Access for Students with Handicaps**

Tappan Zee High School is accessible to all people.

## **Lockers (Hallway)**

We encourage students to use a locker to store their personal items. In order to do so, on the first day of school they should bring in their school issued lock, place it on the locker of their choice and complete the Locker Registration form online. The link to register lockers will be posted on the high school home page at the start of the school year. Payment for a school-issued lock must be made by check or money order in the amount of \$7.50, payable to SOCS. See Mrs. Vero in the Assistant Principal's office to purchase a lock.

## **Lockers (Gym)**

Gym lockers will be assigned at the beginning of the school year by the Physical Education Department. Students may use any type of lock, purchased in school or from a store. It is very important for students to store their belongings in a locker secured with a lock during PE classes and after-school practices and games.

**Inclement Weather**

We encourage you to register for automated email or phone messages regarding changes to the school day schedule. In the event of school cancellation or delay due to snow or for another emergency, an announcement will be posted on our web page and on WCBS (880 AM or 101.1 FM), WFAS (1230AM and 103.9FM), or HUD (100.7 FM). In addition, the district's automated system will call the home phone number on record in Power School. To update this information please contact [mvero@socsd.org](mailto:mvero@socsd.org).

**Lost and Found**

If you've lost something, check in the Main Office. If you find anything on school property that someone might have lost, please deliver it to the Main Office.

**Working Papers**

Students between the ages of 14 and 18 need working papers in order to obtain an after-school job. Applications are available in the Main Office; they need to be signed by a parent or guardian. A necessary part of the application is a physical examination, which can be conducted by your doctor or by a designated school physician without any charge.

**Residency and Attendance**

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

Students must attend class in order to achieve a passing grade and earn credit. Because interaction between student and teacher is an integral part of education, active participation

in class counts as part of your grade. In order to participate in athletic events or co-curricular activities on any school day, attendance is expected.

**Attendance “notes”**

The preferred method of contact with the attendance office is via email to [tzhsattendance@socsd.org](mailto:tzhsattendance@socsd.org). As an alternative you may bring a note to the attendance office. You may also call the attendance office at 845-680-1652.

**If you are late:**

Attendance is taken each class period. A parent must send a message to the attendance office if you are late to school. You should come to the attendance office when you arrive at school. If you are late to class you must bring a pass from the teacher of the previous class. Each lateness in excess of 20 minutes, for any reason, counts as an absence against the minimum attendance policy.

**If you need to leave school early:**

A parent must send a request to the attendance office, that includes the reason and time that you must leave school. In addition, underclassmen (grades 9, 10 & 11) must be signed out by the parent (or an adult designated in your request) at the security desk in the front lobby. This request should be submitted prior to the first scheduled class of the day on which you intend to leave early. Early dismissals count against the minimum attendance procedure, so please aim to schedule appointments outside of the school day.

**If you are absent:**

A parent must send a message to the attendance office that includes the reason for your absence (ie: sick, college visit, etc). If a doctor's note or other documentation is available, send it along with the message. Absences for matters of conscience or for family reasons are excused if notification is received prior to the day of absence. Also see your teacher and find out what work you have missed. TZHS does not permit a "senior cut day." Students involved in such an act will be regarded as truant and subject to disciplinary procedures.

**If you are injured:**

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

**If you are ill:**

If you are not feeling well and need help, ask your classroom teacher for a pass to the nurse's office. If you need to go home, the nurse will contact your parent or guardian.

**If you have a field trip:**

Signed parental permission slips are required for field trips. There are no refunds for missed trips or change of personal plans. Students are responsible to communicate with all of their teachers in advance of the trip and must make up all missed work.

# **Mental Health:**

## **Mental Health Support:**

The Tappan Zee High School Pupil Personnel Services (PPS) Team is made up of the School Counselors, School Psychologists, School Social Workers, and Prevention Counselor. The PPS team members can help you with concerns including coping with anxiety or depression, interpersonal challenges, issues surrounding school attendance, and drug and alcohol use, among others.

If you have concerns about yourself, your family, or your life in school, and you want to talk to a school-based mental health professional, speak with your School Counselor, who will connect you with the appropriate staff member. You can make an appointment through the Counseling Office and someone on the PPS Team will assist you.

## **Wellness Center**

The Wellness Center (located in room 703) provides a range of resources to support students and families in meeting day-to-day challenges, through prevention, intervention and education in a comfortable setting. The Wellness Center is staffed by our Pupil Personnel Team, consisting of School Counselors, School Psychologists and Social Workers throughout the day. Students are encouraged to speak with the PPS team members around issues such as anxiety, stress, depression, peer relationships, substance abuse, grief & loss, parent/child communication, sexual orientation & gender identity, among other topics.



# Minimum Attendance Procedure

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

<u>COURSE</u>	<u>ABSENCES</u>
1 Credit Course	18
½ Credit Course	09
Physical Education	06

All unexcused absences count against the minimum attendance requirement for course credit. Unexcused absences include lateness in excess of 20 minutes, class cuts and truancy. If a student needs to leave school prior to the end of the school day, a parent/guardian must provide prior notice to the attendance office. Parents must follow the process detailed in “if you need to leave school early” in the handbook. For excused absences, parents must provide appropriate documentation in a timely fashion. Parents cannot excuse cuts, truancy, or lateness to class. Consequences will be assigned as outlined in the Student Handbook for class cuts, truancy, and lateness. Absences such as music lessons, office visit, field trips, AP exams, and other school-related absences will not be counted against minimum attendance requirements. Students are responsible for making up all missed work regardless of the reason for the absence.

On days that school is in session, it is expected that students be in attendance barring illness. If families have special events while school is in session, students are required to make-up missed work upon their return to school. We will do our best to work with families upon receiving notice of a special family event, but the accommodation of work in advance may not be feasible. Please also note that the classroom experience missed cannot be duplicated.

## Extended Illness

During the first week of an extended illness, a parent or guardian must contact the school. Parents must provide a doctor’s note, detailing the nature of the illness as well as the potential length of absence. Students of compulsory age who anticipate an absence of two or more consecutive weeks will be provided a home tutor.

