

Clarkstown High School South



Ms. Debra Tarantino
Principal

Ms. Alissa Baka
Assistant Principal

Mr. Morgan Kelly
Assistant Principal

Ms. Margaret Malloy
Assistant Principal

Clarkstown High School South Mission Statement

The mission of Clarkstown High School South is to prepare today's students to conquer tomorrow's challenges.

CCSD Mission Statement

The Clarkstown Central School District, in partnership with the community, will meet the individual academic and social-emotional needs of all students within a safe environment while empowering them to reach their full potential in a complex society.

Phone Directory

Administration

Main Office	624-3400
First Floor Administrator	624-3432
Second Floor Administrator	624-3456
Third Floor Administrator	624-3461
Main Office Fax	623-5470
Nurses' Office	624-3466/3449

Student Assistance Counselors

Ms. Nancy Seery	624-3477
Ms. Susan Solar	624-3438

Guidance Office

Allison Frank	624-3426
Heather Karsenty	624-3421
Melissa Keenan	624-3423
Kerry Landau	624-3424
Carolyn McKenna	624-3428
Jane Pascarella	624-3422
Rich Wirschansky	624-3420

Department Offices

Art	624-3460
Athletics	624-3481/3490
English	624-3459
Math	624-3464
Music	624-3447
Career & Tech	624-3468
Physical Ed.	620-3451
Science	624-3435
Social Studies	624-3458
Special Ed.	624-3478
World Language	624-3465

School Resource Officer

Officer Rolston	624-3491
Officer Caivano	624-2069
Clarkstown P.D.	639-5800

Cafeteria Office

624-3440

Student Responsibility – Each student has the responsibility to become familiar with this book and to share its contents with their parent or guardian.

BELL SCHEDULE

<u>PERIOD</u>	<u>TIME</u>
Warning Bell	7:22
1	7:25 - 8:10
2	8:13 - 8:59
3	9:02 - 9:48
4	9:51 - 10:37
5	10:40 - 11:26
6	11:29 - 12:15
7	12:18 - 1:04
8	1:07 - 2:52
WIN	1:53 - 2:00

ACTIVITY DAY SCHEDULE

<u>PERIOD</u>	<u>TIME</u>
Warning Bell	7:22
1	7:25 - 8:06
2	8:09 - 8:50
2(activity)	8:53 - 9:31
3	9:34 - 10:15
4	10:18 - 10:59
5	11:02 - 11:43
6	11:46 - 12:27
7	12:30 - 1:11
8	1:14 - 2:55
WIN	1:55 - 2:00

RULER ACTIVITY DAY SCHEDULE

<u>PERIOD</u>	<u>TIME</u>
Warning Bell	7:22
1	7:25 - 8:10
2	8:13 - 8:58
3	9:01 - 9:56
4	9:59 - 10:43
5	10:46 - 11:30
6	11:33 - 12:17
7	12:20 - 1:05

8	1:08 - 1:53
WIN	1:53 - 2:00

Emergency Closing/Delay

If school is closed or delayed due to severe weather conditions, you will receive a phone call from the district as well as an email. In addition, information may be found on our district website (www.ccsd.edu).

SCHEDULES FOR DELAYED OPENINGS

ONE HOUR DELAY

<u>PERIOD</u>	<u>TIME</u>
1	8:25 - 9:05
2	9:08 - 9:47
3	9:50 - 10:29
4	10:32 - 11:11
5	11:14 - 11:53
6	11:56 - 12:35
7	12:38 - 1:17
8	1:20 - 2:00

TWO HOUR DELAY

<u>PERIOD</u>	<u>TIME</u>
1	9:25 - 9:57
2	10:00 - 10:31
3	10:32 - 11:05
4	11:07 - 11:40
5	11:42 - 12:15
6	12:17 - 12:50
7	12:52 - 1:24
8	1:27 - 2:00

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:

- The opportunity to take part in all district activities on an equal basis regardless of race (including traits historically associated with race, such as hair texture and protective hairstyles like braids, locks and twists), weight, color, creed, national origin, ethnic group, religion, religious practice, gender (including gender identity and expression) or sexual orientation or disability.
- Present their version of the relevant events to school personnel authorized to impose consequences.
- Access school policies, regulations and rules and when necessary, receive an explanation of those rules from school personnel.
- Learn in an environment that is free from harassment of any kind, whether in the form of sexual harassment or harassment based on a person's race, color, ethnicity, disability, religion, religious practice, weight, national origin, gender, sexual orientation or any other category prohibited by law or of an unlawful nature.
- Be respected as an individual and treated fairly and with dignity by other students and school staff.
- Express one's opinions, either verbally or in writing, as long as it is done so in a respectful manner.
- Be provided with clear expectations regarding course objectives, requirements and state standards; grading criteria and procedures; assignment requirements and deadlines; and school and classroom rules and expectations regarding behavior.

