

Principal's Message

On behalf of the entire Walter G. O'Connell Copiague High School community, it is my pleasure to welcome back our returning students and our new ninth graders – the Class of 2019.

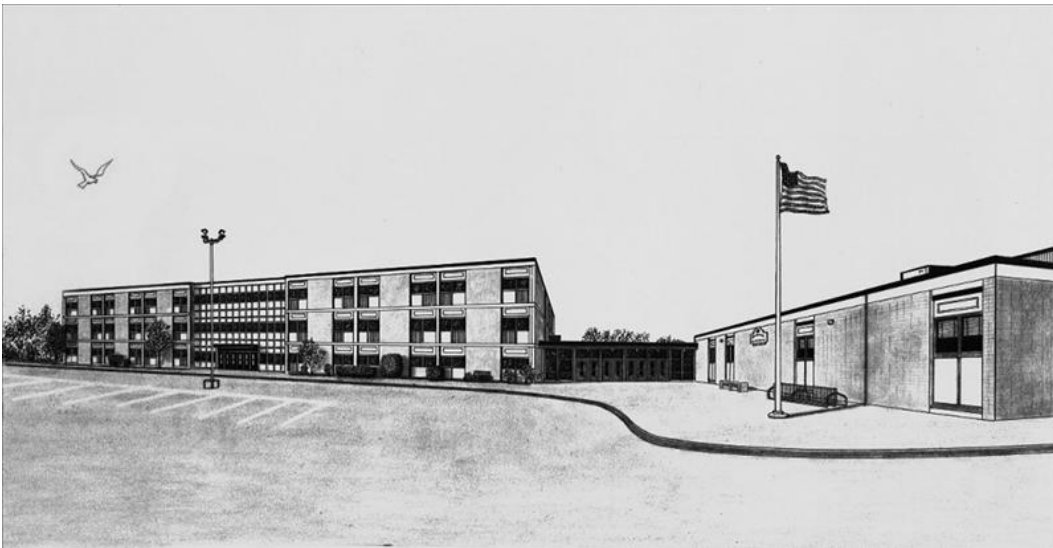
The faculty and staff of our school are committed to providing a challenging and rewarding educational opportunity for all students. It is my hope that this handbook will provide both our students and families with the information necessary to maximize our students' high school experience. This handbook defines the expectations and regulations of the Walter G. O'Connell Copiague High School that are in place to ensure the safety of students, staff, and visitors.

This handbook is meant to provide valuable information regarding all aspects of life at Walter G. O'Connell Copiague High School. It is extremely important that our students and families recognize and accept our building procedures and Code of Conduct. The book contains a section that requires the student's and guardian's signatures, which is to be returned to the Homeroom Teacher. Being fully aware of and abiding by these reasonable rules will preserve an academic and social environment that is well organized, safe and friendly. Our staff is committed to the creation of a culture that is conducive to learning, fosters mutual respect, and encourages personal growth.

Please accept my personal best wishes for a successful and productive school year.

Sincerely,

Joseph M. Agosta



Walter G. O’Connell Copiague High School

Student Handbook

2015-2016

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ACTIVITIES/SPORTS ELIGIBILITY

Extra-curricular and Co-curricular

The Board of Education has established reasonable standards as prerequisites for eligibility for co-curricular and extra-curricular activities. These standards apply to entry qualifications as well as to continued participation in such activities. Advisor/Coaches must disseminate a copy of the expected standards of conduct to all students and parents at the start of each school year, and participating students should be individually informed of the application and scope of such standards.

Eligibility requirements include academic standards, behavioral standards and training standards. These standards should be applied equally to all student participants. All student participants, including athletes, should be informed that they have the obligation to act in a responsible manner because of the leadership roles they play in the school environment.

Behavioral standards must include a ban on consumption/use of alcoholic beverages, drugs, and/or tobacco products. These standards also extend to student conduct off school grounds, including student attendance at parties off school grounds where alcohol and/or illegal drugs are present.

“Training rules” are generally accepted as a condition of participation in student athletics and may include attendance at practices, individual training programs, etc.

Although suspension from participation in an extra-curricular activity does not require a full hearing pursuant to Section 3214 of the Education Law, a student must be given the opportunity to appear informally before the disciplinarian and present his/her side of the story as part of a general discussion of the conduct under review.

Eligibility Requirements for Student Participants in Extra-curricular Activities Definitions

Extra-curricular – any after-school activity which is not directly connected to an instructional or curricular program (e.g., all clubs, sports teams, Madrigals, sport games, school dances).

Co-curricular – any after-school activity which is directly connected to the instructional or curricular program (e.g., band, chorus). This policy does not apply to co-curricular activities. District students who participate or attend in extra-curricular activities are expected to conform to standards which meet or exceed the requirements of the general District code of conduct.

1. It is expected that a member of a team or club will be a responsible individual possessing a good attitude as well as good citizenship.
2. **Academic Standards**
 - a. A student may NOT participate in extra-curricular activities if, upon review of his/her report card, he/she has failed more than two (2) subjects. Or, in the case of a Senior, if he/she has failed more than one (1) subject required for graduation. The eligibility requirements will pertain to the most recent marking period.
 - b. For sports whose seasons overlap marking periods, eligibility will be reevaluated based on the most recent grades. (This would include playoffs.)
 - c. In the fall, the final grades from the previous school year will be used to determine the 1st marking period's academic eligibility. (Students may attend summer school and pass the course failed in order to regain eligibility.)
 - d. Withdrawn failure (WF), for dropping a course after the 1st marking period, will be considered a failure and carried for the length of the course.
 - e. Notwithstanding the foregoing, a student with a disability as recognized by the CSE, or a student who has a Section 504 Accommodation Plan, may participate in extra-curricular activities as specified in his/her IEP or Section 504 Accommodation Plan. These students, in cooperation with their subject area teachers and guidance counselor, will develop a written improvement plan which will be monitored on a continuous basis by their advisors/coaches over the course of the marking period. A copy of each student's improvement plan will be submitted to the advisor/coach.
3. No student is permitted to try out for a team without having turned in a completed permission slip.
4. A student-athlete must receive an adequate health examination and may not practice or participate until he or she has been cleared medically. A physical examination is good for a period of 12 months.
5. A student turning 19 before July 1st is ineligible to participate on an interscholastic athletic team.

6. All other NYSPHSAA and Section XI rules pertaining to eligibility will be adhered to.

Reinstatement of Privileges

Each student who is suspended, either in school or out of school, automatically forfeits the privilege of attending any after school activities. However, we have instituted the following procedures so that students who are denied access to after-school activities have an opportunity to appeal their case and again participate in our full range of academic, social and athletic programs.

1. The restriction from after school activities must last a minimum of two weeks or 10 school days after the date of the suspension.
2. The appeal for reinstatement must be made in writing by the student.
3. The appeal must be submitted personally to the assistant principal assigned to the student.
4. All appeals will be reviewed on the second and fourth Wednesday of each month by the principal, the student's guidance counselor and an assistant principal. The student seeking reinstatement for privileges might be allowed to meet with the review committee to discuss his/her case.
5. The student will be notified in writing of the administration's decision. In the event that the student's request for reinstatement is denied, he/she may appeal again.

ANNOUNCEMENTS

All general announcements of club activities, sports results, meetings, etc., will be read over the public address system in an extended first period class. No announcements will be made unless they have been approved in writing by the appropriate sponsor or advisor. Announcements concerning membership for teams, clubs, and activities are made at the beginning of the school year and/or the appropriate season.