## Notification of Class Absences

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

Course	Unexcused Absences*			Total Absences**	
	1st Warning	2nd Warning	Loss of Credit	Warning Notice	Chronic Absence
1 credit/full year	7	12	19	9	18
½ credit/semester	4	7	10	4	9
Physical Education	3	5	7	3	6

\* Includes attendance codes A (Unexcused Absence) and U (Late Unexcused)

\*\* Includes attendance codes A (Unexcused Absence) and U (Late Unexcused) plus ED (Early Dismissal), L (Late Excused), X (Excused Absence) and N (Nurse).

All unexcused absences are counted toward the attendance policy in which students may **no longer receive credit** in a course if they reach the number of absences specified in the Loss of Credit column. If a student is absent for more than the allowable number of class meetings due to an extenuating circumstance or if there is a disagreement in the number of absences, he/she can make an application to the Appeals Committee. **Appeals must be requested within 10 school days from the date of the Final letter.**

The Appeals Committee is comprised of teachers and administrators, and this committee will make a recommendation to the Principal for a final decision. If the decision of the Appeals Committee is not to reinstate the student's eligibility to earn credit, this information will be reflected on the student's transcript. If a student exceeds the number of allowable absences and chooses not to appeal, the student's transcript will reflect that the withdrawal/drop was due to excessive absences.

Both unexcused and excused absences are counted toward chronic absence. If a student reaches the number of absences specified in the Chronic Absence column, they will be contacted by a staff member to discuss attendance concerns, strategies and possible consequences for continued non-attendance.

# Academic Requirements for Graduation

Students may earn a **Local Diploma**, a **Regents Diploma**, or an **Advanced Regents Diploma**.

## CREDIT REQUIREMENTS

(Apply to all diploma types, local, Regents and Regents with advanced designation)

COURSES	MINIMUM NUMBER OF CREDITS
<b>English</b>	<b>4</b>
<b>Social Studies</b>	<b>4</b>
<i>Distributed as follows:</i>	
<i>U.S. History (1)</i>	
<i>Global History and Geography (2)</i>	
<i>Participation in Government (1/2)</i>	
<i>Economics (1/2)</i>	
<b>Science</b>	<b>3</b>
<i>Distributed as follows:</i>	
<i>Life Science (1)</i>	
<i>Physical Science (1)</i>	
<i>Life Science of Physical Science (1)</i>	
<b>Mathematics</b>	<b>3</b>
<b>Languages Other Than English (LOTE)</b>	<b>1(**)</b>
<b>Visual Art, Music, Dance, and/or Theater</b>	<b>1</b>
<b>Physical Education</b>	<b>2</b>
(participation each semester)	
<b>Health</b>	<b>0.5</b>
<b>Electives</b>	<b>3.5</b>
<b>TOTAL REQUIRED</b>	<b>22</b>

(\*\*) Students with a disability may be excused from the requirement for 1 unit of credit in LOTE if so indicated on their IEP, but they must still earn 22 units of credit to graduate.

Please visit the NYS Education Department website for additional requirements:

<http://www.nysed.gov/common/nysed/files/programs/curriculum-instruction/diplomarequirementsfinal011019.pdf>

You may see your Counselor with any questions.

## **Diploma and Graduation**

Upon completion of all graduation requirements, you earn a high school diploma, which is customarily conferred at the graduation ceremony. While earning a high school diploma is a right, participation in the graduation ceremony is a privilege given by the school to students in good standing, and students may be excluded from the graduation ceremony for disciplinary reasons. Additionally, participation in the graduation ceremony is restricted to students who have satisfied all graduation or credential requirements.

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

## **Planning for Life after High School**

Ninety-Four (94) percent of the class of 2021 went on to further education after graduating from Tappan Zee High School. Your counselor and the Counseling website (<http://blogs.socsd.org/tzhs/counseling-department/>) has a wealth of information available to you regarding schools, the college application process, financial aid, careers, testing, and high school course selection. Students are introduced to the Naviance Program which is a comprehensive college and career research tool in the spring of freshman year. Communicate with your counselor; read the material you receive and talk with your family; ask your parent or guardian to make an appointment with your school counselor to enhance your planning process.

### **College Entrance Testing**

College entrance exams are standardized aptitude tests used to evaluate students for college admissions purposes. These tests are most commonly taken during a student's junior year as well as fall of senior year. Testing policies can be found on individual college websites as they vary by institution. The most common and widely used exams are the ACT ([actstudent.org](http://actstudent.org)) and SAT ([collegeboard.com](http://collegeboard.com)) suite of assessments. There is also an increasing number of colleges that no longer require entrance exams. These schools are referred to "test optional" schools. Please check with your counselor for further details.

### **PSAT/NMSQT**

This test, the PSAT/National Merit Scholarship Qualifying Test, is administered in October of a student's junior year and is both a preview of the SAT and the means by which a junior enters the National Merit Scholarship competition. This test is not used for college admissions purposes.

### **SAT Subject Tests**

These subject specific tests are required by some highly selective colleges in the college application process. For descriptive materials, sample questions and other information, please see your counselor.

## **Grades**

Course grades reflect a student's class participation, completion of daily assignments, unit tests, quiz marks, class work, projects, and final or Regents exam grades. Course outlines are distributed to students at the start of their course. Grades are updated regularly through the PowerSchool portal. All courses conclude with a final assessment.

Students who miss a class quiz or project because of an excused absence should arrange to make up the missed work within two days of their return to school. Missed work as a result of unexcused absences will result in a grade of zero.

Local Midterm, Final and Regents Exams count for a percentage of the final course grade.

### **High Academic Achievement**

TZHS is proud of the academic achievement of its students. We celebrate students who earn Exceptional Honors, High Honors, and Honor Roll.

