



Woodlands
Middle/High School



WOODLANDS

FALCONSTM

STUDENT HANDBOOK

2018 -2019

BOARD OF EDUCATION

Mr. David Warner, President
Mr. Lloyd Newland, Vice President
Ms. Cora Carey
Ms. Claudia Glaser
Ms. Tracey Mairs
Ms. Antoinette Darden-Cintron
Mr. Terry Williams

DISTRICT ADMINISTRATION

914.761.6000

Dr. Tahira Dupree Chase..... Ext. 3103
Superintendent
Dr. Ronald Valenti..... Ext. 3112
Assistant Superintendent for Curriculum, Instruction, and Personnel
Ms. Mary O'Neill..... Ext. 3106
Assistant Superintendent of Business
Ms. Laurie Bauer..... Ext. 3123
Director of Student Services
Mr. Carlos Ramirez..... Ext. 3116
Director of Technology/CIO
Ms. Catherine Addor..... Ext. 3133
Director of the Advanced Learning Program/Arts
Mr. Frank Gunn Ext. 3140
Director of Transportation Phone (914) 733-3008
Mr. Todd Mensch..... Ext. 3161
Director of STEAM
Mr. Brendan Gallivan..... Ext. 3160
Director of World Languages, International Baccalaureate Programs
and English as a New Language Programs

WOODLANDS MIDDLE HIGH SCHOOL ADMINISTRATION

914.761.6052

Mr. Matthew Smith
Principal..... Ext. 3003
Mr. Amy Pages
Assistant Principal..... Ext. 3006
Ms. Ashley Jackson
Assistant Principal..... Ext. 3057
Mr. Dean Parker
Dean of Discipline..... Ext. 3004
Mr. Michael McCoy
Athletic Director..... Ext. 3014
Dr. Joe Foy
Director of Guidance..... Ext. 3016
Ms. Holly Gant-Jones
Guidance Counselor..... Ext. 3016
Mr. Roberto Dominguez
Guidance Counselor..... Ext. 3016
Ms. Carolyne Almonte
Guidance Counselor Ext. 3045
Ms. Kayleigh Buono
Psychologist..... Ext. 3051
Mr. Nick Giarrusso
Psychologist..... Ext. 3069
Dr. Lindsay Sherrin
Psychologist Ext. 3022
Ms. Rosemarie Corradina
School Nurse..... Ext. 3043

MISSION STATEMENT

We are committed to educating our students in an environment in which they will develop a life-long love of learning and successfully engage in a rapidly changing, inter-connected global community.

VISION

By 2021, we will be a world-class school district that enables all students to intellectually, socially and emotionally interact as productive citizens.

GREENBURGH CENTRAL SCHOOL DISTRICT POLICIES

The Greenburgh Central School District hereby advises students, parents, employees, and the general public that it offers employment and educational opportunities including vocational education opportunities without regard to sex, race, color, national origin, or handicap.

Inquiries regarding this nondiscrimination policy may be directed to:

Superintendent of Schools
475 West Hartsdale Avenue
Hartsdale, New York 10530
Phone (914) 761-6000 ext. 3103

Or
Director of the Office of Civil Rights
Department of Health Education and Welfare
in Washington, D.C.

EMERGENCY CLOSINGS

The Superintendent of Schools may close the schools or dismiss students and/or staff early when hazardous weather or other emergencies threaten health or safety.

Parents are requested to avoid calling schools on days of poor weather. It is important to keep school phone lines open. School closings and delayed starting times will be announced via local radio stations. The following stations will carry information regarding emergency closings:

WFAS Hartsdale, White Plains 12.30 AM, WVIP Mt. Kisco 13.10 AM 104 FM, WNBC New York City 66 AM, NWEW New York City 11.20 AM WVOX New Rochelle 14.60 AM, WRNW Briarcliff Manor 107 FM, and WHUD Peekskill 107.7 FM

WOODLANDS MIDDLE/HIGH SCHOOL STATEMENT OF PHILOSOPHY WE BELIEVE

- We believe we are advocates for academic excellence for all students.
- We believe in nurturing students' intellectual, emotional, creative, social and physical development.
- We believe students will achieve their full potential through collective efforts of parents, educators, staff and community stakeholders.
- We believe in sustaining an environment that fosters open communication, honesty and respect for the individual.

VISITORS TO THE SCHOOL

To promote effective communication between citizens of the community and the school system, the Board of Education encourages parents and other citizens to visit their schools periodically during the course of the school year.

The Board of Education recognizes that many visits that occur are regularly scheduled events, e.g., parent-teacher organization meetings, public gathering, registering of students, etc. There are also occasions when parents or guardians, student visitors, and alumni from other schools desire to visit a classroom at other than regularly scheduled times. When such visitations occur, they shall be made on the basis of a defined need and shall be made only with the prior approval of the teacher and/or principal. The Board views these visits as constructive; however, no such visit shall be permitted to interfere with the educational process.

Any visitors not explicitly described in the previous paragraph, including new students accompanied by their parents or community members are always welcome by appointment.

Visits to school buildings are to be in accordance with Board regulations posted in conspicuous places. A violation of the visitation policy shall be prosecuted pursuant to New York State law.

PARKING AND TRAFFIC REGULATIONS

Parking and traffic regulations have been established through specific rulings of our Board of Education. These regulations and restrictions are imposed for the safety and convenience of all.

Registration forms for Student Parking Permits can only be obtained through the office of the Assistant Principal, Room 206. Any student who wishes to park a car in the student parking lot must complete a form and follow the application process.

Students who are issued permits must clearly display them in the front windshield of the car and may only park in the designated student parking lot. Parking permits are assigned on a first come, first serve basis with preference given to seniors. Juniors may apply for a permit with written parental request due to employment obligations. However, the District reserves the right to refuse such requests.

Vehicles without permits may be ticketed and towed away at the expense of the student. Parking in the student lot is a privilege and permits will be revoked when rules are violated. The speed limit on school grounds is 15 miles per hour and is strictly enforced. At no time are cars to be parked or driven through the bus area in the front of the building. Student drivers are responsible for their car and may not sit in the car during school hours. Parking permits will be denied if book accounts are not satisfied.