Students who are interested or need additional information should speak to the activity advisor or your guidance counselor.

ATHLETIC PROGRAMS

In accordance with Suffolk County regulations, only students in grades 7-12 may be on interscholastic athletic teams. Interscholastic activities are held after school and during the weekends in the fall, winter and spring seasons.

A consent form, signed by the parent or guardian, is required before the student may participate. This card contains vital information, such as, names of parents, family, doctor and dentist, and any medical concerns. It also includes parental home and work phone numbers and the phone number of an adult the school district can contact in the event of an emergency. This card must be on file in the athletic office prior to the start of the season and is in effect for the entire school year. (Also see eligibility policy.)

Interscholastic Athletics

Walter G. O'Connell Copiague High School offers a wide range of competitive interscholastic athletic programs. The Copiague School District currently sponsors athletic teams in grades 7-12. The Copiague Interscholastic Athletics Program is a member of Section XI of the New York State Public High School Athletic Association (NYSPHSAA) and competes as a Class "AA" school.

Students who participate on our teams develop qualities of teamwork, sportsmanship and leadership. They are also encouraged to practice self-discipline, cooperation, and responsible behavior. These programs prepare students to meet the challenges of everyday life in today's society.

Questions regarding any of our teams or any aspect of interscholastic competition should be directed to the Athletic Office at 842-4010 ext. 475.

Sport by Season

Fall

Cheerleading (Girls).....	Varsity, Junior Varsity
Cross Country (Boys).....	Varsity
Field Hockey (Girls).....	Varsity, Junior Varsity
Football (Boys).....	Varsity, Junior Varsity
Gymnastics (Girls).....	Varsity
Soccer (Boys & Girls).....	Varsity, Junior Varsity
Tennis (Girls).....	Junior Varsity
Volleyball (Girls).....	Varsity, Junior Varsity

Winter

Basketball (Boys & Girls).....	Varsity, Junior Varsity
Bowling (Boys & Girls).....	Varsity
Cheerleading (Girls).....	Varsity, Junior Varsity
Winter Track (Boys & Girls).....	Varsity
Wrestling (Boys).....	Varsity, Junior Varsity

Spring

Baseball (Boys).....	Varsity, Junior Varsity
Lacrosse (Boys).....	Varsity, Junior Varsity
Lacrosse (Girls).....	Junior Varsity
Softball (Girls).....	Varsity, Junior Varsity
Spring Track (Boys & Girls).....	Varsity
Tennis (Boys).....	Junior Varsity

Spectator Code of Ethics for Athletic Events

1. Spectators are an important part of the game and should at all times conform to accepted standards of behavior and good sportsmanship. All spectators must sign in at the front desk before attending the event. **ID cards are required.**
2. At all times, spectators should respect officials, coaches and players, as guests in the school, and extend all courtesies to them. Wholesome cheering is encouraged. Stamping of feet, taunting, foul and abusive language, inflammatory remarks, and disrespectful signs and behavior are not acceptable.
3. Spectators should observe and obey the rules and regulations of the school.
4. New York State Law prohibits alcoholic beverages of any kind on school property. The law further prohibits any person under the influence of alcohol from being on school property.
5. Tobacco use in and on school grounds is prohibited by New York State law.
6. Spectators should respect and obey all school officials, marshals and police at athletic contests.
7. For flagrant or repeated violations of this code, spectators will be ejected from the area and may be denied access to future events.
8. All of the above regulations are applicable at all events (home and away).

ATTENDANCE

In accordance with state regulations, the following are recognized as legal absences: personal sickness, illness or death in the family, weather making travel unsafe, religious observances, quarantine, approved educational trips, required presence in court, attendance at organized clinics, remedial health treatment, and approved cooperative work programs. Absence for other reasons is illegal and is recorded on the student's official record. A written note from home explaining the student's absence is required on the day the student returns to school.

Copiague School Board of Education Attendance Policy

ATTEDs (Absences, Truancies, Tardiness, Early Departure)

The Board of Education recognizes an important relationship between class attendance and student performance. Consequently, each marking period a student’s final grade may be based on classroom participation as well as the student’s performance on homework, tests, papers, projects, etc.

Students are expected to attend all scheduled classes. Consistent with the importance of classroom participation, unexcused **ATTEDs** will impact a student’s class participation grade for the marking period.

All students must maintain a 90% attendance rate in each class to be eligible for course credit.

The maximum number of **ATTEDs** (excused/unexcused) a student can accumulate and still receive course credit is eighteen (**18**) in a full year course and nine (**09**) in a half year course or a full year course which meets every other day. Any lateness of twenty minutes or more will count as an absence. Any student entering a classroom after the bell is considered a late arrival.

In the event a student is detained by a teacher and does not have sufficient time to report to the next class on time, he/she should request a late pass from the teacher who detained him/her. **No student may be sent back to his previous class teacher or the office for a late excuse.**

Truancy/Cutting

A student, who does not attend school for other than lawful reasons, is truant. A cut will be given for each class missed during the truancy. Students should be aware of the seriousness of truancy. Truancy is a violation of the Education Law and of the Criminal Code. Any student who is truant is subject to discipline as prescribed by School Board policy. Repeated truancy may also result in court action against the student. Students with an excused **ATTED**, including participation in a school-sponsored activity (field trips, music lessons, etc.), are **responsible to consult with their teachers regarding missed work. This also applies** to any student who is absent, tardy or leaves early from school due to illness or any other excused reason.

Excused ATTEDs

Excused **ATTEDs** are defined as absences, tardiness, and early departure from class or school due to documented illness, death in the immediate family, religious observance, required court appearance, attendance at health clinics, approved college visits, approved cooperative work programs, and approved extra- and co-curricular activities. **All other ATTEDs are considered unexcused absences and may result in disciplinary action consistent with the Code of Conduct.**

It is a parent’s responsibility to notify the school office within at least 24 hours of the **ATTED** and to provide a written excuse that includes the reason and date of the **ATTED** upon the student’s return to school.

Whenever a student is absent from school, the following steps should be taken:

1. A parent or guardian is to call the school at 842-4010, ext. 480, and explain the reason for the absence.
2. When the student returns to school, he/she is to provide the homeroom teacher with a written note from his/her parent or guardian indicating the reason for the absence.
3. A student who is absent is required to make up all the work that is missed. Should the absence be lengthy, parents may call the Guidance Office to get the assignments for the classes the student is missing.
4. Any student who is absent is ineligible to participate in or attend extra-curricular activities for that day.

BELL SCHEDULE

School is in session from 7:45 a.m. to 2:20 p.m. The school office is open from 7:30 a.m. until 3:30 p.m. It is the expectation that all students are on time and present in each class.

Student Arrival.....	7:35 a.m.
3 Minute Warning Bell	7:42 a.m.
Period 1 (Extended Homeroom)	7:45 a.m. – 8:28 a.m.
Period 2.....	8:32 a.m. – 9:12 a.m.
Period 3.....	9:16 a.m. – 9:56 a.m.
Period 4.....	10:00 a.m. – 10.40 a.m.

Period 5.....	10:44 a.m. – 11:24 a.m.
Period 6.....	11:28 a.m. – 12:08 p.m.
Period 7.....	12:12 p.m. – 12:52 p.m.
Period 8.....	12:56 p.m. – 1:36 p.m.
Period 9.....	1:40 p.m. – 2:20 p.m.
Bus Departure	2:25 p.m.