<b>HONOR ROLL</b>	<b>HIGH HONORS</b>	<b>EXCEPTIONAL HONORS</b>
<b>84.50 – 89.49</b>	<b>89.50 – 94.49</b>	<b>94.50 – 100 Average</b>

Weighted vs. Unweighted GPA – Some TZ courses are weighted – this weighted percentage is never reflected in course grade, however, at close of school year course weighting is applied to a student's overall GPA as reported on their transcript.

# Report Cards and Progress Reports

Academic reports are available online and can be viewed by accessing the PowerSchool Portal linked to our home page [www.socsd.org](http://www.socsd.org), using your unique login information. If you do not have Internet access at home, a mailing of these reports will be provided upon your request.

**There are four marking periods, as outlined on the following schedule:**

Marking Period	Starts	5 Week Mark	5 Week Progress Report Online	Ends	Report Card Available Online
<b>1</b>	9/09/21	10/08/21	10/15/21	11/12/21	11/19/21
<b>2</b>	11/15/21	12/17/21	12/23/21	1/28/22	2/04/22
<b>3</b>	1/31/22	3/11/22	3/18/22	4/08/22	4/22/22
<b>4</b>	4/18/22	5/13/22	5/20/22	6/24/22	Mailed 7/05/22

**Semester 2 Begins on Monday, 1/31/22**

**Extra Help**

If you need extra help in any of your classes, please see your teacher. In addition, teachers are also available throughout the day in the Academic Center.

**Earning College Credit At TZHS**

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

1. We offer Advanced Placement (AP) courses as part of a national program sponsored by the College Board. Depending on your score on the AP exam and the colleges to which you are applying, you may earn varying amounts of college credit. Specific information is available via [www.collegeboard.com](http://www.collegeboard.com). See your school counselor for details.
2. Many of the courses we offer have been certified through various colleges and, for a tuition fee, may earn college credit. Please see the curriculum guide and your school counselor for information.

**Summer School**

Summer school is a six-week session to help students earn course credit where they were previously unsuccessful. There is a tuition fee for summer school.

**Schedule Changes**

While it is difficult to change your schedule, sometimes it can be done. Discuss any changes you are considering with your parents, teachers and counselor. Until you have met with your counselor, completed the necessary forms, and been issued a new schedule from your counselor, please follow your current schedule. Students may add new courses to their schedule within the first two weeks of school, schedule and class size permitting.

Students may drop a course within the first eleven weeks of the year or a semester course that meets daily within the first six weeks of the semester without penalty. A student with a failing average dropping a full-year course after the first eleven weeks or a semester course after six weeks will have a WF (withdrawn failure) recorded on the permanent record (transcript). A student with a passing average dropping a course will have a WP (withdrawn pass) recorded on the permanent record (transcript). Students may not drop a full-year course after the eighteenth week of school or a semester course after the ninth week of school without administrative approval.

Students who transfer from one level course to another (i.e. honors to Regents) must do so before the end of the second marking period in a full-year course. Students who drop levels before the end of the first marking period may receive a grade adjustment of one full grade (subject to department review). After the first marking period, grades have been posted, the transfer of grades will occur with no adjustment made.

**Ranking**

We do not rank our students. We do, however, designate a Valedictorian and Salutatorian to the two students with the first and second highest weighted, cumulative grade point averages (GPA) respectively. These grade point averages will be calculated at the conclusion of the first semester of the senior year. Full classes taken in the senior year will be included in this calculation with the average of the first and second quarter being factored in.

**School Records**

Every student has a permanent transcript and a permanent file. This file includes the results of any testing in the South Orangetown Schools, as well as from any previous school system attended. The nurse also maintains a health record. Students under 18 years of age need parent permission to review their academic records. Parents or guardians are also permitted to view these records. For more information, see your school counselor.

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

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



# Academic Integrity

***Honesty*** is the ability to tell the truth, even under pressure, and ***integrity*** is the dedication to do what is right. It is expected that all members of the Tappan Zee High School community will act in an honest and ethical manner, displaying academic integrity at all times.

## **Plagiarism**

Plagiarism is using someone else's words or ideas and presenting them as your own. This is a form of academic fraud. Failing to give credit to others by indicating the source of the ideas or work in a proper citation is an example of being dishonest and cheating. This also may violate the legal rights of others. Plagiarism is more than simply copying compositions or papers, it also includes using, referencing, or copying parts or all of another person's work into your own assignment without crediting the source.

Plagiarism includes:

- copying and pasting from the Internet or any other source without citing the source and including quotation marks around these borrowed words. This can include, among other things, the following: text, music, drawings/pictures, video clips, maps, ideas, PowerPoints, tables/charts/figures, and interviews. Possible sources include books, magazines, newspapers, movies, web pages, letters, advertisements, TV programs, blogs, other people, or any other medium or source;
- copying and editing someone else's words by reordering the words in the sentence or by using synonyms to express the other person's ideas/words. To paraphrase a source, we must present the ideas entirely in our own words, not simply change a few words;
- copying or taking from another person's homework or assignment, either in part or in its entirety.
- copying someone else's ideas without crediting the source (this includes copying from Spark Notes, Cliffs Notes, or other study guides)
- submitting papers written by others (this includes siblings, friends, etc., with or without their knowledge)
- submitting the same paper for more than one class
- downloading entire or parts of research or term papers from the Internet

All work or ideas taken from other sources, even if you paraphrase the words, must be properly cited in accordance with your teacher's requirements.

**If you are not sure how to do this, it is your responsibility to ask your teacher to explain how the teacher wants work cited.** The school librarian can also assist you with this.

Other Examples of Academic Fraud include:

- copying from other people during exams;
- obtaining examination materials prior to test distribution;
- using or possessing cheat sheets or other written resources;
- using electronic equipment, including graphing calculators, cell phones, iPods, MP3 players, recorders, devices, copy of **unauthorized** information, etc., to obtain, store, transmit or copy information or material to assist you or another person during a quiz, test, exam, or any other assessment; or
- allowing others to copy your work, give others answers to use as their own, or obtain answers from a tutor, sibling, family member, etc. on a graded essay or assignment.
- 

**All instances of academic dishonesty will be reported to school administration. Consequences for academic fraud may include:**

- A grade of "0" on the assignment or exam
- Completing the "How **NOT** to Plagiarize Workshop" with the librarian
- Saturday detention or in-school suspension
- Community service
- Restriction from participation in extra-curricular activities and organizations
- Dismissal from an Honor Society

Repeat offenders of academic fraud will face more serious consequences.