OUTDOOR FACILITIES/CLOSED CAMPUS

Students are not permitted to loiter on school grounds. Woodlands Middle/High School is a closed campus and students are not permitted to leave during the school day without written administrative permission.

LOCKERS AND LOCKS

Each student will be assigned a locker in an area designated for each grade level. All students must use school-issued, color-coded locks. These locks will be collected at the end of each school year and returned to students at the beginning of the next school year. Students may go to their locker before first period, before and after their assigned lunch period, and before leaving school. This rule will help to ensure that all students are on time for class, and fully prepared. *Students should make sure that their locks are securely locked before leaving their locker. Loss of a lock will result in a \$5 charge to reissue a new lock. Only school issued locks may be used on student lockers!*

The Physical Education and Music Department will assign locks for locker use. Lockers are to be kept locked at all times when possessions are not being deposited or withdrawn. Money and valuable possessions should not be stored in the locker. The school is NOT responsible for possessions stored in the locker. School lockers, locks, and other such equipment are not the private property of students but the property of the school district, and as such may be opened and subjected to inspection by school officials.

TEXTBOOKS

All books and equipment issued to students must be cared for properly. If a student loses a book or piece of equipment, he/she is to obtain a "Lost Charge Card" from his/her teacher or the librarian. The student must return the form along with payment for the equipment or book to Room 206. Students may be required to purchase other books or equipment that will support various academic subjects.

Every pupil will be responsible for his/her textbooks. Accurate records will be kept of distributed textbooks. All books are to be returned at the end of the school year. You must pay for damage of books beyond reasonable wear. If a student leaves school before the end of the year, he/she is to leave the books with the subject class teacher. All students must retain a receipt for returned books.

Penalties for Books Not Returned

- a. Students will be assessed a fee for the replacement cost of unreturned books at the end of each academic year
- b. No report card will be mailed to the student until the account is cleared
- c. Transcripts will not be forwarded and the permanent record card so duly marked.
- d. A diploma will not be issued.

STUDENT DRESS CODE

The principal or principal's designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school.

The responsibility for student dress and general appearance shall rest with individual students and parents. However, the Board of Education requires students to attend school in appropriate dress that meets healthy and safe standards and does not interfere with the learning process.

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions so as not to interfere with or disrupt the educational process. 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 shall:

- Be safe, appropriate and not disrupt or interfere with the educational process.
- Recognize that extremely brief garments such as tube tops, tank tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back) and see-through garments are not appropriate and will not be permitted.
- Ensure that underwear is completely covered with outer clothing.
- Include footwear at all times. Footwear that is a safety hazard will not be allowed.
- Not include the wearing of head coverings, hats/visors in school except for a medical or religious purpose.
- Not include items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, weight, creed, national origin, gender, gender identity, sexual orientation or disability.
- Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

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 DISCIPLINE, UP TO AND INCLUDING INSCHOOL SUSPENSION FOR THE DAY. ANY STUDENT WHO REPEATEDLY FAILS TO COMPLY WITH THE DRESS CODE SHALL BE SUBJECT TO FURTHER DISCIPLINE, UP TO AND INCLUDING OUT OF SCHOOL SUSPENSION.



ATTENDANCE

Woodlands High School exists to provide students with the opportunity to learn. We believe that the heart of the instructional program occurs during class. Responsibility entails meeting one's obligations.

In accordance with State Laws, pupils must attend all of their sessions in school while enrolled unless there are necessary absences due to personal illness, quarantine, death in the family or religious observation. All students returning to school after an absence must report to Data Processing and submit a written excuse from their parent or guardian. A re-admit pass will be issued for presentation to his/her teachers. An incomplete grade due to work not made up may result in failure of the course. If a student is absent near the end of the marking period and it is physically impossible to make up the work, an incomplete grade will be given until the work is satisfactorily completed.

Students will not be permitted to participate in practice or rehearse for any event -athletic or non-athletic- if he/she is absent on the day of the practice. Students must be in school for at least 4 periods in order to participate.

If a student becomes ill during the day, he/she must report to the Nurse's Office.

PROMPTNESS TO SCHOOL AND CLASS

There are three (3) minutes for passing between each period. Students must report to class before the late bell. Students arriving to class after the late bell will be marked late. Teachers will keep track of student lateness.

Ladder of Referral is as follows:

- Teacher Discussion with Student
- Parental Contact
- Meeting with Dean of Students

To ensure an orderly start to our school day and instill the value of punctuality, the following lateness practice will be in effect.

Truancy:

- Warning
- Student will be assigned to detention for a number of days to be determined by the Dean of Students.

**Students with a note for legitimate lateness will be issued a late pass by the Attendance Office and sent to class.*

ACCEPTABLE REASONS FOR ABSENCE AND/OR TARDINESS

1. Personal illness
2. Illness or death in the family
3. Impassable roads, or weather making roads unsafe
4. Recognized religious holidays
5. Required attendance in court
6. Approved work program
7. Military obligation
8. Educational visitation

9. Medical Appointment
10. School Trips

ALL ACCEPTABLE REASONS MUST BE ACCOMPANIED BY A NOTE FROM A PARENT OR GUARDIAN.

HOMEWORK POLICY

Homework preparation is a natural extension of class work and is to be completed outside of regular classroom time. Students are expected to complete assignments and to plan appropriately for the completion of projects and term papers. Failure to submit completed assignments by the designated deadline will have a negative effect on a student's grade. Homework is given to reinforce skills, review class work, stimulate new interests, develop initiative, enhance independent thinking, develop good work and study habits, stimulate critical thinking and improve individualization of instruction and term papers.

WOODLANDS MIDDLE/HIGH SCHOOL PLAGIARISM POLICY

According to College Board, plagiarism consists of failure to "acknowledge the source or author of any and all information or evidence taken from the work of someone else through citation, attribution, or reference in the body of the work, or through a bibliographic entry." Plagiarism not only refers to the theft of lines, paragraphs, or pages from another author's intellectual effort, but also the appropriation of another person's idea(s) without giving that person proper acknowledgment in the form of a citation or direct acknowledgement.

The Woodlands Middle/High School community considers such academic dishonesty and lack of intellectual ethics as a serious threat to the learning process. As such, any submitted assignments found to be plagiarized will result in a 0 for that assignment. Keep in mind that a 0 on an important assignment, such as a term paper, may result in a failing grade for the marking period. Further and/or multiple acts of plagiarism may lead to more severe disciplinary action under the purview of the Dean of Students and the rest of the administrative staff.