BICYCLES

There is a bicycle rack located at the front of the building. Under no circumstances will the school district be responsible for the damage or theft of a bicycle. However, theft or damage should be reported to the Main Office. No bikes are permitted inside the school building.

BOOKS AND MATERIALS

All students are issued books and/or materials which they are responsible for during the year. Failure to return school property in the same condition as when it was issued will lead to the levying of fines which are necessary to replace damaged or lost instructional materials. Report cards or diplomas will be withheld if books, materials or money is owed.

BOOSTER CLUB, COPIAGUE SPORTS

The Copiague Sports Booster Club is an adjunct to the athletic program and serves to enhance its operation. The club’s activities are varied and include active participation in awards dinners, homecoming, and the development of our young people on the fields and in the gym. The Booster Club is very active with many volunteers working at concession stands for various sports, making phone calls, and helping with fundraisers within the school and community.

The Booster Club meets the third Wednesday of each month in the High School Library. Through concession sales and gate receipts collected at home events, the Copiague Sports Booster Club presents scholarships annually to student-athletes at our senior awards presentation.

The partnership between our Booster Club and athletic teams plays an integral role in the success of the Copiague Athletic Program. Our invitation is open to all in the community to get involved and help our athletes become champions. The Booster Club needs your support! Come join in the fun helping our athletes be successful! The Copiague Sports Booster Club may be contacted through Mr. Peter Cesare: (631) 842-4010 ext. 475.

BREAKFAST PROGRAM

A breakfast program is readily available to all students. Students who participate in the program report directly to the cafeteria upon arrival at school. A typical breakfast will include a balanced, nutritious meal such as a bagel and cream cheese, fruit and milk. Breakfasts are available at a nominal cost. Students participating in the free or reduced price lunch program automatically qualify for the free breakfast program.

Applications for the free or reduced lunch program are available in the Main Office. Applications must be renewed each school year by October 1st.

CAFETERIA PROCEDURES

All students have the right to enjoy a leisurely and problem-free lunch period. Students are expected to behave appropriately and to keep the cafeteria clean. Food and drink are to be kept in designated areas and trash is to be put in the receptacles. The noise level is to be kept down and directions of teachers, monitors, cafeteria, and custodial workers are to be obeyed. Students are not to leave the cafeteria without obtaining a pass from an administrator, teacher, or monitor. Students are not permitted in the cafeteria during any period other than their scheduled lunch period.

CLASS RANK AND GRADING SYSTEM

Students at Walter G. O’Connell Copiague High School earn grades based upon a numeric system of 1-100 with a minimum passing grade of 65.

All candidates for graduation are ranked in numerical sequence based upon scholastic performance. The student with the highest academic average is ranked number one and is designated as Valedictorian.

Rank in the graduation class is determined at the conclusion of six semesters. All courses are included in the determination of class rank except Physical Education. Courses are weighed equally with the exception of courses with **AP** or **HON** designations. Advanced Placement courses are weighed 1.15 and Honors courses are weighed 1.05. (See Weighing Grade Point Average)

CLASSROOM RULES

Although each teacher will advise you of his/her own specific classroom rules, the following practices are understood always to be in effect:

- Be in the classroom and seated when the class begins.
- Bring books, notebooks, calculators and pens to class.
- Follow directions the first time they are given.
- Wait to be recognized before speaking.
- Hand in all assignments on time.
- Use classroom time productively.
- Respect the rights of others.

CLUBS AND STUDENT ORGANIZATIONS

(See Eligibility)

After School Clubs offered afford students an opportunity to exercise leadership, render service, socialize with other students and develop talents and special interests. Students can learn about the clubs that are available through their school handbook, public address announcements and posters displayed about the building.

The following is a list of recognized as legitimate clubs of the Walter G. O'Connell Copiague High School for the 2015-2016 school year:

- Adopt a Highway Club
- Art Club
- Booster Club
- Bringing Unit to Youth (BUTY)
- Conciencia Latina
- D.E.C.A. (Distributive Education of America)
- Drama Club
- Ecology Club
- Future Teachers of America (FTA)
- Folio (Literary Magazine)
- Grade Level Student Activity Organization
 - Freshman
 - Sophomore
 - Junior
 - Senior
- Guitar Club
- Hip Hop Club
- Humanities (aka S.O.U.L. – Student Organization of Unified Leaders)
- Jazz Band
- Junior Chamber of Commerce
- Key Club
- Knowledge Masters Quiz Bowl
- Lesbian, Gay, Bisexual, Transgender, Queer Alliance (LGBTQ)
- Lost History Club
- Madrigal Choir
- Marching Band
- Mathletes
- National Art Honor Society
- National Honor Society
- One Mind Club
- Photography Club
- P.T.S.A.
- Robotics Club
- SADD (Students Against Destructive Decisions)

- Science Olympiads
- Skateboarders Club
- Spanish Club
- Steppers
- Student Council
- Technology Club
- Tree Huggerz
- Varsity Club
- Video Production Club
- Weight Training Fitness Club
- Yearbook (Aquila)

CODE OF CONDUCT

The Board of Education is committed to providing a safe and orderly school environment where students may receive, and District personnel may deliver, quality educational services without disruption or interference. Responsible behavior by students, teachers, other District personnel, parents, and other visitors is essential to achieving this goal.

The District has a longstanding set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty, and integrity. An orderly and stimulating learning environment is dependent upon a sustained and cooperative effort on the part of students, parents, and staff.

The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, identify the possible consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly. To this end, the Board adopts this Code of Conduct (“Code”).

Unless otherwise indicated, this Code applies to all students, school personnel, parents, and other visitors when on school property or attending a school function.

It is important that you and your child be aware that serious violations of the Code of Conduct will result in disciplinary action and may result in suspension and referral to the Superintendent of Schools for further disciplinary action.

A complete copy of the entire Code of Conduct is available for your review at your child’s school and on the District website.

Student Rights

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

- Participate in all District activities on an equal basis regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation or gender (including gender identity and expression)
- Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty
- Access school policies, regulations and rules and, when necessary, receive an explanation of those rules from school personnel

Student Responsibilities

All District students have the responsibility to:

- Contribute to maintaining a safe, supportive, and orderly school environment that is conducive to learning and to show respect to other persons and to property.
- Be familiar with and abide by all District policies, rules, and regulations dealing with student conduct.
- Attend school every day unless they are legally excused, and be in class on time and prepared to learn.
- Work to the best of their ability in all academic and extra-curricular pursuits and strive toward their highest level of achievement possible.
- React to direction given by teachers, administrators, and other school personnel in a respectful, positive manner.

- Work to develop mechanisms to control their anger.
- Ask questions when they do not understand.
- Seek help in resolving problems.
- Dress appropriately for school and school functions.
- Accept responsibility for their actions.
- Conduct themselves as representatives of the District when participating in or attending school-sponsored extra-curricular events, and hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

Prohibited Student Conduct

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, District personnel and other members of the school community, and for the care of school facilities and equipment. The following discipline code applies to the behavior of all District students while attending school, and/or on school grounds, in school buildings, and/or participating in school sponsored activities, whether on or off school property.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on educating students so that they may grow in self-discipline.

The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the consequences for their conduct. Serious or flagrant violations of the District's code of conduct can result in a hearing with the Superintendent or his/her designee or Board of Education.