## **Academic Center**

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

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

# TZHS Library Media Center

<http://blogs.socsd.org/tzlmcc/>

The Library Media Center is open every school day, Monday through Friday, 7:30a.m. to 3:30p.m. Daily passes for the TZHS Library Media Center are digital. Please plan your visits to the TZHS Library Media Center by signing up for the days and periods of your choice. **If you have a study hall, you must go to the assigned study hall teacher to check-in before coming to the library.** Your email confirmation is your pass to the library.

The TZHS Library webpage offers access to an extensive book collection, databases and other print and non-print resources that support your academic needs. For additional information regarding access to our remote databases, please contact Ms. Eyer, [peyer@socsd.org](mailto:peyer@socsd.org).

The library is staffed by a full time School Library Media Specialist, Ms. Patricia Eyer and Teaching Aide, Mrs. Jane Bradbury. You can reach the library staff at 845-680-1670.

The Tappan Zee Library Media Center encourages students to be respectful of each other's study needs and to be considerate of others by taking care of the library space.

- Students are permitted to eat in designated areas of the library. Please no lingering scents. Only covered drinks allowed. Clean up. Be considerate.
- We encourage peer-to-peer reminders to students who may have forgotten the guidelines regarding noise levels and food consumption.
- Students are encouraged to use reusable containers and to dispose of garbage in the appropriate recycle/waste containers.

We look forward to students' continuing cooperation in making our library a great place to be!

## Maker Space

Tappan Zee High School's Maker Space is designed and dedicated to hands-on creativity. Students can engage in creative, iterative, and critical thinking to foster a maker mindset. The space offers 3D printers, Virtual Reality Oculus, Augmented Reality, Google Expeditions, 3D carving machine, computers, printers, Spark Fun electronics, tools, crafts, materials and much more. The Maker Space is open to students throughout the school day. Students can drop by, schedule a training and then use the materials to make, invent and learn. Located in Room 317, students are encouraged to visit during their lunch or study hall. All students are expected to sign in digitally and stay the entire period. For additional information, please contact Mrs. Connell at: [Kconnell@socsd.org](mailto:Kconnell@socsd.org)

## Computer Use Instruction

The Board of Education is committed to optimizing student learning and teaching. The Board considers student access to a computer network, including the Internet, to be a powerful and valuable educational and research tool, and encourages the use of computers and computer-related technology in district classrooms solely for the purpose of advancing and promoting learning and teaching.

Please refer to Board of Education Policy **4526 COMPUTER USE IN INSTRUCTION**: [https://boardpolicyonline.com/?b=south\\_orangetown&s=39867](https://boardpolicyonline.com/?b=south_orangetown&s=39867)

## Computers and Other Technology

The district offers vast and unique technology resources. In addition to the library, computers are available for student use in our computer labs. The District's goal in providing this service is to support teaching and learning and to promote educational excellence by facilitating responsible resource sharing, innovation, communication, and Internet access to thousands of databases, libraries and services.

Access to the Internet and the school computer network is a privilege, not a right. Please review the following Acceptable Use Policy.

# Computer Acceptable Use Policy

**BE SAFE**—Passwords are confidential information and must not be shared with anyone. Never reveal personal information, including your personal address, telephone number or anyone else's. Never transmit credit card information.

**BE YOURSELF**—Use only your own user name, password, or account. Do not post anonymous messages.

**BE HONEST**—Observe copyright laws. Cite sources properly. Do not transfer any commercial software onto school computers.

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

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

**BE CONSIDERATE**—Use your computer time diligently and for academic purposes.

**BE CAREFUL**—Do not download or transmit any file with a computer virus. Abide by all federal, state, or local laws.

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

**BE RESPONSIBLE**—Users shall not intentionally seek information about, obtain copies of, or modify files, other data, or passwords belonging to other users. Hardware or software shall not be destroyed, damaged, modified or abused in any way. Users are not allowed to install software from any source without specific permission from a system administrator. Misuse or perceived misuse of school issued and/or personal electronic devices are subject to search.

**Conditions of Usage - Your Pledge**

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

## **PRIVILEGES FOR UPPERCLASSMEN**

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

### **Senior Privileges**

Seniors with privileges are not assigned to study halls and are permitted to go to the cafeteria and library during open periods. If students have work to do or wish to study or read, they can also go to the library or computer lab if space is available. Students must follow all sign-up procedures for these spaces. Within the first few minutes of the class period, students should be at the location where they would like to spend the open period. Seniors are permitted to leave school grounds **ONLY** during periods 5, 6, or 7 if they:

- Obtain parental consent via a signed permission slip
- Carry a full course load
- Remain in good academic standing
- Meet attendance eligibility requirements
- Meet appropriate behavior standards in and out of the classroom

\*Senior open-campus begins upon notification from the principal, which typically occurs within the first few weeks of school.

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

\*To appeal a decision regarding Senior Privileges, please contact your Assistant Principal.

**Junior Privileges (2<sup>nd</sup> Semester)**

Juniors are assigned study hall semester one. Juniors with second semester privileges are not assigned to study halls and are permitted to go to the cafeteria during open periods. If students have work to do or would like to read or study, they can also go to the library or computer lab if space is available. Juniors **may not leave campus** during open or lunch periods.

To be eligible for privileges, juniors should:

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

Junior privileges begin approximately two weeks after the beginning of the second semester.

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

\*To appeal a decision regarding Junior Privileges, please contact your Assistant Principal.

**Penalties for Cutting Classes**

- Students more than 5 minutes late to class without a pass are considered cutting class. Students may receive a failing grade for that day's work.
- Cutting class can result in a student losing privileges and may be assigned consequences by a teacher and/or an administrator.