SUPPORTIVE SERVICES PSYCHOLOGIST

At Woodlands the school psychologist's door is always open, available five days a week to assist students in need of support. Our psychologists apply expertise in mental health, learning, and behavior, to help children and youth succeed academically, socially, behaviorally, and emotionally. They partner with families, teachers, school administrators, and other professionals to create safe, healthy, and supportive learning environments that strengthen connections between home, school, and the community. The school psychologists provide direct support and interventions to students, consult with teachers, families, and other school-employed mental health professionals (i.e., school counselors, school social workers) to improve support strategies, help implement school-wide practices and policies, and collaborate with community providers to coordinate needed services.

NURSE AND HEALTH OFFICE

The Health Office is operated by a registered nurse and an aide. It is to be used only for illnesses that have their onset during the school day, minor injuries requiring first aid, physicals and examinations for sports. The Nurse is not permitted to treat injuries that have occurred off of school property. The office is only to be used as a temporary stop for students who are not feeling well. Persistent illness will be brought to the attention of a parent or guardian, and the student will be sent home.

Only students with passes will be permitted into the Nurse's Office. A pass must be obtained from your subject teacher. If you arrive at the Health Office without a pass and are sent back to class, you will not be issued a late pass for that subject. Requirements for hearing, vision, and scoliosis screenings, along with physical examinations and immunizations can be obtained from the nurse

If a teacher/staff member/administrator believes that a student is under the influence of drugs or alcohol, smells smoke, or notes odd behavior, that teacher/staff member/administrator will send the student to the nurse for an intoxication assessment, escorted by an adult monitor. The incident should be documented and reported to administration

CAFETERIA

The cafeteria is maintained to provide a convenient and pleasant eating environment for students who are expected to eat in the dining room whether they buy lunch or bring it from home. The lunchroom should be a place where you can relax and enjoy your meal.

When you have finished eating, carry your tray and debris to the appropriate place. No one is allowed to leave the school grounds for lunch. EATING SHOULD ONLY TAKE PLACE IN THE CAFETERIA!

Students with no lunch on their schedule will follow the lunch retrieval policy. Food delivery of any kind is not allowed.

EXTRACURRICULAR ORGANIZATIONS AND CLUBS

The School District and community firmly believes that academics are the primary focus of our instructional efforts, and in this regard participation in extracurricular activities is considered a privilege. The student must maintain satisfactory academic performance greater than or equal to a 70 in order to commit those extra hours and energies needed to participate in extracurricular activities. Extracurricular activities (sports, clubs, non-credit programs) offer experiences beyond those generally experienced in the classroom settings. They are designed to provide students with additional direction, support, skills and guidance that will enhance their academic performance. Additionally, many of these programs value and assist the continual development and nurturing of a "sound mind and a sound body." Ongoing parental awareness and cooperation have clearly proven to be a key component in student success and this policy will encourage and support timely parental notification.

ELIGIBILITY GUIDELINES

These guidelines are established to assist students in maintaining and putting forth appropriate academic effort. The policy is inclusive and is intended to keep students actively involved in extracurricular activities and to use the positive influence of the advisor/coach/counselor to improve academic performance. It intends to allow students to participate in all practices, rehearsals, etc., but not in any contest, event, game, scrimmage, etc., for a period of two school weeks or until the academic deficiencies are improved.

A student will be considered ineligible to participate in an extracurricular activity:

- If he/she fails any course as indicated on the 5-week progress report or 10-week report card.
- If he/she doesn't complete a satisfactory two-week Performance Report indicating satisfactory academic achievement or effort. Reports must be picked up from the student's guidance counselor and be returned to the Assistant Principal's Office for review.
- If his/her academic deficiencies continue after reinstatement to the extracurricular activity.

** Ineligible students may appeal to the Academic Eligibility Council to enact the review counsel.*

Citizenship/Behavior

An athlete represents a school, team and coach from the day he/she is selected, until the end of the season. Any violation of the school's code of conduct will endanger the student's eligibility, is subject to the Principal's review.

It should be noted that a student (or his/her parent) may request that the Eligibility Committee review any decision pertaining to probation or final authority exercised with the building principal. The Eligibility Committee exists to review exceptional cases of extenuating circumstances.

Age: A student shall be eligible for inter-school competition only between the 14th and 19th birthdays. If the age of 19 is reached on or after September 1st, the student may continue to participate during that school year in all sports.

Physical Examination: A student who may engage in inter-school competition shall receive an adequate physical examination and may not participate without the approval of the school medical officer. He/she may not try out for a sport until he/she has passed his/her physical. Physical examinations are valid for 12 consecutive months unless voided by illness or serious injury. A medical update/interview, with parental permission, must be completed at the beginning of each sport season. After completion, the school nurse will present the student with a medical clearance card to be given to his/her coach as verification of his/her eligibility to try out for a sport.

Duration of Competition: A student shall be eligible for only four consecutive years in any one interschool sport beginning with his/her entrance into the 9th grade. He/she may not participate once his/her graduating class graduates.

Attendance: No student may compete in an athletic contest or practice session if he/she was not in attendance in school on that particular day. All student athletes must have participated in the New York State required number of practice sessions for that particular sport before participating in any interschool contest.

Any student who is suspended from school cannot participate in any practices or games during the period I.S.S./A.L.P. internal or external suspension.

Equipment: The school will issue each student athlete a uniform and protective equipment such as shin guards, knee pads, goalie helmets, catcher's mask, etc., where applicable, however, students are responsible for that equipment. In the event that equipment is lost, missing or damaged, the student will be expected to reimburse the school. Student athletes may be denied participation for the following season for failure to do so. Our Athletic Department does not provide footwear for student athletes due to the prohibitive cost. Supplying items such as sneakers, skates, spikes, shoes, etc., will be the responsibility of the athlete and the family.

Transportation to and from Athletic Events: Athletes must ride the team bus to and from all events. If necessary, alternate arrangements must be made with the Athletic Director and student must provide written consent from parent/guardian. At no time may a student leave early and get into a car with friends or other teammates. Failure to follow these rules may result in suspension from the team.