For the purpose of this code, the following definitions apply:

- **"Disruptive student"** means an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process, substantially interferes with the teacher's authority over the classroom, or fails to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.
- **"Gender"** means actual or perceived sex and shall include a person's gender identity or expression as defined from §11(6).
- **"Gender expression"** is the manner in which a person represents or expresses gender to others, often through behavior, clothing, hairstyle, activities, voice or mannerisms.
- **"Gender identity"** is one's self-conception as being male or female, as distinguished from actual biological sex or sex assigned at birth.
- **"Parent"** means parent, guardian or person in parental relation to a student.
- **"School property"** means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of the school district, or in or on a school bus, as defined in Vehicle and Traffic Law §142; or at a school function.
- **"School function"** means any school-sponsored extra-curricular event or activity.
- **"Sexual orientation"** means actual or perceived heterosexuality, homosexuality or bisexuality as defined from §11(5).
- **"Violent student"** means a student under the age of 21 who:
 1. Commits an act of violence upon a school employee, or attempts to do so.
 2. Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function, or attempts to do so.
 3. Possess or displays, while on school property or at a school function, a weapon, or what appears to be a weapon.
 4. Threatens, while on school property or at a school function, to use a weapon, or what appears to be a weapon.
 5. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
 6. Knowingly and intentionally damages or destroys school district property.

- **"Weapon"** means a firearm as defined in 18 USC §921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutters, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death.

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

- A. Engage in conduct that is **disorderly**, *i.e., intentionally causing public inconvenience, annoyance or alarm, or recklessly creating a risk thereof.*

Examples of disorderly conduct include but are not limited to:

1. Running in hallways.
2. Making unreasonable noise.
3. Using language or gestures that are profane, lewd, vulgar or abusive.
4. Obstructing vehicular or pedestrian traffic.
5. Engaging in any willful act which disrupts the normal operation of the school community.
6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
7. Computer/electronic communications misuse, including any unauthorized use of personal electronic devices, computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the District's acceptable use policy.

- B. Engage in conduct that is **insubordinate**.

Examples of insubordinate conduct include but are not limited to:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees, or otherwise demonstrating disrespect.
2. Lateness for missing or leaving school without permission.
3. Skipping detention.

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

1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.
2. Inappropriate public sexual contact.
3. Display or use of personal electronic devices in a manner that is in violation of District policy.

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

1. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other school employee or threatening or attempting to do so.
2. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property or threatening or attempting to do so.
3. Possessing a weapon (as defined in Policy 5300.5). 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. Possession of fireworks or other explosive devices or items meant to resemble fireworks or other explosive devices.
4. Displaying what appears to be a weapon, or threatening to use any weapon, fireworks or other explosive devices, or items meant to resemble fireworks or other explosive devices.
5. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other District employee or any person lawfully on school property, including graffiti or arson.
6. Intentionally damaging or destroying school district property.

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

1. Lying to school personnel.
2. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.

3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
 4. Discrimination, which includes the use of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (identity and expression) to deny rights, equitable treatment or access to facilities available to others.
 5. Harassment, in any form including sexual harassment, which includes a sufficiently severe action or persistent pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be, or which a reasonable person would perceive as ridiculing or demeaning. Harassment is also the creation of a hostile environment. (See policy, 0115, Student Harassment and Bullying Prevention and Intervention for a more complete definition.)
 6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
 7. Bullying, which may be a hostile activity which harms or induces fear through the threat of further aggression and/or creates terror. (See policy 0115 for a more complete definition.)
 8. Hazing, which includes any intentional or reckless act directed against another for the purpose of induction, initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.
 9. Selling, using, distributing or possessing obscene material.
 10. Using vulgar or abusive language, cursing or swearing.
 11. Smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco.
 12. Possessing, consuming, selling, distributing or exchanging alcoholic beverages, drug paraphernalia or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs."
 13. Inappropriately using or sharing prescription and over-the-counter drugs.
 14. Gambling.
 15. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
 16. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
 17. Bomb threats, intruder or other false reports that would require the building to be cleared or locked down.
 18. Subjecting other students, school personnel or any other person lawfully on school property or attending a school function to danger by recklessly engaging in conduct which creates a substantial risk of physical injury.
- F. Engage in **misconduct while on a school bus, contracted charter bus or other vehicles used in District approved and sponsored activities**. It is crucial for students to behave appropriately while riding on District buses, to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated. Students should be seated while bus is in motion. Students are expected to follow the directions of the bus driver and/or other supervising adults.
- G. Engage in any form of **academic misconduct**. Examples of academic misconduct include but are not limited to:
1. Plagiarism.
 2. Cheating, including any conduct which compromises the integrity of the examination.
 3. Copying.
 4. Altering records.
 5. Assisting another student in any of the above actions.
- H. Engage in **off-campus misconduct that interferes with, or can reasonably be expected to substantially disrupt the educational process in the school or at a school function**. Examples of such misconduct include, but are not limited to:
1. Cyber bullying (i.e., inflicting willful and repeated harm through the use of electronic text).
 2. Threatening or harassing students or school personnel over the phone or other electronic medium.
 3. Using message boards and/or social media to convey threats, derogatory comments or post pornographic pictures of students or school personnel (including promoting and videotaping).

Reporting Violations

All students are expected to promptly report violations of the Code of Conduct to a teacher, guidance counselor, building principal, or his/her designee.

The principal or his/her designee must notify the appropriate local law enforcement agency of those Code violations which constitute a crime and substantially affect the order or security of the school. The notification must identify the student and explain the conduct that violated the Code of Conduct and constituted a crime.

Disciplinary action, when necessary, will be firm, fair, and consistent, so as to be most effective in changing student behavior. As a general rule, discipline will be progressive.

Disciplinary Penalties

Students who are found to have violated the District's Code of Conduct may be subject to the following range of penalties, either alone or in combination.

- Oral warning – any member of the staff, or bus driver
- Written warning –bus drivers, hall and lunch monitors, coaches, guidance counselors, teachers assistants, security aides, or any other staff member.
- Written notification to parent –coaches, guidance counselors, teachers, principals
- Detention – teachers, principals, Superintendent.
- Suspension from transportation – Assistant Superintendent for Finance, principals, Superintendent.
- Suspension from athletic participation – coaches, principals, Superintendent.
- Suspension from social or extra-curricular activities – activity directors, principals, Superintendent.
- Suspension of other privileges – principals, Superintendent.
- In-school suspension – principals, Superintendent.
- Removal from classroom by teacher – classroom teachers.
- Short-term suspension (five days or less) from school – principals, Superintendent, Board of Education.
- Long-term suspension (more than five days) from school – principals, Superintendent, Board of Education.
- Permanent suspension from school – Superintendent, Board of Education.

Disciplinary Procedures

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty.

Students who are to be given penalties other than an oral warning, written warning, or written notification to their parents are entitled to additional rights which are further specified in Board policy.

Minimum Periods of Suspension

- 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.
- Any student, other than a student with a disability, who is found to have committed a violent act, shall be subject to suspension from school for up to five days.
- Any student, other than a student with a disability, who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom may be removed from class by the teacher and will be suspended from school for up to five days following the fourth removal.

Discipline of Students with Disabilities

The Board recognizes that it may be necessary to suspend, remove, or otherwise discipline students with disabilities to address disruptive or problem behaviors. This Code of Conduct affords students with disabilities, subject to disciplinary action, no greater or lesser rights than those expressly afforded by applicable federal and state law regulations.