**Lateness Policy**

- Students who arrive to class late and unexcused less than 20 minutes after the start of class will be marked tardy.
- Students late in excess of 20 minutes for any reason will be marked absent and will count toward the minimum attendance requirements.
- Repeated lateness to a particular class will result in a teacher assigned detention.



## **Physical Education**

Unless medically excused, all students must participate in physical education every semester to meet New York State requirements for graduation. Failed courses must be made up.

All students are required to attend and participate in their assigned PE classes. A student's PE grade is comprised of effort, participation, sportsmanship, and in some units a written assignment.

Students who attend class but do not have clothes that are safe and appropriate for physical activity will be marked as unprepared. Students need to wear sneakers, athletic shorts, sweats, and t-shirt or sweatshirt. No boots, jeans, denim shorts, belts, jewelry, etc. are permitted.

Students who are medically excused (with a doctor's note) will receive individual written assignments to substitute physical participation. When possible, students will receive alternative physical activities designed for their abilities.

Missing class or being unprepared will result in a deduction of grade points unless the classwork is made up.

## **Extracurricular Code of Conduct**

Participation in extracurricular activities is a privilege and carries with it certain responsibilities. Participants represent Tappan Zee High School, and they should demonstrate pride and respect for our school. Participants should model citizenship and follow the district's Code of Conduct both in school-related activities and outside of school throughout the school year. Each extracurricular activity and club may have more specific guidelines to supplement the district's Code. Student violations of this code will be subject to review.

Participation in any extracurricular program requires a time commitment. If a student cannot make the full commitment or decides to withdraw from the program, the student should discuss the situation with the faculty advisor(s).

**Attendance:**

Students are expected to have strong school and class attendance. In order to participate in after school activities, attendance is expected.

Students with two or more unexcused class absences within any one quarter may be placed on probation. Five or more class cuts during the quarter may result in ineligibility from participation in extracurricular activities for two weeks. Continued unexcused absences may result in removal from the club.

**Academic Eligibility:**

Participants in extracurricular programs must remember that academic studies come first. Students who are failing two or more classes will enter a probationary period of five weeks, in which they must demonstrate improved effort and/or achievement or may lose the privilege of participation.

**Citizenship**

Participants are expected to follow all school rules and model good citizenship.

Any student who is suspended from school will also be ineligible to participate in any after-school activity on or off school grounds during the period of suspension. Any student who receives a disciplinary referral may be removed from any official office or leadership position within a club. Further disciplinary action may result in removal from the extracurricular program, assignment of community service, or loss of other club privileges.

**Appeals Procedures**

Students may appeal an eligibility decision by submitting a written request to the club/activity advisor. The Eligibility Committee, comprised of an administrator, two or more teachers, and a student, will convene to review the student's appeal.

All members in extracurricular programs are responsible for abiding by the guidelines set forth; it is expected that participants and their parents or guardians discuss these expectations and sign the notice of acknowledgement.

Clubs and activities with national governing organizations will communicate and follow those guidelines, in addition to those set forth in this document.

## **Honor Society Expectations**

Membership in an honor society is a privilege based on criteria developed by each individual society, Honor Society members must represent Tappan Zee High School with the highest levels of honor and integrity.

The following Honor Societies are part of the TZHS community. Please see the Honor Society buttons on the school website for further details:

History Honor Society

English Honor Society

Science Honor Society

National Honor Society

Tri-M Music Honor Society

Mu Alpha Theta

Italian Honor Society

Spanish Honor Society

French Honor Society

Computer Science Honor Society

## **Appeals Procedures**

Students may appeal an eligibility decision and appeals will be handled according to the society guidelines and/or charter.

# After School

## Co-Curricular Activities

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

❖ Academic League	❖ Model U.N.
❖ Acafellas /Bella Acapella	❖ Mu Alpha Theta
❖ Aquaponics	❖ Multi-Cultural Coalition
❖ Art Service Club	❖ National Honor Society
❖ Arts and Crafts Club	❖ Peer Leadership
❖ B.A.S.I.C.	❖ Pep Band
❖ Chamber & Concert Orchestra	❖ Ping Pong Club
❖ Chess Club	❖ Programming Club
❖ Computer Science Honor Soc	❖ Quartet Club
❖ Cooking Club	❖ Robotics Club
❖ D.E.C.A.	❖ S.A.D.D.
❖ Discussion Club	❖ Safe Routes to School Club
❖ Drama Club	❖ Science Honor Society
❖ Engineering Club	❖ Science Olympiad
❖ English Honor Society	❖ Ski Club
❖ Environmental Club	❖ Social Justice Club
❖ Fall Play	❖ Spanish Club
❖ Film & Screen Studies Club	❖ Spanish Honor Society
❖ French Club & Honor Society	❖ Spring Musical
❖ GSA	❖ Student Organization
❖ Handbell Choir	❖ Tapress
❖ History Honor Society	❖ Tones
❖ Interact Club	❖ Tri-M Music Honor Society
❖ Italian Club	❖ TV Production
❖ Italian Honor Society	❖ TZ United
❖ Japanese Club	❖ VAASA
❖ Jazz Ensemble	❖ Yearbook
❖ Korean Club	❖ Yoga Club
❖ Leo Club	❖ Youth and Government
❖ Lighting Service Club	❖ Youth United Way
❖ Math Team	❖ Plus all after-school sports!