Drinking, Smoking, Drugs: Student athletes must comply with department training rules that prohibit drinking, smoking, and drug usage. Failure to do so will result in a minimum suspension from the team.

Game conduct/Fighting: A student who is removed from an athletic contest for fighting will automatically be denied participation in the next contest(s). Should this occur a second time, the student will be removed from the team permanently. A student charged and found guilty of aggravated assault during an athletic contest will be dismissed from the athletic program immediately. This is consistent with our conference rules.

STUDENT ADVISORY COUNCIL

Every student has the right to vote and hold office. With the right to vote comes the responsibility to exercise that right. A student government constitution has been developed by the school community at Woodlands. The Student Council is the executive branch of the student government. It consists of the President, Vice-President, Secretary, Treasurer, Sergeant-At-Arms, and Historian. These officers are elected by the entire student body. Council responsibilities include, but are not limited to:

- Reps from each club and class
- Discuss activities and plan events
- Promote collaboration

ANNOUNCEMENTS

All school news and information will be shared, which will be announced over the PA system during Period I.

ASSEMBLY PROGRAMS

Classes will be called to the assembly over the PA system. Teachers are to accompany their students and promptly sit in their assigned seats.

Attendance will be taken. Students failing to attend will be subject to the cutting policy. Students are expected to be courteous, appreciative and attentive during the assembly. To show appreciation, the only appropriate response is applause. Whistling, shouting, and other demonstrations are inappropriate in this situation and will result in disciplinary action including, but not limited to, removal from assembly, detention, ISS, and OSS.

NATIONAL HONOR SOCIETY (NEEDS INFO FROM MR FOY)

Students may not apply for membership in the National Honor Society. Membership is granted only to those selected by the faculty council in each school. Ninth graders are not eligible for membership in the Honor Society: Membership is reserved for sophomores, juniors and seniors.

Candidates must have a cumulative scholastic average of at least 90 percent or the equivalent standard of excellence. Candidates shall be evaluated on the basis of service, leadership and character. The faculty council will consider students who actively participate in school teams and clubs and who have performed a minimum of 10 hours of community service.

Membership: Membership in the National Honor Society is both an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership, and character by which they were selected.

All students are expected to maintain a cumulative grade point average of 85 percent and are also expected to meet all obligations and deadlines.

A warning letter will be sent when a student fails to maintain the criteria.

If the situation is not corrected or another violation occurs, the student will be dismissed.

TRANSPORTATION

Students are reminded that while the buses are in transit, they are considered school property and students must conform to the same standards of behavior that exist in school. Students in violation of school regulations while on the bus will be referred to the appropriate Assistant Principal. Acts of insubordination or vandalism may result in suspension from both bus service and school.

Students are required to behave on the bus in such a manner that they do not endanger comfort welfare or safety of other students on the bus. If a student violates bus rules and is found to be disruptive, disorderly, or insubordinate, his/her pass may be suspended by the principal, the Superintendent, or his/her designee. The transportation department is to be notified of such instances of a pupil's having his/her riding privileges suspended for a period of five (5) days or fewer. If it is recommended that the period of suspension of riding privileges is to exceed five (5) days, prior approval of the Superintendent or his/her designee must be obtained. The director of transportation

department will keep the Superintendent informed of all suspensions. During such period of suspension, the parents involved will be responsible for seeing that their child gets to and from school safely.

ORIENTATON OF STUDENTS AND PARENTS

A Freshman Seminar Course has been developed to assist incoming 9th graders with the rigors of high school. This intensive program will allow Freshman to learn about academic requirements and responsibilities, guidance services, extracurricular activities and school rules and regulations. Both teachers and counselors work individually with students to follow up on this orientation process.

Juniors and Seniors and their parents are exposed to all facets of planning for college. This is highlighted by group meetings/workshops in which the parents and students have the opportunity to ask questions. A College Fair is held in the fall. In addition, individual appointments are made with students and parent to discuss their specific situations.

EDUCATIONAL COUNSELING PLANNING THE STUDENT PROGRAM

Students interested in securing appointments with their guidance counselor must see the secretary in the Middle/High School Guidance Office. Appointments are usually made during the student's free time so as not to take time away from classes. Students must have a Teacher pass from class, or see the Secretary during their designated Lunch Period, in order to secure an appointment. If the student appointment originates through the Guidance Office, guidance appointment slips will be sent to the student.

TRANSFER OR WITHDRAWAL FROM SCHOOL

If for any reason a student plans to withdraw from school, s/he should notify the Guidance Office immediately. A parental conference should be arranged and an exit interview card must be completed.

EARLY DISMISSAL

All students must be engaged in a full, comprehensive 9 period program. Exceptions will be made for students who are working and are enrolled in W.I.S.E. If a student fails to fulfill his/her responsibilities in the program, they will be rescheduled for a full 8 period program. Requests for Early Dismissal must be made in writing and submitted to the Attendance Office no later than the end of Period 1 on the day of the request. Parents will be contacted for confirmation of request. An early dismissal pass will be issued.

GRADE LEVEL PLACEMENT

In order to achieve the status of Sophomore, Junior and Senior, there must be a specific level of achievement. The following criteria are applied when considering grade level placement at Woodlands Middle/High School:

- To be considered a tenth grader (sophomore), a student must have earned 5 ½ credits.

- To be considered an eleventh grader (junior), a student must have earned 11 ½ credits.
- To be considered a twelfth grader (senior), a student must have earned a minimum of 16 ½ credits and be able to complete all of the required courses by June of the graduating year. Only students who have met these requirements are eligible for senior privileges.

GRADUATION REQUIREMENTS

Class of 2017 and 2018		
English	4 credits Social Studies	4 Credits
Physical Education (4 years)	4 Credits Health	2 Credits
Mathematics	½ Credit Science	3 Credits
Foreign Language	3 Credits Art or Music	1 Credit
Electives	4 ½ Credits Total needed (minimum)	22 Credits

*Five (5) Required Regents Examinations must be passed in order to receive a High School Diploma. (1 Math Exam, 1 Science Exam, English II exam, Global Studies Exam, and U.S. History Exam)

WORKING PAPERS

Students between 14-17 years of age may obtain working papers from the nurse's office. All applicants must have a signed application by a parent or guardian, an updated physical exam, and photo identification. Completed applications are to be returned to the nurse's office in order to obtain a working permit.