COMMUNICATIONS PROTOCOL

The Copiague Public Schools encourage open communication among students, parents, faculty, support staff, administrators and the Board of Education. The school district actively solicits the opinions, comments and questions of parents and other residents through surveys, interviews with families who are leaving the District and through a uniquely open format at Board of Education meetings. In order to enhance communication, parents and staff are asked to follow a specific protocol that begins with the classroom teacher/counselor, followed by the assistant principal and building principal and finally to a central office administrator. It is our hope that direct communication between parents and teachers will result in the establishment of good working relationships and the satisfactory resolution of issues. Our goal is also to ensure that your questions and concerns are communicated to the persons best able to address and resolve them.

COMPUTER NETWORK AND INTERNET

Students are responsible for good behavior on school computer networks just as they are in any other aspect of school life. The network is provided as a privilege for students to conduct research, complete tasks, and communicate with others. Students are responsible for their behavior and their communications over the network.

Network storage areas may be treated like school lockers. The school reserves the right to review files and communications without prior notice to maintain system integrity and ensure students are utilizing the network appropriately. Failure to comply with District and school rules may result in a loss of network access, disciplinary action by the school administration and/or referral to law enforcement agencies.

CURRICULUM

Students at Walter G. O'Connell Copiague High School are offered a comprehensive academic curriculum which leads to a Regents or Advanced Regents diploma. In addition to a core curriculum comprised of English, Social Studies, Mathematics and Science, we offer a Foreign Language program, Business Technology, as well as Fine Arts courses.

Advanced Placement courses are available in English Language and Composition, English Literature and Composition, American History, U.S. Government and Politics, World History, Economics, Psychology, Calculus, Biology, Chemistry, Physics, Spanish Literature, and Spanish Language. In addition, occupational education is available through the BOCES Lewis A. Wilson Technological Center in more than 30 marketable skill areas.

DISCIPLINE

We believe that making students aware of the penalties they will face if school rules are broken is essential to encouraging them to be good citizens. Therefore, outlined below are the disciplinary standards for Walter G. O'Connell Copiague High School. The administration employs a variety of progressive disciplinary measures for various student infractions. These include discussion, verbal reprimand, parental contact, detention and suspension. Both in-school and out-of-school suspensions, depending on the severity of the infraction, are options which may be exercised.

Classroom Discipline Plan

Each teacher has designed rules and regulations, which must be followed in the classroom. With this plan come rewards for those that follow the plan as well as a classroom hierarchy of consequences for those who do not. This plan has the full support of the administration. It should be noted that as a student exhausts one level, he/she will go immediately to the next level.

VERBAL OR PHYSICAL ABUSE AND OR THREATS MADE TO TEACHERS OR STAFF BY STUDENTS ARE CONSIDERED TO BE SERIOUS VIOLATIONS OF THE SCHOOL DISTRICT CONDUCT AND DISCIPLINE POLICY AND MAY RESULT IN THE SUSPENSION FROM SCHOOL AND A REFERRAL TO THE SUPERINTENDENT OF SCHOOLS FOR FURTHER DISCIPLINARY ACTION.

Teacher Removal of Disruptive Students

On occasion, a student's behavior may become disruptive. For purposes of this code of conduct, a disruptive student is a student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom. A substantial disruption of the educational process or substantial interference with a teacher's authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher's instructions or repeatedly violates the teacher's classroom behavior rules.

A classroom teacher may remove a disruptive student from class for up to two days. The removal from class applies to the class of the removing teacher only.

Admit to Class from Suspension Room

Parents of a suspended student are often required to confer with the administration, guidance counselor, and/or the teacher to formulate a plan to change unacceptable behavior.

Depending on the infraction, suspended students may be issued a re-admit pass through the administration. This pass will be signed by all subject teachers and returned to administration at the end of the school day. The pass indicates that the suspension is over and a plan has been developed.

In-School Suspension (ISS)

ISS is an all day separation from scheduled classes held in a special room in the school designated for this purpose. The students in ISS will have the opportunity to complete regularly assigned class work. The ISS coordinators will secure the necessary class work assignments, supervise their completion and return the completed assignments to the appropriate teachers. Students that are removed from ISS will be subject to OSS.

Out- of- School Suspension (OSS)

OSS is a temporary denial of the rights of a student to attend regular day school and is also a restriction for being present on school property. This restriction extends to all school-related activities. Suspension is assigned because of a student's inappropriate actions which disrupted the orderly function and/or learning atmosphere of the school. Suspension shall be considered a right of the principal when the seriousness of the charges against a student merits this punishment.

The student will be given oral or written notice of the charges and an opportunity to present his/her view of the issues. In the case of a student whose presence poses a danger to persons and/or property, and/or an ongoing threat of disrupting the academic process, the student may be removed immediately from school.

Suspension shall be for a stated time not to exceed (5) consecutive school days.

Any student who is suspended from school is prohibited from participating in any after-school, extra-curricular or interscholastic event during the effective date(s) of the suspension. Students are also not allowed to appear on school district property without the explicit consent of the principal. Parents of a suspended student are required to confer with an administrator.

Zero Tolerance

In order to maintain positive student interaction, and to ensure the safety of all students at school, we have instituted the rule of **ZERO TOLERANCE**, which states: Anyone who is involved in a physical fight, regardless of who "started" the fight, will be suspended from school. Furthermore, any possession or use of drugs or weapons will be prosecuted to the fullest extent of the law.

Detention

Detention will be assigned by administrators based on teacher referrals, student misconduct and other violations of school rules. Detention is held on a daily basis at 2:25 PM after regular classes. When a student is assigned detention, he/she will receive a 24 hour notice. Teachers and/or school officials will make every effort to notify his/her parents. Detention will be conducted as a quiet period and will be supervised by a professional staff member. The student must report to the assigned room on time. Any violation of the above guidelines will result in ISS or OSS.

DISMISSAL

When the school day is completed, students are not permitted to loiter in or around the high school or on the adjoining middle school property. If a student remains after school, he/she must be under the direct supervision of a teacher and remain in the general area of the activity.

DRESS CODE

Clothing is generally acceptable for school wear as long as it does not jeopardize anyone's health or safety, does not disrupt the teaching/learning process, does not create school disorder, and is not immodest in any respect. School Board policy (#5300.20) specifically states that a student's dress, grooming and appearance, including hair style/color, jewelry, make-up, and nails shall:

1. Be safe, appropriate and not disrupt or interfere with the education process.

2. Recognize that extremely brief garments such as, but not limited to, tube tops, net tops, halter tops, spaghetti straps, plunging neckline (front and/or back), see through garments and short shorts or skirts are not appropriate.
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include the wearing of headgear in school such as, but not limited to: hats, hoods, stocking caps, scarves, ski goggles, ski masks, sunglasses or any other items which may obscure identification except for a medical or religious purpose.
6. Not include items that are vulgar, obscene, libelous, promote sexual harassment, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
7. Heavy chains, large rings, and other dangerous items are not permitted in school.
8. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs, non school sanctioned groups and/or encourage other illegal, violent, or gang 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 in-school 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.