# Athletic Programs

Athletic Director: Mr. William Pilla 845-680-1640



## **FALL TEAMS**

JV & Varsity Football  
JV & Varsity Boys Soccer  
JV & Varsity Cheerleading  
JV & Varsity Girls Soccer  
JV & Varsity Girls Tennis  
Varsity Girls Swimming  
JV & Varsity Volleyball  
Varsity Girls Cross Country  
Varsity Boys Cross Country

## **WINTER TEAMS**

Freshman, JV & Varsity Boys Basketball  
JV & Varsity Girls Basketball  
Varsity Boys Swimming  
Varsity Ice Hockey  
JV & Varsity Wrestling  
Varsity Boys Indoor Track & Field  
Varsity Boys Bowling  
Varsity Girls Bowling  
Varsity Girls Indoor Track & Field  
JV & Varsity Cheerleading  
Varsity Boys Fencing  
Varsity Girls Fencing

## **SPRING TEAMS**

JV & Varsity Baseball  
JV & Varsity Softball  
Varsity Girls Golf  
Varsity Boys Golf  
JV & Varsity Boys Tennis  
Varsity Girls Outdoor Track & Field  
Varsity Boys Track & Field  
JV & Varsity Boys Lacrosse  
JV & Varsity Girls Lacrosse

## **Additional Information**

- Most HS Teams practice and play games Monday through Saturday
- Most teams play maximum schedules, which require commitment during vacations, holiday and some weekends.
- Some sports may require tryouts and there is a possibility that the student may not be chosen to be on the team. There are sports, however, in every season that all who come out for the team are awarded a roster spot.
- 2021-22 start dates: Fall - 8/23/21 Winter - 11/15/21 Spring - 3/14/22

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

## **Student Rights & Responsibilities**

### **You Have the Right to:**

- Address the Board of Education on the same terms as any other resident of the district;
- Take part in all district activities on an equal basis regardless of race, gender, sexual orientation, or national origin; and
- Present your version of the facts and the circumstances in all disciplinary concerns and to be suspended from instruction only after your rights, pursuant to Education Law, have been observed.
- In cases where there is ongoing threat of danger and/or disruption, suspension may be immediate, students' rights pursuant to Education Law will be observed.

### **You Are Responsible to:**

- Accept responsibility for your actions;
- Work to the best of your ability and attend class regularly and on time;
- Conduct yourself in an appropriate manner at school and at all school-sponsored events;

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

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

- Contribute to an environment conducive to learning;
- Show respect to other people and to property;
- Report fairly and truthfully, the circumstances of school-related issues;
- Be familiar with and abide by all rules of conduct;
- Encourage others to do the right thing; and
- Take care of school property and equipment.

#### **School-Issued Resources:**

Our residents/taxpayers pay for school property. Please take care of it. Students will have the opportunity to hand in school-issued books, technology, and other resources at the end of the school year. Students must keep their receipt as a confirmation that they have returned a book. We will not issue additional school resources, transcripts, and/or diplomas until all previously issued resources have been returned and all fines or obligations have been satisfied.

# Code of Conduct

The disciplinary code outlines the expectations for student behavior at all school and community events. Students should refer to the complete District Code of Conduct which includes provisions defining student dress, language and behavior, a listing of the essential partners, student rights and responsibilities, specifics on prohibited student conduct, definitions, and information regarding penalties and procedures. A copy of the complete District Code of Conduct is available to all students and parents on the District Website.

The New York State (NYS) *Dignity for All Students* (Dignity Act), Chapter 482 of the Laws of 2010 prohibits harassment and discrimination of individuals on school property, at a school function, or via electronic means that has, or reasonably believe it could have an impact in school based upon a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

## Rules You Should Know

- **Clothing—What to Wear:** The New York State Department of Education's ruling on dress codes is that you may wear whatever clothing you choose, except when it distracts others from learning or threatens the health or safety of others. A student's dress, grooming and appearance, including hair style/color, jewelry, make-up, and nails, shall:
  - be modest and
  - not include items that are vulgar, obscene, libelous, or items that denigrate others.
  - not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.

Also remember that:

- Shirts and tops should fully cover the student's body to the belt level and not reveal the midriff.
- Shorts and pants should not hang down. Underwear should be completely covered with outer clothing. Shorts should be at an appropriate and modest length.
- Skirts should be worn at an appropriate and modest length.

See through clothing and plunging necklines that reveal cleavage, strapless, backless, and spaghetti strap tops, along with sleeveless t-shirts, bared waistlines, or clothing which exposes to sight the belly, buttocks, private parts of the body or undergarments, are not appropriate for school.

Students may be asked to modify their appearance, and parents may be asked to bring an appropriate change of clothing to school.

- **Electronic Devices:** During the school day, cell phones must be set on silent mode or turned off entirely during instructional periods and may not cause interference to the learning process. Students may also bring their personal devices for use in classes, with teacher permission, and may access the District's wi-fi. No laser pointers or other similar items are permitted at school. Electronic devices may be used in the cafeteria and during open periods responsibly and appropriately, or with specific teacher permission. Please understand students are solely responsible for the safe-keeping of these devices.
- **Personal possessions:** It is strongly recommended that all items of value be left at home. If an item of value must be brought to school, it is strongly recommended that it remain locked in the student's locker throughout the school day. The school is not responsible for lost or stolen items.
- **Food:** Students may eat in the cafeteria or the courtyard, and food may be consumed elsewhere only with specific permission. Students are responsible to clean up after themselves.
- **Courtyard:** The courtyard is a "common area," and students must respect other people's rights while there. Activities that damage property or that inconvenience or endanger others are not permitted.
- **Hallways:** When moving through the halls, students must not distract teachers, classes or other students. At the start of each period, anyone who is not scheduled for a class must be in any of the following areas: classroom, cafeteria, library, career center, computer lab, guidance office or courtyard. Passes must be obtained for students going to the library, computer lab, cafeteria, Academic Center, or nurse. Students must not run, play, loiter, litter, use profanity, eat, or drink in the hallways.
- **Restrooms:** Please help keep the restrooms clean, and report problems or concerns.
- **No Smoking:** TZ is a smoke-free school. Students may not possess or use tobacco products or smoking-related accessories including e-cigarettes, vaping devices and/or other paraphernalia anywhere on campus, inside or out.