EXAMINATIONS

Standardized tests are administered to students at Woodlands each year. These tests provided specific information concerning the student which would be useful in educational and post high school planning. In addition, external testing is done at Woodlands for those students interested in attending college. Woodlands serves as a testing center for the College Entrance Examination Board and administers the Scholastic Aptitude Test I and Scholastic Aptitude Test II on specified dates through the year. The Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test is also administered at the high school.

Advanced Placement test are administered in May. A test calendar listing dates of administration as well as deadline dates for completion of applications will be available to each student in the fall from the Guidance Department. Examinations are administered in accordance with individual teacher and school department policy. All State and Regents examinations are administered in January and June, respectively. There are no make-ups for State examinations. A final or Regents examination is given at the end of each course. In the case of yearly course, part of the student's evaluation involves the taking of a mid-year examination.

GRADING AND REPORTING

Reports cards are issued four (4) times a year to notify parents of student's progress. The grades are printed on forms and mailed home. The report cards should be available as follows: late November, late February, late April and late June.

1. There is no minimum grade for a final examination. The exact numeric grade for the examination will be averaged into the final grade.
2. An "incomplete" is issued when a student has been legally absent from school and therefore has not done sufficient work to receive a grade.
3. In Regents level science courses, if a student fails to turn in two or more lab reports in a quarter, he/she will receive grade of 40% until the lab reports are completed and handed in.
4. The final grade is determined by adding all marking period grades and the final examination grade and dividing by the total number of grades.

CLASS RANK

Student rank is computed at the completion of the student's junior year. For students graduating from the High School after three years, rank is computed at the end of their sophomore year. These students are given a rank commensurate with the senior class based on their average of two years. Students are not re-ranked at the mid-term of their senior year, although all midterm grades are submitted to the colleges where the student is a candidate for admission. An exception to this is the recomputation of rank for the top three to ten students for the purpose of verifying class valedictorian and salutatorian.

To compute class rank, the numeric grade is multiplied by the course credit resulting in the Grade Point Equivalent. The sum of the GPE's is divided by the total number of credits earned. The total number of credits includes every credit-bearing course taken by the student up to the time of ranking, courses in which the student received a 40% (no credit), if any, are included in the total. Physical Education courses are the only credit-bearing courses that are not included in the ranking procedure.

WEIGHING OF GRADES FOR RANKING

A weighing factor is used in which additional points will be added to the final numeric average (for ranking only) as follows:

<u>Level</u>	<u>Points</u>
I. Regents	1
II. Honors above Regents but below A.P.	3
III. A. P. or college class (not makeup class or a class taken in lieu of a WHS class)	5

HONOR ROLL

HIGH HONORS will be awarded to any student earning a 90.0 GPA or better, in any one marking period.

HONORS will be awarded to any student earning between 85.0 to 89.9 GPA in one marking period.

In order to determine the GPA, the numeric value is multiplied by course credit. The total grade point equivalent of all the courses is then divided by total course credit. The GPA is carried two decimal places without rounding. A grade less than 65 or "INC" disqualifies a student from either honor roll.

CHANGING COURSES

Course selection for students is made each year during February and March for the next school year. Students have the option of making changes in their course selection up to the end of June. After that date, a student's schedule is considered firm and changes can only be made following the procedures listed below:

- All changes will be made during the first three weeks of school. After the three-week period, students interested in changes must get approval from Guidance and the Principal.
- The program change request form must be completed by the student who will secure the signatures of his/her parents, his/her teachers(s), and the principal indicating their approval, in that order.
- The completed program change request form must then be given to the counselor.
- The counselor will then process the program change.
- The student must then pick up the program change form from the Guidance Office. The student must follow his/her schedule until he/she picks up his/her program change.
- Upon receipt of the program change, the student must obtain the signature of the teacher from the prior class and the signature of the teacher whose class he/she is entering. The completed form should be returned to the appropriate guidance office.
- All teacher issued materials and textbooks must be returned to the instructor prior to course change.

ADVANCED COLLEGE STANDING

There are several ways in which students may obtain advanced college standing while in Woodlands. For many years, Advanced Placement courses have been offered at Woodlands. Near the completion of an Advanced Placement course, a student is expected to take the Advanced Placement examination administered by the Educational Testing Service. The college which a student eventually attends, evaluates these examinations and decides whether credit shall be granted and/or advanced standing given.

WOODLANDS ALTERNATIVE SCHOOL PLANNING

Woodlands Individualized Senior Experience enables students to investigate their academic, occupational and artistic areas of interest during the second semester of their senior year. All students work under close guidance of a mentor chosen from the faculty of Woodlands. Areas of study and experience may involve:

1. Internships (in public agencies, hospitals, health clinics, industry, schools, small businesses)
2. Research (Surveys, case studies, oral histories, library research, public records)
3. Artistic Expression (photo essays, stage productions, concerts, exhibitions)

All WISE projects require:

4. Extensive reading
5. A thorough journal recording experiences, readings, insights and personal reactions.
6. A full presentation explaining and evaluating the project before a committee of students, parents and teachers.
7. Attendance at In-School Days emphasizing current social issues and featuring speakers, discussions and sharing of ideas and experiences.

Each student is supervised and assisted by a teacher mentor through individual conferences at least once a week. The student's progress and problems are discussed. Written on-going evaluations are made. The mentor prepares an interim and final narrative report utilizing these on-going evaluations and an evaluation of the student's presentation to assess the student's ability, initiative, achievement and personal growth.

Academic credit for successful completion of the W.I.S.E. program is granted in a half year of senior social studies and English. Participation in WISE fulfills the senior requirement in physical education.

B.O.C.E.S. EQUIVALENCY PREPARATION PROGRAM

BOCES offers a program for students who are 16 years of age but not yet 18 years of age and who have an 8th grade reading level. Such students must have fewer than 12 ½ of the necessary credits for a local diploma multiplied by the number of years in grades 9-12. BOCES is a competitive program. Application to the program does not guarantee admission.