STUDENT RESPONSIBILITIES

All district students have the responsibility to:

- Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other people and 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, be prepared to learn, and complete assignments when due.
- Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
- React to directions given by teachers, administrators and other school personnel in a respectful, positive manner.
- Work to develop skills to manage their emotions and reactions and resolve conflict with others.
- Ask questions when they do not understand.
- Seek help in solving 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 extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
- Use a polite tone of voice and appropriate body language, listening when others are speaking to you.
- To be truthful when speaking with school officials regarding Code of Conduct violations.
- Respect personal space.
- Help make school a community free of violence, intimidation, bullying, harassment, and discrimination.
- Advocate for themselves in a respectful, polite and thoughtful manner.

ATTENDANCE

The Board of Education recognizes that regular school attendance is a major component of academic success. Through implementation of this policy, the Board expects to minimize the number of unexcused absences, tardiness, and early departures (referred to in this policy as "ATEDs"), encourage full attendance by all students, maintain an adequate attendance recordkeeping system identify patterns of student ATED and develop effective intervention strategies to improve school attendance.

To be successful in this endeavor, it is imperative that all members of the school community are aware of this policy, its purpose, procedures and the consequences of non-compliance. To ensure that students, parents, teachers and administrators are notified of and understand this policy, the following procedures will be implemented:

- Attendance will be addressed in student handbooks and will be reviewed with students at the start of the school year.
- Parents will receive a plain language summary of this policy at the start of the school year.
- When a student is absent, tardy, or leaves early from class or school without excuse, designated staff member(s) will notify the student's parent(s) by phone, email, or mail of the specific ATED, and review ATED intervention procedures with them.
- School newsletters and publications will include periodic reminders of the components of this policy.
- An event, such as a back-to-school night, will be held at the beginning of each school year to emphasize that every day of attendance counts, explain the policy, and stress the parent's responsibility for ensuring their children's attendance.

- The district will provide a copy of the attendance policy and any amendments thereto to faculty and staff. New staff will receive a copy upon their employment.
- All faculty and staff will meet at the beginning of each school year to review the attendance policy to clarify individual roles in implementation.
- Copies of this policy will also be made available to any community member, upon request.
- The district will share this policy with local Child Protective Services (CPS) to ensure a common understanding of excused and unexcused ATEDs and to work toward identifying and addressing cases of educational neglect.

EXCUSED AND UNEXCUSED ABSENCES

Excused ATEDs are defined as absences, tardiness, and early departures from class or school due to personal illness, illness or death in the family, impassable roads (as designated by local officials) or weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, approved school-related activities including academic or athletic competitions, and military obligations or such other reasons as may be approved by the designated building administrator (including, but not limited to, absences due to circumstances related to homelessness).

All other ATEDs are considered unexcused absences.

All ATEDs must be accounted for. It is the parent's responsibility to notify the school office within 24 hours of the ATED and to provide a written excuse upon the student's return to school. For homeless students, the homeless liaison will assist the student in providing or obtaining documentation if needed.

GENERAL PROCEDURES/DATA COLLECTION

- Attendance will be taken during each class period in grades 6-12 and reported to the staff member(s) designated by the principal.
- At the conclusion of each class period or school day, all attendance information will be compiled and provided to the designated staff member(s) responsible for attendance.
- The nature of an ATEDs will be coded on a student's record. The coding system shall include abbreviations for the types of absences.
- Where additional information is received that requires corrections to be made to a student's attendance records, such corrections will be made

immediately. Notice of such a change will be sent to appropriate school personnel subject to applicable confidentiality rules.

- Attendance data will be analyzed periodically to identify patterns or trends in student absences. If patterns emerge, attempts will be made to understand and eliminate barriers to attendance.
- Where consistent with other school practices, teachers and staff will speak with students in the hallways who are absent from a class period without excuse and refer the students to a building administrator. Continuous monitoring will be conducted to identify students who are absent, tardy, or leave class or school early. A student will be considered chronically absent if they miss ten percent or more of the school year. Satisfactory attendance is missing five percent or less of school over the course of the year. If a pattern of ATEDs for an individual student is identified, a designated staff person(s) will follow up in accordance with this policy.

ATTENDANCE INCENTIVES

Each school building will acknowledge a student's efforts to maintain or improve school attendance. The district will design and implement systems to acknowledge a student's efforts to maintain or improve school attendance.

CONSEQUENCES OF EXCESSIVE ATEDS

Staff member(s) designated by the Building Principal will contact the student's parents and the student's guidance counselor in the event that the Building Principal and/or designee(s) determine a student's record reveals excessive ATEDs, excused and/or unexcused. Excessive ATEDs is defined as **18** total absences. Staff members will remind parents of the attendance policy, explain the ramifications of excessive ATEDs, stress the importance of class attendance and discuss appropriate intervention strategies to correct the situation.