# Board of Education Regulations

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

- Gambling and/or gambling paraphernalia (e.g. dice, cards, etc.)
- Theft or extortion
- Assault, fighting, instigating, encouraging or supporting an assault or fight
- Damaging school or personal property
- Bullying, repeatedly insulting, intimidating or harassing others
- Using threats, curses, or insults
- Possessing any dangerous weapon, such as knives, guns, fireworks, clubs, chains, or any other article likely to be used to hurt others
- Disrupting any class or school activity
- False alarms or bomb threats
- Interfering with the lawful activities of others
- Possessing, selling, or using alcohol or any illegal drug
- Violating the rules of the district or the school dealing with smoking, class attendance, public displays of affection, appropriate dress, and the use of motor vehicles on school property
- Defying appropriate school authority, insubordination
- Smoking or possession of tobacco products, lighters, matches or smoking paraphernalia, e-cigarettes, hookah pens and any other electronic paraphernalia.
- Encouraging others to do any of the above

In addition, a student may be subject to discipline for conduct constituting a crime or other conduct committed on or off school grounds.

# **Board of Education Policy**

## **Tobacco Use**

As per Policy 1530,

No person is permitted to use tobacco in any form on school property or grounds at any time, including non-school hours, or at any school-sponsored event or activity, whether on or off campus.

Due to health hazards associated with smoking, and in accordance with federal and state law, the Board of Education prohibits smoking and all other tobacco use, and use of an electronic cigarette or e-cigarette, in all school district buildings, on school grounds, and in any vehicle used to transport children or personnel. Smoking or tobacco use is also prohibited within 100 feet of all school entrances, exits and outdoor areas, except where that is a residence or residential property.

## **Sexual Harassment**

As per Policy 0110 & 0110R,

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of actual or perceived or self-identified sex, sexual orientation, gender identity, gender expression, and transgender status.

The Board is committed to providing an educational and working environment that promotes respect, dignity and equality and that is free from all forms of sexual harassment. The Board further recognizes that preventing and remedying such harassment in schools is essential to ensure a healthy, nondiscriminatory environment in which employees and “non-employee” can work productively. To this end, the Board condemns and strictly prohibits all forms of sexual harassment on school grounds, school buses and at all school-sponsored activities, programs, and events including those that take place at locations outside the district.

## **Dignity for All Students Act (DASA)**

Policy 0115 is the Dignity for All Students Act,

This policy strictly prohibits all forms of harassment, hazing, bullying, and cyber-bullying on school grounds, school buses and at all school-sponsored activities, programs and events including those that take place at locations outside the district but materially and substantially disrupt the educational process of the school environment or impinge on the rights of others. This policy protects from harassment or discrimination based on the following protected classes: a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and expression).

## **Weapons in School**

Policy 5300 is South Orangetown Central School District Code of Conduct,

This document outlines expectations for students, staff, and visitors to school campuses or school events. 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. It also includes that any student, other than a student with a disability, found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law §3214.

Policy 5300 also pertains to violent acts. It states:

Any student, other than a student with a disability, who is found to have committed a violent act, other than bringing a weapon onto school property, shall be subject to suspension from school for at least five days. If the proposed penalty is the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The Superintendent has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

## Threats of Violence in School

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

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

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

Any individual who is knowledgeable of an act or threat of violence should alert the school by calling the building principal or school office. Students are to report all acts and/or threats of violence, including threats of suicide, by notifying a faculty member or the building principal or by calling the school. Students should also tell their parents to assess whether or not to call the police department or the **Behavior Health Response Team at (845)517-0400**.

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

## **Disciplinary Procedures**

In most cases, teachers will be responsible for student discipline through their own effective classroom management. They will refer to the administration any student who commits a serious breach of school regulations or who is a continual disruption. Non-certified personnel will refer students to certified personnel for disciplinary action. Parental involvement will be requested, whenever possible, in the early stages of any problem handled by an administrator. The counseling department and school psychologists will assist in working with students having impulse control problems.

When possible, discipline will be applied in the area where the violation occurred, for example, violation of bus regulations may result in curtailment of bus privileges. Each case of a violation of district or school rules will be reviewed individually, and appropriate and reasonable penalties will be determined by the administrative staff.

Co-curricular clubs and athletic teams fall under the auspices of the Code of Conduct. Any reports of school misconduct that result in school consequences may result in co-curricular and/or athletic consequences as well. Any misconduct that takes place in co-curricular activities or athletics may result in a school consequence in addition to any co-curricular consequence that is assigned.

Participation in the prom and graduation ceremony is a privilege and can be jeopardized based on a student's discipline record.

Student lockers, cars parked on school property, backpacks and students' cell phones may be searched by school personnel if there is reasonable suspicion of a violation of the District Code of Conduct.

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

After school and Saturday morning, detention will not be scheduled for any student based on convenience. The student's responsibility to serve detention should override other responsibilities, including work, athletics and co-curricular activities.

The following violations qualify for detention or in-school suspension:

- Inappropriate use of electronic devices
- Inappropriate use of school computers, i.e. bypassing school internet filter
- Cheating/Plagiarism/Academic Dishonesty (on tests, homework, research, etc.)
- Presence in unauthorized areas (300's stairway, North Lot, auditorium, locker rooms with no teacher present, etc.)
- Leaving school grounds illegally during school hours
- Trespassing on school property or surrounding school grounds
- Reckless driving on school property
- Driving an underclass student off school grounds
- Parking in an unauthorized area
- Insulting, harassing, intimidating, threatening others, or any other form of bullying
- Non-compliance with direct instructions
- False oral or written statements
- Misuse of pass
- Rude and disrespectful behavior
- Endangering others
- Forgery
- Possessing fireworks, mace, pepper spray or other dangerous materials.
- Using offensive language
- Stealing
- Cutting
- Truancy
- Failure to serve after-school detention
- **Smoking or possession of** tobacco products, lighters, matches or smoking paraphernalia, e-cigarettes, hookah pens, vaping devices and any other electronic paraphernalia related to smoking.
- Gambling and/or possession of gambling paraphernalia (e.g. dice, cards, etc.)
- Skateboarding or rollerblading on school premises
- Disruptive behavior in a class or assembly
- Photographing, videotaping, filming, or digitally recording another person (faculty member or student) without that person's consent in any location on school property
- Refusal to surrender cell phone, backpacks or bags to staff
- Other violations of the student code of conduct

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

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

Students assigned to Out-of-School Suspension are not permitted to participate or attend school functions or to be on school property during the period of suspension nor may they attend any school sponsored activities, programs, or events, including those taking place at any locations. Listed below are the recommended penalties; in addition to these, service to the school or community may be assigned at the discretion of the administration, and students may also face financial responsibility for their choices.