The students must also take an occupational education program in conjunction with 12 hours of preparation for the general education development (GED) exam. Students who have achieved satisfactory scores on the GED tests and have submitted a copy of their NYS GED High School Equivalency Diploma will be permitted to participate in the commencement exercises.

ENRICHMENT PROGRAM

Woodlands has available enrichment programs for which students may apply. These currently include:

8. STEP (Science and Technology Entry Program) with Manhattanville College
9. Westchester Arts Program at SUNY Purchase
11. Advanced Placement courses off campus
12. New York Academy of Science
13. INROADS
Freshman Seminar
Architecture Construction Engineering – A.C.E. Mentoring Program
Advanced College Experience - Westchester Community College – W.C.C.- ACE Program

The Guidance Department will refer questions regarding such programs to the appropriate school contact.

FIRE DRILLS

1. The signal for a fire drill is indicated by the sounding of the fire alarm in the hallways and cafeteria.
2. Everyone in the room must exit in single file, as fast and as quietly as possible through the assigned exit and out of the building.
3. There is to be no talking from the time the fire signal sounds until the return signal is sounded. This will give each student the opportunity to listen for special directions and respond when attendance is taken.
4. The teacher in charge will direct the group to the nearest safe exit in case a door or corridor is blocked or damaged.
5. After the return signal, re-enter the building and return by the same route followed in leaving. Return in a quiet, orderly manner to your assigned classroom.

FIRE, BOMB THREAT AND AIR RAID SHELTERS

Fire and defense drills are required to be held periodically throughout the school year. This is to make certain that in case of emergency, the building can be evacuated quickly and in an orderly fashion and in case of an air raid, everyone can reach a safe shelter. Detailed instructions for these drills are given to individual teachers and directional signs are posted in each room - only general directions are given here. (See Above.)

In the event of an evacuation, parents are urged not to report to Woodlands Middle/High School. Should an evacuation from the premises be necessary, tune into the previously mentioned radio station(s) for directions.

TELEPHONES

1. Office telephones are for business use and may not be used by students unless in an emergency. Emergency messages for students may be left with the grade level Assistant Principal's office.
2. Messages for teachers may be left on their automated voicemail.

CELL PHONES

While the desire of students and parents for students to maintain a cell phone is understandable, the use of a cell phone is unnecessary while students are in school. If a student brings a cell phone to school, then the cell phone must be turned off and put away. The use of the camera and audio recording functions of a cell phone is strictly prohibited. Therefore, the use of such devices during class will be considered cheating, and a grade of zero will be issued for that day's class activity (such as class work, quiz, or examination). Consequences for continued offenses will include detentions(s) and suspensions(s). If students have an emergency or an extenuating circumstance necessitating use of the cell phone during the school day, then students shall ask an administrator for permission to use their cell phone prior to using the cell phone. Cell phones will be confiscated from students found to be using them during the school day without prior consent from an administrator. Upon the first offense, items will be returned at the end of the day. After the first offense, confiscated items will only be

returned directly to parents. All unclaimed confiscated items will be turned over to the Greenburgh Police Department by June 30th of the current school year.

OTHER PERSONAL COMMUNICATION DEVICES

Students may not use any communication devices, such as those listed above, and including but not limited to smart phones, iPads, and gaming systems, the like during the school day, either in the classroom or while on a supervised break (such as Study Hall, cafeterias, or a bathroom visit). Communications devices will be confiscated from students found to be using them during the school day. Upon the first offense, items will be returned at the end of the day. After the first offense, confiscated items will only be returned to parents. All unclaimed confiscated items will be turned over to the Greenburgh Police Department by June 30th of the current school year. It is expected that students will keep their communication devices at home and will not bring them to school. **Students who possess communication devices at school (including cell phones and other personal communication devices) shall assume full responsibility for their care, and the District will not be liable for any lost or stolen communication devices.**

LOST AND FOUND

If you find an item missing, the following steps should be taken:

1. Check the Lost and Found department in each Assistant Principal's office.
2. If the item is not in Lost and Found, and you suspect it has been stolen, immediately complete a "Theft and Vandalism Report" in the Dean's office. Specific information is needed. Include as many details as you can recall in this report.

STUDENT RECORD

Parents have the right to inspect and review their child's official school records in the presence of the AP-PPS. Contact the Guidance Office. Arrangements must be made in advance.

DISCIPLINE AND SCHOOL TONE

In order to operate effectively, every organization must have rules that encourage positive behavior. This mode of operation is essential in order to provide an environment that is conducive to maximum learning and in which the rights, freedoms and self-respect of each individual are protected.

The following list of prohibited student behaviors has been established to clearly describe a code of conduct and to provide for a consistent level of discipline at Woodlands.

INFRACTIONS:

1. Cutting of classes, truancy and unauthorized absences.
2. Refusing to comply with any lawful order, direction and/or instruction of an identifiable school district administrator, teacher, and/or staff member acting in the performance of his/her duties.
3. Use, possession, sale or attempted use, sale of tobacco, alcohol and /or drugs.

4. Leaving school grounds without permission.
5. Insubordination, lack of respect for peers and/or staff members.
6. Use of profanity, abusive language, obscene gestures and threat.
Assault/battery/physical and verbal confrontation.
7. Demonstrations and activities that disrupt the normal operation of the school.
8. Theft, extortion, gambling.
9. Vandalism/Destruction of School Property.
10. Arson.
11. Tampering with or causing a false alarm (Felony).
12. Possession of a weapon, including, but not limited to, a facsimile of a weapon.
13. Automobile misuse.
14. Bus misbehavior.
15. Sexual harassment or misconduct.
16. Misconduct: hallway, cafeteria, classroom and auditorium.
17. Trespassing.
18. Use, possession, sale or attempted use, sale of fireworks or dangerous substances.
19. Behavior that jeopardizes the health, safety, morals and /or welfare of others.
20. Possession and/or use of iPods, radios, cellular phones, and pagers are not permitted. These items may be confiscated.
21. Wearing of head gear is prohibited.

School administrators will use judgment in determining the severity of the offense, the number of occurrences and the circumstances involved.