Unexcused ATEDs will result in a consideration of preventive and proactive measures that will serve to reverse the pattern of absences. Unexcused ATEDS may also result in disciplinary action consistent with the district's code of conduct. Those penalties may include, for example, detention or in-school suspension. Students may also be denied the privilege of participating in or attending extracurricular events. Principals will determine a plan of action to improve a student's poor attendance. Absences related to homelessness will not result in negative consequences where the district determines that it would be in the best interests of the student to retain the student in school.

In addition, the designated staff members will contact local Child Protective Services (CPS) if they suspect that the child is being educationally neglected. The designated staff

members will provide CPS with the information necessary to initiate a report. If other staff members suspect education neglect, they must follow the procedures outlined in Board policy and regulation 5460, Child Abuse in a Domestic Setting, and advise the building principal or designee.

ATTENDANCE/GRADE POLICY

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 student performance on homework, tests, papers, projects, etc.

Students are expected to attend all scheduled classes. Consistent with the importance of classroom participation, unexcused ATEDs may affect a student's class participation grade for the marking period.

At the high school level, any student with more than nine unexcused ATEDs for one-half year/cycle day courses or **18** unexcused ATEDs for a full year may be at risk of not receiving credit for that course. However, students with properly excused ATEDs may make up the work for each ATED, and those ATEDs will not count toward the minimum attendance standard.

To ensure that parents and students are aware of the implications of this minimum attendance requirement, the teacher or other designated staff member(s) will advise the student and contact the parent(s) by telephone, email or mail at appropriate intervals prior to the student reaching nine or 18 unexcused ATEDs.

In implementing the policy set forth above, students who are unable to attend a school or a class on a given day due to their participation in a school-sponsored activity (i.e., music lessons, field trips), may arrange with their teachers to make up any missed work. This also applies to any student who is absent, tardy or leaves early from school or a class due to illness or any other excused reason.

All students are expected upon their return to consult with their teachers regarding missed work.

Students with excused ATEDs must be given the opportunity to make up a test or other missed work and/or turn in a late assignment for inclusion in their final grade. All students, whether they have excused or unexcused ATEDs, will be given the opportunity to make up missing work for inclusion in their final grade. Make-up opportunities must be completed by a date specified by the student's teacher for the class in question.

EXAMINATION ABSENCES

If a student is going to be absent on a day that a school final exam or Regents exam is scheduled, a parent or guardian **must** call the school (624-3410) to notify the Attendance Office of the absence before 8:00am. If absent for a Regents exam, the student may take the exam the next time it is given (the following August, January or June). Make-ups for school exams will be arranged by the Department Chairperson or the student's teacher.

HOMEWORK WHILE ABSENT

Upon a student's return to school after being absent, the student should consult with their teachers regarding homework and class work that was missed. If a student is absent for an extended illness, it is recommended that the student and/or the parent or guardian email the student's teachers. In addition, it is recommended that the student check their Google Classroom and speak with the teacher through Google Classroom or via email. Also, the parent/guardian may request homework assignments through the Counseling Office. At least 48 hours notice is required to allow teachers the time to collect and deliver the homework to the Counseling Office (624-3413) unless teachers share it via Google Classroom.

LATENESS TO CLASS

The procedure to be followed when a student is late to class will be:

1. Student is admitted to the class.
2. The teacher will ask for and check the pass.
3. If a student does not have a pass, the student will sit down and join in the class activity. When the bell rings at the end of class, the tardy student will see the teacher to explain the lateness.

If a student chooses to travel to school by means other than the school bus, ***the student is the one responsible*** for being on time. Parents who drop their child off late must provide the student with a late note for the lateness to be excused.

REQUESTS FOR EARLY DISMISSAL

Sometimes it is necessary for a student to be excused from school early for an unavoidable appointment (medical) or personal business (court, funeral). Parents/Guardians should email SATO (sato@ccsd.edu) or send a note with their child who will take the note to the main office during homeroom for an early dismissal. Notes must include a phone number where parents can be reached to check the validity of the excuse. If the parent/guardian chooses to email SATO, the student should pick up the early dismissal pass during homeroom or in between classes.

SENIOR EARLY DISMISSAL OR LATE ARRIVAL

Seniors who apply for and obtain a late arrival or early dismissal, may arrive at school later or leave school when all their classes for the day are completed. Students with early dismissals will receive an early release card which they should show to outside security when leaving. **If a senior is in danger of failing a course(s), the administration may revoke the senior's late arrival or early dismissal privileges in order for the student to receive support services.** Any student found with a late arrival or early dismissal who is found **outside the building** without permission during the school day may receive disciplinary consequences.