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

- Possession or use of a firearm.

#### **Suspension for 1-5 days and reported to the appropriate authorities for possible further action: A Superintendent's hearing may also be requested.**

- Initiating a bomb threat or false alarm.
- Being under the influence of, selling, supplying, using, or possessing alcohol, illegal drugs, drug paraphernalia, or prescription drugs.
- Hazing
- Discriminatory behavior
- Illegal possession of school keys or property
- Vandalism or graffiti
- Fighting or other physical act
- Threatening others or instigating, inciting, encouraging or promoting an assault or fight
- Possession or use of a knife or weapon (non-firearm), flammable materials
- Destroying school records
- Possession of fireworks, mace, pepper spray or other dangerous materials.
- Bullying, repeatedly insulting, intimidating, harassing, or threatening others
- Use of any harmful substance directed toward a staff member or student
- Theft or extortion
- Use of offensive or threatening language directed toward a staff member or student
- Computer misuse/tampering
- Gambling and/or gambling paraphernalia (e.g. dice, cards, etc.)
- Insubordination or disorderly conduct [behavior that endangers the health, safety, morals, or welfare of self or others]
- Other violations of the student code of conduct.

## Code of Conduct Matrix

### Level I

Examples include but are not limited to:		Possible Range of Consequences
<ul style="list-style-type: none"> <li>Failing to comply with directions</li> <li>Rude/disrespectful behavior</li> <li>Parking violation</li> <li>Inappropriate use of electronic device</li> </ul>	<ul style="list-style-type: none"> <li>Cutting class</li> <li>Inappropriate language</li> <li>Ordering food delivery</li> <li>Dress code violation</li> </ul>	<ul style="list-style-type: none"> <li>Discussion with student</li> <li>Parent contact by phone or letter</li> <li>Referral to administration</li> <li>Loss of privileges</li> <li>After school detention</li> </ul>

### Level II

Examples include but are not limited to:		Possible Range of Consequences
<ul style="list-style-type: none"> <li>Unruly or disorderly conduct</li> <li>Using foul or profane language or gestures</li> <li>Reckless driving</li> <li>Driving an underclassman</li> <li>Leaving school without permission</li> <li>Intimidation/Verbal Abuse</li> <li>Academic dishonesty/forgery</li> <li>Failure to serve detention</li> </ul>	<ul style="list-style-type: none"> <li>Failure to store medication with the school nurse</li> <li>Gambling</li> <li>Possession of lighters, other harmful devices or any electronic smoking paraphernalia</li> <li>Using or possessing tobacco products and paraphernalia</li> <li>Accumulation of Level I offenses</li> <li>Being in an unauthorized area</li> </ul>	<ul style="list-style-type: none"> <li>After school detentions</li> <li>Saturday detention</li> <li>In-school suspension the handbook specifies that academic fraud may also result in assignment of community service and participation in the "How NOT to Plagiarize" workshop.</li> </ul>

### Level III

Examples include but are not limited to:		Possible Range of Consequences
<ul style="list-style-type: none"> <li>Verbal aggression</li> <li>Physical aggression</li> <li>Truancy</li> <li>Insubordination</li> </ul>	<ul style="list-style-type: none"> <li>Failing to serve Saturday detention</li> <li>Accumulation of Level II offenses</li> </ul>	<ul style="list-style-type: none"> <li>Up to 5 days of in-school suspension</li> <li>Out-of-school suspension</li> <li>Contact Law Enforcement as necessary</li> </ul>



#### Level IV

Examples include but are not limited to:		Possible Range of Consequences
<ul style="list-style-type: none"> <li>• Insubordination</li> <li>• Committing, attempting, inciting, instigating, encouraging or threatening an act of violence upon another person</li> <li>• Intentionally damaging or destroying property</li> <li>• Endangering others</li> <li>• Possession of mace, pepper spray, fireworks, incendiary device, or other potentially dangerous substance</li> <li>• Illegal possession of school keys or property</li> <li>• Theft or extortion</li> <li>• Discriminatory behavior</li> <li>• Destroying school records</li> <li>• Computer misuse or tampering</li> </ul>	<ul style="list-style-type: none"> <li>• Possessing or consuming alcoholic beverages or illegal substances</li> <li>• Possession, use, or misuse of illicit medication (prescription or over-the-counter)</li> <li>• Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher</li> <li>• Possession of a weapon</li> <li>• Offensive or threatening language toward a staff member</li> <li>• Trespassing</li> <li>• Accumulation of Level III offenses</li> </ul>	<ul style="list-style-type: none"> <li>• Up to five days of out-of-school suspension</li> <li>• Parent conference required</li> <li>• Informal Hearing</li> <li>• Superintendent's Hearing and possible long-term suspension</li> <li>• Contact Law Enforcement as necessary</li> </ul>

#### Level V

Examples include but are not limited to:	Possible Range of Consequences
<ul style="list-style-type: none"> <li>• Selling, distributing, or exchanging alcoholic beverages, illegal substances, or prescription drugs.</li> <li>• Possessing and/or using a firearm</li> </ul>	<ul style="list-style-type: none"> <li>• Superintendent's Hearing and up to five days of out of school suspension.</li> <li>• Superintendent's Hearing and up to one-year suspension from school.</li> <li>• Law enforcement will be contacted.</li> </ul>

- Any student serving ISS or OSS is not permitted to participate in or attend any extracurricular or school-related activities for the day(s) on which he or she serves on or off district property.

**Enforcement of Rules & Regulations**

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

***Note: This booklet contains only a summary and it is not intended to replace the complete Code of Conduct for the South Orangetown Central School District***