Depending upon these factors, any of the following penalties may apply:

1. Verbal and/or written reprimand.
2. Warning
3. Loss of privilege
4. Detention.
5. In-school suspension.
6. Out-of-school suspension.
7. Superintendent's Hearing.
8. Referral to social agencies.
9. Report to Parents.
10. Parent Conference
11. Restitution.
12. Referral to law enforcement agencies.
13. P.M. School
14. Social Probation.
15. Community Service

WOODLANDS COMPUTER USAGE AND INTERNET POLICY INSTRUCTIONAL TECHNOLOGY

The Greenburgh Central School District Board uses computers as one way of enhancing its mission to teach the skills, knowledge, and behaviors that students and staff will need to be successful. The district's computers, networks, software, audio/video equipment and supplies, and Email provide opportunities to explore and use a varied and exciting set of resources, including computer programs, CD's and the Internet. The District expects that

people who use the school computers, networks, software, audio/video equipment and supplies and Email, will do so in a way that is consistent with its educational mission.

Specifically, we expect that:

1. No person will deliberately or willfully cause damage to district computers, networks, software, audio/video equipment and supplies, and Email, or assist others in doing the same.
2. No person will deliberately access or distribute educationally inappropriate materials or show others how to do the same. This is particularly important in light of the fact that the very strength of the Internet (its largely unregulated and unregulatable nature offers thousands of different places to visit) means that some Internet sites contain sexually explicit or other material which clearly is unrelated to the school's educational mission.
3. Each person will respect the rights of others to the privacy of the files they store on a computer or a disk and not view those files without the owner's permission, or alter or damage such files.
4. Each person will respect and uphold Intellectual Property Laws, including but not limited to Copyright Laws.
5. Each person will follow any other regulations posted in the room where computers and/or similar technologies are in use.
6. Each person will follow the directions of the adult in charge of the room where computers and/or similar technologies are in use. Permission for a student to use the school's computers, networks, software, audio and video equipment and supplies, and Email, is dependent upon a student and his or her parent/guardian completing the district's computer use agreement. Signing the form shows that the student understands and will follow the school's computer rules. Failure to follow the rules will result in a student being denied the opportunity to use the district's computers and/or disciplinary action, as appropriate.

SEXUAL HARASSMENT OF STUDENTS

The Board of Education is committed to safeguarding the right of all students within the school district to learn in an environment that is free from all forms of sexual harassment. Conduct is deemed to be sexual harassment when the recipient perceives such behavior as unwelcome and which may impose a requirement of sexual cooperation as a condition of academic advance, or which may have the purpose or effect of creating an intimidating, hostile or offensive learning environment.

The Board recognizes that sexual harassment of students can originate from a person of either sex against a person of the opposite or same sex, and from peers as well as employees or any individual who foreseeably might come in contact with students on school grounds or at school-sponsored activities. It is irrelevant that the individual had no intention to sexually harass the person.

Any student that believes s/he has been subjected to sexual harassment should report the alleged misconduct immediately as outlined in the regulation 5020.1-R so that appropriate corrective action, up to and including suspension of the offender, may be taken at once. In the absence of a victim's complaint, if the Board shall learn or suspect that an incident of sexual harassment has occurred, it shall cause an investigation to be promptly commenced by appropriate parties. The Board prohibits any retaliatory behavior against complaints or any witnesses.

DIGNITY ACT AMENDMENTS AFFECTING THE CODE OF CONDUCT

The intent of the amended Dignity for All Students Act (Dignity Act) is to provide all public-school students with an environment free from harassment, bullying (including cyber bullying) and discrimination, as well as to foster civility in public schools. The Dignity Act focuses on the prevention of discriminatory behaviors, including harassment/bullying, through the promotion of educational measures meant to positively impact school culture and climate.

VIOLENT AND DISRUPTIVE INCIDENT REPORTING (VADIR)

The New York State Education Department requires school districts to submit all alleged, violent and disruptive incidents that meet a specific criterion through the VIOLENT AND DISRUPTIVE INCIDENT REPORT (VADIR) system, an incident-based reporting system. The Greenburgh Central School District shall comply with all applicable reporting requirements and notifications.

REPORTING VIOLATIONS

All students are expected to promptly report any violations of the code of conduct to a school staff member. Any student observing another student or individual present on school district property or at a school function possessing a weapon, alcohol or illegal substance or exhibiting dangerous behavior on school property or at a school function (including away from school property) shall report this information immediately to a teacher, the building principal, the principal's designee (such as the assistant principal) or the superintendent. When a student seeking to report a violation cannot locate one of these individuals, the student may inform any staff member who shall promptly report the violation, on the student's behalf, to a teacher, building principal or his/her designee, the Superintendent or his/her designee

STUDENT CONDUCT AND DISCIPLINE AND APPROPRIATE/INAPPROPRIATE BEHAVIOR

Academic success is a key focus of the Greenburgh Central School District. As discipline directly impacts the teaching process, we at Greenburgh Central School District take every measure to assure adherence to our discipline code and support appropriate behavior. The ultimate goal in discipline is self-discipline. This occurs when individuals make wise, informed decisions. Positive results are achieved through wise choices. Unwise choices will bring negative consequences.

Any student who chooses to commit an act which is dangerous or potentially dangerous to the safety or welfare of other students and/or staff, or is detrimental to the orderly operations of the school, school sponsored activity, or any other aspect of the educational process within this or any other district, shall be subject to school discipline, suspension or expulsion.

ADMINISTRATIVE DISCIPLINARY ACTION

ALCOHOL AND/OR DRUG POSSESSION/USE/DISTRIBUTION

- **FIRST AND ALL SUBSEQUENT OFFENSES** - Out of School Suspension, parent conference, referral to Central Office, referral to police

CLASS CUTTING

- **FIRST OFFENSE** - Verbal Warning by Teacher, Parent notification by Teacher
- **SECOND OFFENSE** - Reported by Teacher to Dean for Detention
- **THIRD OFFENSE** - Reported by Teacher to Dean for Detention
- **SUBSEQUENT CUTTING** - Detention/Parent Conference

INAPPROPRIATE AND/OR DISRUPTIVE BEHAVIOR IN SCHOOL/ON SCHOOL BUS

The severity of the offense is judged by the Administrator. Accordingly, the following are options; however, the discipline will reflect the severity of the action:

- **FIRST OFFENSE** - Verbal Warning
- **SECOND OFFENSE** - Student Conference/Parent Contacted
- **THIRD OFFENSE** - Detention
- **FOURTH/SUBSEQUENT OFFENSE** - ALP/OSS