DRIVER PRIVILEGES

Please be advised of recent changes affecting *Junior Permit* and *Junior License* holders. Holders of what has been referred to as a *Junior License* cannot drive alone. When driving, those holders of a *Limited Junior License* must be under the immediate supervision of a parent, guardian, driver education teacher/instructor or anyone designated in writing by the parent. All of the above must be 21 years of age or older and have a valid license for the type of vehicle being operated. It should also be noted that holders of a *Junior License* may not drive between the hours of 9 p.m. and 5 a.m.

ELECTRONIC DEVICES (CELL PHONES/BEEPERS/RADIOS, ETC.) – POLICY UNDER REVIEW

PLEASE NOTE THAT THIS POLICY IS CURRENTLY UNDER REVIEW AND WILL BE UPDATED DURING THE FIRST SEVERAL WEEKS OF SCHOOL. BEFORE UPDATES ARE ISSUED, THE CURRENT POLICY IS IN PLACE.

Experience has proven that electronic devices such as cell phones, sidekicks, and iPods are an attractive nuisance and become objects of theft. As a consequence, students are not permitted to carry these items on their person at any time during the school day.

If these items are brought to school, students must place them in their lockers before their first class where they are to remain until the end of the school day. Students who do not follow these rules will have their electronic equipment confiscated and may be subject to additional disciplinary measure. Continued violations will result in the item remaining in the school safe until a parent requests the return of the item. The school does not take responsibility for the lost or theft of electronic devices.

A special note on cell phones – Cell phones are commonly provided to children by their parents with the best intentions for safety purposes. However, they often interrupt instruction, disrupt the orderly operation of the school, and at times create dangerous situations for staff and students. **In acknowledgement of both concerns, the District recognizes cell phones as emergency communication devices that, if brought to school, must be turned off and kept out of sight during school hours. Students may not use their cell phone to accept calls, make calls, text message, or e-mail text or pictures at any time during school hours without administrative approval. Students violating these rules may be subject to disciplinary action, including suspension from school.** Students who call a third party and request they come to the school without administrative approval violates our school safety policy and disrupts the educational environment. Students who willfully do so will be subjected to disciplinary action. Please understand that cell phones may be confiscated and returned to parents, and that the school assumes no responsibility for damaged, lost, borrowed, or stolen cell phones.

EMERGENCY PROCEDURES

Delayed Opening

The District may use a "**Delayed Opening**" procedure. The announcement will be carried by the stations listed below. When this is done, the following will be in effect:

1. All schools in the District will open as announced, one or two hours later than normal.

- School buses will begin their runs one or two hours later. Students should report to their bus stops one or two hours later than usual.
- Dismissal times will not be changed. Buses will return students to their bus stops at the regular time on those days.

Emergency School Closing

In the event that it becomes necessary to close the school because of inclement weather or an emergency situation, the following radio/TV stations will broadcast the closing of our schools:

WHLI – 1100	WGSM – 740
WALK – 1370	WBLI – 106.1 FM
WWOR – 710	WBAB – 102.3 FM
WCBS – 880	News 12 Long Island

Emergency Exit Drill Procedures

Fire drills are scheduled to prepare both students and staff for any emergencies, which might necessitate the immediate evacuation of the building.

The ringing of the fire alarm means that classes are to be taken out of and away from the building as quickly as possible in an orderly and quiet manner.

Everyone is to leave the building and remain at a safe distance from it. Make sure all doors and windows are closed.

- The teacher must accompany the pupils being instructed and record present period attendance.
- Any deliberate disorder or talking during a fire drill may result in a student suspension.
- Any student with a physical disability attending a class on the second floor during a fire drill must report to Room 206.
- Any student with a physical disability attending a class on the third floor during a fire drill must report to Room 306.
- Three short rings of the school bell (all clear) will be the signal to return to class.

In the event that any exit is congested or blocked, teachers are to use whatever exit will permit classes to leave the building with greatest safety in the shortest time. During a drill, do not use the elevator for any reason. Students are not to cross Dixon Avenue.

One of the biggest dangers in school or any public building is fire. Any student who may be involved in starting a fire in school will face immediate suspension and other legal action. Likewise, if any student deliberately sounds a false fire alarm, that student will face immediate suspension along with appropriate police action. Many lives have been lost and property has been damaged due to false alarms being sounded.

EXTRA HELP

Extra help in all subject areas is always available. Ask your teacher when and where extra help sessions are given.

FIELD TRIPS

The educational process is enhanced through students' participation in school sponsored field trips. Student behavior on a trip is expected to be the same as it would be on school grounds. Students must bring in written parental permission to attend a trip. Student attendance will be considered before permission is granted to attend field trips.

GRADE LEVEL PLACEMENT

Students will be assigned to a grade level on the basis of earned units:

Grade	Minimum Academic units earned
10	5
11	10
12	15

Course /Unit Requirement

Students in Grades 9, 10 and 11 must take a minimum of six units (6) of course work per year plus physical education. **In order to advance to the next grade students must obtain their grade level Math, Science, Social Studies, English, and Physical Education credits.**

Students in Grade 12 are encouraged to take a minimum of six and one-half units (6 ½) plus physical education.

It is expected that all students will avail themselves of a program which carries a maximum number of units.

GRADUATION REQUIREMENTS

All students must obtain a minimum of 22 credits to graduate. The credits must be earned as follows: 4 English, 4 Social Studies, 3 Math, 3 Science, 1 LOTE, 1 Art/Music, 2 Physical Education, ½ credit Health and 3.5 credits of electives.

To earn A **High School Diploma** all students must earn at least 22 credits and take the following NYS Regents exams and score at least a 65:

<u>1 Math Regents Exam:</u>	Algebra <i>or</i> Geometry
<u>1 Science Regents Exam:</u>	Living Environment, Earth Science, Chemistry, or Physics
<u>Social Studies:</u>	BOTH Global History and Geography <i>and</i> U.S. History and Government
<u>English:</u>	Comprehensive English

To earn an **Advanced Regents Diploma** all students must earn at least 22 credits and take the same exams as a Regents Diploma plus two additional Math exams, one additional Science exam and three years LOTE:

All exams required for a High School Diploma and:

One additional Math exams,
One additional Science Exam,
LOTE

GUIDANCE INFORMATION

Add/Drop

The following Add/Drop Policy pertains to students selecting courses:

1. After the first five (5) days of classes in the fall, students will be permitted to make additions to their programs provided that room exists in the section and in the appropriate corresponding slot in their schedule. No courses will be dropped in order to permit the scheduling of additions. No additions will be permitted after the first fifteen (15) days of classes.
2. A student may not drop a course before completion of five (5) days of actual recorded attendance in the course. The procedure for dropping a course which involves student, parent, counselor, and teacher must be followed before the request can be approved. If there is a disagreement among the parties involved, a conference will be held with a building administrator who will make the final decision.

Withdrawal from a Course

A student who experiences academic difficulty may withdraw from a class without penalty provided that the student maintains a full program of courses. In addition, the following time requirements will apply:

Full Credit/Half Credit Courses

A student with parental consent, and upon approval from his/her assistant Principal, may withdraw without penalty from a class provided that request is made prior to the end of the tenth week of school.

A student who requests to withdraw from a class after the tenth week of school will receive a Dropped Failure (DF) in that course. A Dropped Failure (DF) will be recorded as a "50" for grading purposes.

HALLWAY PASSES

A student should never be out of class without a pass from the teacher. The issuance of passes will be at the teacher's discretion, on a limited basis.

HAZING

Hazing or any related "initiation" of students is potentially dangerous and is expressly prohibited. Violators will be subject to disciplinary actions.

HEALTH OFFICE (NURSE)

Each of the District's five schools has a full time nurse on its staff. No student is admitted to the Copiague Public Schools until proof of required immunizations has been provided to the school nurse in accordance with state regulations. Parents are requested to keep children who are ill at home and to notify the school nurse about the illness.

Medical forms are given to students entering kindergarten and grades 1, 3, 7, and 10, as well as to all new entrants. The forms must be completed by their family physician and/or osteopath and returned to the school nurse. As mandated by state law, parents of students whose medical forms have not been returned by the specified date will receive written notice that their children will be examined by a school physician.

Basic Information:

1. The Nurse's Office is located on the first floor of the building.
2. All students must have on file, in the Nurse's Office, an emergency telephone number.
3. Only first aid treatment is given to students for an injury or illness occurring in school or on the way to school. State law forbids the treatment or diagnosis of any other injury or illness.
4. Each student is given a vision and hearing test annually.
5. If it should become necessary for a student to be sent home, permission must be obtained from a parent or guardian.

Medication: A physician's note is required before any medication, including aspirin, may be administered during school hours. State law prohibits the school nurse from giving medication to a child without a physician's authorization.

Injury: Students who have sustained an injury that requires access to the school elevator, gym release, and/or an extended time to transition between class periods should see the school nurse with appropriate medical documentation.

HONOR ROLL ELIGIBILITY

To be eligible for the Honor Roll a student must receive five (5) numerical grades in credit bearing courses (excluding Physical Education). BOCES courses will count as three (3) of the necessary numerical grades. A grade of Incomplete (I) disqualifies a student until the numerical grade is recorded. A failure in any subject or a grade of Dropped Failure (DF) makes a student ineligible for the Honor Roll for that marking period.

There are two distinct Honor Roll certificates:

First Honors- Average 89.5-100

Second Honors- Average 84.5-89.4

IMMUNIZATIONS

New York State Education law mandates a series of inoculations against communicable diseases. Pupils lacking the necessary immunizations must, by law, be denied admission to the public schools of the State.

LEAVING THE BUILDING

Once a student arrives in school, he/she is not permitted to leave the school grounds before the close of his/her school day unless authorized to do so by the principal. A student who leaves school without permission is considered to be truant and is subject to disciplinary action. (See section on Truancy.)

LIBRARY

The library is open from 7:30 a.m. – 3:00 p.m. for research and personal interest use. The goal of the library is to enhance the educational, cultural and intellectual lives of its students by offering a large and up-to-date collection of books and periodicals. Computer stations are available for student use. Internet access, word-processing, the electronic research database, and the library's complete catalog can be accessed from these computers.

Students may use the library during study halls and lunch hours. Students must present a pass when entering the library. Study hall teachers and teachers on cafeteria duty issue these passes to the library. Additionally, subject teachers can give students individual passes or may schedule time to bring entire classes to the library.

Students must present a current ID card in order to check out books and other library materials. Students may check out an unlimited amount of books. However, if books are not returned after the 2-week checkout period, a fine will be charged for each school day a book is overdue. Students who have overdue books or outstanding fines will not be permitted to borrow any materials until their library accounts are cleared. Students are responsible for the cost of lost books.

Students are encouraged to become active members of the library by taking part in its special programs and by offering suggestions for collection development. Remember, you can become a better student by using your library!

LOCKERS

School lockers are not to be shared and are to be utilized as storage space for clothing, books and other school paraphernalia. **Lockers are the property of the school district and do not belong to the students. The administration of the school reserves the right to inspect all lockers at any time, without prior notice.**

Students are advised not to give their locker combination to anyone. The school is not responsible for any items missing from a student's locker. Any student who misplaces their gym lock must report to the Physical Education office immediately and purchase a new school lock. Personal locking devices are not permitted on school lockers and will be removed without notice.

LOST AND FOUND

Lost and found inquiries should be directed through the Main Office. Due to limited storage, lost items will not be kept longer than five school days.

PARENT/ TEACHER/ STUDENT ASSOCIATION (PTSA)

The PTSA is an organization composed of parents, teachers, students and community residents whose objectives include acting as a liaison between the school and community, serving as an advisory group making suggestions and recommendations for the improvement of school programs and providing volunteer service in many school activities. Information about membership can be obtained from the Main Office.

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

The Pledge of Allegiance is recited daily over the public address system. All students are expected to be respectful and participate in this activity. Those persons in the hallways and offices are expected to participate by standing in their place until the recitation is completed.

REPORT CARDS & PARENT CONFERENCES

Quarterly report cards (10 week periods) are issued with numerical grades and behavioral comments in each subject and are mailed to parents in November, February, April and June. Mid-marking period "interim reports" are sent home during the fifth, fifteenth, twenty-fifth and thirty-fifth week of the academic year.

SELLING ITEMS

Students are not permitted to collect funds of any kind through sale or solicitation without the written approval of the Principal. Violators will have items and funds confiscated and will face disciplinary action.

SEXUAL HARASSMENT AND STUDENTS

The Board of Education recognizes that sexual harassment of students on the basis of sex, gender and/or sexual orientation is abusive and illegal behavior that harms targets and negatively impacts the school culture by creating an environment of fear, distrust, intimidation and intolerance. The Board further recognizes that preventing and remedying sexual harassment in schools is essential to ensure a healthy, nondiscriminatory environment in which students can learn productively. Sexual harassment includes acts of sexual violence. Sexual violence is defined as physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. Note that use of the term "sexual harassment" throughout the policy includes sexual violence unless otherwise noted.

Sex-based harassment can be comprised of two types of behavior: sexual harassment and/or gender-based harassment. Sexual harassment is unwelcome conduct of a sexual nature, which can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature (see regulation 5020.1-R for examples). Gender-based harassment includes verbal, nonverbal or physical aggression, intimidation or hostility that is based on actual or perceived gender and sexual stereotypes (see regulation 5020.1-R for examples). Sexual or gender-based harassment of a student can deny or limit the student's ability to participate in or to receive benefits, services, or opportunities from the school's program.

The Board is committed to providing an educational environment that promotes respect, dignity and equality and that is free from all forms of sexual harassment. 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.

Because sexual harassment can occur staff to student, student to student, student to staff, male to female, female to male, male to male or female to female, it shall be a violation of this policy for any student, employee or third party (school visitor, vendor, etc.) to sexually harass any student.

In order for the Board to effectively enforce this policy and to take prompt corrective measures, it is essential that all targets of sexual harassment and persons with knowledge of sexual harassment report the harassment immediately. The District will promptly investigate all complaints of sexual harassment, either formal or informal, verbal or written. To the extent possible, all complaints will be treated in a confidential manner. Limited disclosure may be necessary to complete a thorough investigation. If the complainant reports that they feel unsafe at school due to the nature of the complaint, the District will determine if accommodations need to be made until the issue is resolved.

If, after appropriate investigation, the District finds that a student, an employee or a third party has violated this policy, prompt corrective action will be taken in accordance with the applicable collective bargaining agreement, District policy and state and/or federal law.

All complainants and those who participate in the investigation of a complaint of sexual harassment have the right to be free from retaliation of any kind.

The Superintendent of Schools is directed to develop and maintain regulations for reporting, investigating and remedying allegations of sexual harassment. These regulations are to be attached to this policy. In addition, training programs shall be established for students and employees to raise awareness of the issues surrounding sexual harassment and to implement preventative measures to help reduce incidents of sexual harassment. Age-appropriate instructional materials will be incorporated into the curriculum to educate students so that they can recognize and reduce the incidence of sexual harassment.