DRESS CODE VIOLATION

- **FIRST OFFENSE** - Verbal warning, Change of Clothes
- **SECOND OFFENSE** - Verbal warning, Change of Clothes
- **THIRD OFFENSE** - Verbal warning, Change of Clothes
- **FOURTH OFFENSE** - Detention – parent conference
- **SUBSEQUENT OFFENSES** - Detention – parent conference

TAMPERING WITH AND FALSE ALARMS/BOMB SCARES/ FIREWORKS/ WEAPONS/ ARSON

- **FIRST AND ALL SUBSEQUENT OFFENSES** - Out of School Suspension, parent conference, referral to Central Office, referral to police

FIGHTING/ASSAULT/VIOLENT BEHAVIOR/UNSAFE BEHAVIOR

- **FIRST OFFENSE** - One to five days suspension, parent conference
- **SECOND OFFENSE** - Three to five days suspension, parent conference

LEAVING CAMPUS WITHOUT PERMISSION

- **FIRST OFFENSE** - Verbal warning – parental notification
- **SECOND OFFENSE** - Verbal warning – parental notification
- **THIRD OFFENSE** - Verbal warning – parental notification

MISUSE OF CAR/PARKING PRIVILEGE

- **FIRST OFFENSE** - Loss of parking for 1 week
- **SECOND OFFENSE** - Loss of parking for the remainder of the year.

MISUSE OF PASS/PRIVILEGES

As this is a violation of trust, students will lose the privilege for the remainder of the marking period/semester or year, as determined by the Assistant Principal.

SMOKING/CHEWING TOBACCO

- FIRST OFFENSE - Double detention
- SECOND OFFENSE - ISS - Parental conference with Counselor and Nurse
- THIRD OFFENSE - OSS – Parent conference with Counselor and Nurse to discuss out of school smoking secession program

TARDINESS TO SCHOOL

- FIRST OFFENSE - Logged, parental notification
- SECOND OFFENSE - Logged, parental notification
- THIRD OFFENSE - Detention, parental notification
- FOURTH OFFENSE - Detentions, parental notifications
- FIFTH OFFENSE - ISS, parent conference
- SUBSEQUENT OFFENSES - OSS

Failure to “sign in” at the security booth on the day of the tardy/late arrival, will be treated as truancy and disciplined accordingly

TRUANCY/UNEXCUSED ABSENCES

Any student who does not report to school with parental permission will be assigned ISS on the day of his/her admittance. No opportunity will be provided to make up any work missed on the day of the truancy.

UNAUTHORIZED AREAS

Students discovered in areas of the building which have been declared “off limits” will be subjected to the disciplinary discretion of the Administration.

VANDALISM/THEFT

- FIRST OFFENSE - Out of School Suspension, pay for damages, parent conference, referral to District Office, referral to police.
- SECOND OFFENSE - Out of school Suspension, pay for damages, parent conference, referral to District Office, referral to police.
- THIRD OFFENSE - Out of School Suspension, referral to District Office, pay for damages, parent conference, referral to police.

GAMBLING

- FIRST OFFENSE - ISS
- SECOND OFFENSE - OSS – parental notification
- THIRD OFFENSE - OSS – referral to Central Office

EXTORTION

- FIRST AND ALL SUBSEQUENT OFFENSES - Out of School Suspension, parent conference, referral to Central Office, possible referral to police.

HARRASSMENT

Sexual harassment shall be addressed via the School District Policy enacted by the Board of Education. All forms of harassments are subject to detention, ISS, OSS, referral to Central Office.

HEADGEAR

- FIRST OFFENSE - Verbal Warning
- SECOND OFFENSE - Verbal Warning
- THIRD OFFENSE - Confiscate, detention, and parent conference

ELECTRONICS

- FIRST OFFENSE - Verbal Warning
- SECOND OFFENSE - Verbal Warning
- THIRD OFFENSE - Confiscate, detention, and parent conference

ILLEGALLY ON SCHOOL PROPERTY/TRESPASSING

- FIRST OFFENSE AND ALL SUBSEQUENT OFFENSES - Referral to police, suspension

INSUBORDINATE BEHAVIOR

- FIRST OFFENSE - Detention /ALP
- SECOND OFFENSE - Detention, parental notification
- THIRD OFFENSE - Parent conference, one to three days suspension
- FOURTH/SUBSEQUENT OFFENSE - OSS and referral to Central Office.

LATE TO CLASS

Every two tardies are considered a class cut for purposes of attendance.

UNAUTHORIZED LATENESS

- FIRST OFFENSE - Verbal Warning by Teacher
- SECOND OFFENSE - Parent notification by Teacher
- THIRD OFFENSE - Reported by Teacher to Dean for Detention
- SUBSEQUENT LATENESS - Detention/Parent Conference

DETENTIONS - will be served afterschool Monday - Thursday

*All additional/other infractions will be dealt with at the discretion of the Administration. Copies of each discipline, referral, indicating its disposition will be mailed to the parent/guardian, issued to the student, returned to the referring teacher, shared with the Guidance Counselor, and made part of the student's disciplinary record in the Dean's Office.

The school Administration has the option to recommend that the following courses of action be taken as additional steps in any escalating Disciplinary Process:

- An extended suspension dependent upon a meeting with the Superintendent
- Placement in PM school/home instruction; or, removal from class, team, club, activity, BOCES, school, social probation, etc.

- School/community service, peer mediation and attendance at special seminars may be assigned at the discretion of the Assistant Principal.
- I.S.S. on non-instructive days, i.e., teacher conference days, Saturdays, testing days, etc. for any infraction of school rules, regulations.

*Parents/Guardians May Be Required to Meet During the School Day
 IT IS UNDERSTOOD THAT THE ADMINISTRATION HAS THE PERROGATIVE TO EXCEED ANY OF THE AFOREMENTIONED DISCIPLINARY STEPS DEPENDING UPON THE SERIOUSNESS OF THE SITUATION.

STUDENTS ARE GUARANTEED DUE PROCESS AS ESTABLISHED BY EDUCATION LAW AND SCHOOL POLICY

ISS	In School Suspension
OSS	Out of School Suspension
ALP	Alternative Learning Placement