This policy shall be posted in a prominent place in each District facility, on the District's website and shall also be published in student registration materials, student handbooks, and other appropriate school publications.

A committee of administrators, teachers, parents, and students shall be convened periodically to review this policy's effectiveness and compliance with applicable state and federal law, and to recommend revisions to the Board.

SMOKING

The Copiague Board of Education is dedicated to establishing and maintaining a safe, comfortable and productive education and work environment for its students and staff. In view of the serious health risks associated with tobacco smoke for both the smokers and non-smokers, the following health policy is adopted:

Smoking and/or the use of tobacco products will not be permitted on school district property at any time.

The Suffolk County Smoking Ordinance states that it is unlawful for anyone under the age of 18 to possess or use tobacco products. This includes all areas within 300 feet of school property. Students failing to comply with this policy are liable for disciplinary and legal actions.

Furthermore, students referred to the Suffolk County Department of Health will be subject to a substantial fine.

STUDENT COUNCIL

The Student Council is composed of representatives elected each year from the student body. The Council takes on the task of communicating the interest of the student body to the administration. It also initiates or helps to organize important events in the life of the high school such as the homecoming festivities.

STUDENT ID CARD POLICY

Each student at the high school is issued a photo identification card. The purpose of this card is to provide a student with positive identification as a student at Walter G. O'Connell Copiague High School. This card is also to be used to check out materials from the Library Media Center, to attend school events, and to board a school bus.

The following regulations govern the use of ID cards:

- Students are expected to carry their ID cards while at school and school activities.
- Students will be denied access to school events if ID cannot be presented.
- Students must produce their card when requested by an administrator, faculty or staff member.
- Seniors must display their ID cards when leaving school for lunch.
- A student who loses his/her ID card must have it replaced. The cost for replacement of lost cards is \$5.00.
- Students may not deface, decorate, or alter their ID cards. Doing so may result in disciplinary action.

STUDENT PARKING

Eligibility: High School Seniors with a valid New York State Driver's License and valid New York State car registration.

Student parking is a privilege reserved only for **seniors** who have high school parking permits issued by the school district Director of School Safety and Security. Student parking privileges will be reviewed quarterly and subject to administrative approval. Students who are not **seniors** are not permitted to park on school grounds. Students meeting the eligibility requirements and holding parking permits must park in the designated areas only. Students who park outside these areas will have their cars towed. Student parking is on a space available, first-come-first-served basis.

Students who use the parking field are reminded about driving cautiously and slowly in the parking areas. **Violations of the above will cause the student to lose the parking privilege.**

New York State and Suffolk County law does not allow holders of a junior license to drive to and/or from school.

TELEPHONES

School office telephones are available for students to make phone calls as necessary to home, parents, or guardians. Permission of school personnel is required.

On occasion, the school receives a request to deliver a message to a student. If messages are of an emergency nature, the office staff will make every effort to deliver them without delay. However, classroom instruction will not be interrupted to deliver messages that are not considered an emergency. Students should ask friends and employers to leave messages at their homes, not at school.

TRANSPORTATION

Bus Service

Transportation Eligibility

To be eligible for bus transportation the New York State Education Department has set up the following mileage requirements:

- **High school students must live one and a half miles from the school**

Rules for Student Conduct on Buses

1. Be orderly, quiet and considerate of people and property in the vicinity of bus stops.
2. Be ready when the bus arrives. Present your bus pass (ID card) while boarding the bus.
3. Bus drivers have the authority to assign seats, give directions, and implement rules for the safety and orderly conduct of students.
4. Acceptable public behavior will be expected of all bus riders.

5. Pass in front rather than behind the bus when crossing the street to or from the bus.
6. Do not enter or leave the bus while it is in motion.
7. Remain behind the white line so as not to interfere with the driver.
8. Heads or arms must not be extended from bus windows.
9. Avoid eating on the bus and help keep the bus neat.
10. Shouting, fighting, offensive language, and smoking are not acceptable on the bus.
11. Remain seated until the bus stops at your destination.
12. **Bus drivers will report violations of the above. To improve safety on our buses, video cameras have been installed and may be used to monitor student behavior.**

Bus transportation is a privilege that is enjoyed by most of our students. However, students who violate the regulations will have their bus privileges suspended or revoked. **Students who are unable to present a valid bus pass will be denied access to District transportation.**

Late Buses

In addition to the regular dismissal buses, there will also be a late bus run at approximately 3:30 p.m. and during athletic seasons at approximately 5:30 p.m. Only bus eligible students involved in a school related, extra-curricular activity may ride the late bus. Students must present a valid school ID to board a late bus. **Students who are unable to present a valid bus pass will be denied access to District transportation.**

Any student missing the bus will not be permitted to remain in the building unsupervised. Security will escort those students to the site reserved for students awaiting transportation.

TRESPASSING

Walter G. O'Connell Copiague High School maintains a closed campus for the safety and security of all students and staff. Persons coming on campus deemed by the administration to not have any legitimate business may be subject to trespassing charges and will be reported to the appropriate law enforcement agencies.

VISITORS

Parents, Copiague patrons, and visiting educators are welcome to visit Walter G. O'Connell Copiague High School while classes are in session. Whenever possible, advance notice of such visits would be appreciated. These visitors should report to the Reception Desk in the Main Lobby to receive a visitor pass before going to other parts of the building. All visitors must have a valid ID. No students are allowed to bring visitors to school at any time.

Social visits by outside students are prohibited. Anyone coming on the high school campus to pick up students for early dismissal or after the regular school day should use the front parking lot where visitor parking is available. All other lots are for student/faculty use only; visitors who use other lots may be subject to legal action for trespassing.

WEIGHTED GRADE POINT AVERAGE SYSTEM

The District has approved the weighted grade point average system. The main purpose of adopting the differential weighting of courses for computing grade point average is to more fairly assess student achievement. A weighting factor of 1.05 will be multiplied to the final grade of an honors course to arrive at the weighted final grade. A factor of 1.15 will be used in Advanced Placement classes. These grades, along with all of the grades through six semesters of school, excluding physical education grades, will be used in determining the class rank of students. Weighted grades will not appear on report cards, but they will be indicated on a student's transcript. The weighted grade will be used to determine honor roll status.

WORKING PAPERS

Students under 18 years old are legally required to have employment certificates, issued through the schools, for all jobs. Applications are available in the high school Main Office during student lunch periods and specific times during summer hours.

Walter G. O'Connell Copiague High School

SCHOOL POLICIES AND CODE OF CONDUCT ACKNOWLEDGMENT FORM 2015-2016

Student Name (Please Print)

Grade

THIS STATEMENT MUST BE SIGNED BY THE STUDENT AND PARENT/GUARDIAN

I have read and understand the School Policies & Code of Conduct contained in the Student Handbook. I accept my personal responsibility for these guidelines.

Student Signature

Date

I acknowledge receiving the Walter G. O'Connell Copiague High School Policies & Code of Conduct contained in the Student Handbook and accept my responsibility in helping my son/daughter live up to the responsibilities and obligations as outlined in the Student Handbook.

Parent or Guardian Signature

Date

**THIS FORM MUST BE SIGNED AND RETURNED TO
YOUR HOMEROOM TEACHER.**