DRIVING AND PARKING REGULATIONS

Driving and parking on school grounds is a privilege extended to students with the permission of their parents and the school district. The following rules and regulations must be strictly adhered to with respect to driving and parking:

1. Anyone intending to drive to school must register their vehicle by completing a Permit Application Form. ***You must show proof of attending a Safe Driving Seminar which will be offered several times during the school year by South's Student Resource Officer.***
2. All vehicles used by a student must be registered. A maximum of two permits per student will be issued. If a student drives a vehicle other than these two, it is their responsibility to advise a security officer.
3. Security officers will issue permits. At the time of issuance, students must present their license.
4. Students with permits will park in the designated areas on a **first come, first served basis.**
The senior lot is for seniors only.
5. During the school day, students are not permitted to leave the school grounds. In addition, they are not allowed to sit in their cars, move their cars nor congregate in the parking lots without the approval of an administrator.
6. Drivers **may not** bring any unauthorized students with them when they leave campus. Unauthorized students include anyone who does not have an early or special dismissal pass.
7. Cars may not occupy more than one space or park in an unauthorized area, ie: fire zones, staff parking lot, bus slots, etc.
8. A **15 mph** speed limit on school property will be **strictly** adhered to. ***Safe driving is expected at all times.***
9. All motor vehicle regulations as prescribed by New York State law will be observed.
10. Permits are valid only for the student to whom they are issued. No transfers will be honored. The driver and person to whom a car is registered assumes all responsibility for problems relating to the use of their automobile on school grounds. South High School and the Clarkstown Central School District are not responsible for any loss resulting from the use of the school parking lots.
11. Any student who willfully disobeys these regulations will have their parking privileges suspended or revoked. In addition, any student who removes or defaces their parking sticker will lose their parking privileges.

CELL PHONE USE

5695 STUDENTS AND PERSONAL ELECTRONIC DEVICES

In response to the challenges related to distraction, equity, and safety created by the growing prevalence of personal internet-enabled devices, such as smartphones and smartwatches, New York State has passed Education Law §2803 prohibiting student use of personal internet-connected devices in schools. Accordingly, and in recognition of the importance of maintaining a focused, respectful, and academically rigorous environment, the District shall prohibit student use of personal internet-enabled devices during the school day.

This policy, however, is not intended to discourage the thoughtful and meaningful use of technology in the classroom. On the contrary, the District strongly supports the integration of digital tools— particularly those provided and managed by the school — to enhance instruction, foster engagement, and prepare students for success in a digitally connected world. Educators are empowered to incorporate technology in ways that align with curricular goals and instructional best practices.

This policy reflects a balanced approach: limiting non-educational distractions from personal devices while encouraging the structured, supervised use of technology for learning, accessibility, and communication when necessary. The goal is to ensure all students can learn in an environment that is safe, inclusive, and future-ready.

I. Purpose

This policy establishes guidelines for student use of internet-enabled devices during the school day. The district aims to foster a safe, equitable, and academically focused learning environment while responsibly incorporating technology into instruction.

II. Definitions

- Internet-Enabled Devices: Smartphones, tablets, smartwatches, and other devices capable of internet access, excluding district-issued devices for educational purposes.
- School Day: All instructional and non-instructional time during a required school day.
- School Grounds: Any property owned or operated by the school district used for educational purposes.

III. General Prohibition

Students are prohibited from using personal internet-enabled devices during the school day anywhere on school grounds, unless explicitly authorized under Section V of this policy.

IV. Stakeholder Involvement

This policy was developed in consultation with teachers, union representatives, school counselors, students, and parent representatives, ensuring alignment with community values and educational goals.

V. Exceptions for Educational and Essential Use

Student use of internet-enabled devices may be permitted: 1. For educational purposes under teacher or administrator authorization. 2. When necessary for healthcare management (e.g., diabetes monitoring apps). 3. For caregiving students, when determined appropriate by a counselor or school psychologist. 5695 5695 1 of 3 4. As required by law or regulation, including: A student's Individualized Education Program (IEP) or A Section 504 Plan under the Rehabilitation Act of 1973. For translation services for English language learners, as determined by program needs, as instructed by classroom teachers, etc.

VI. Communication with Parents/Guardians

To accommodate necessary communication, parents or persons in parental relation may use the following methods to contact their student during school hours while adhering to this policy: School Office Phone: Parents or persons in parental relation may call the school's main office, and the office staff can relay messages to the student or call the student to the office to speak with their parent or person in parental relation. Written Notes: Parents or persons in parental relation can drop off written notes at the school's main office, which can then be delivered to the student by school staff. Parents and persons in parental relation will be notified in writing of the methods that are available for contacting their student during school hours at the beginning of each school year and upon enrollment.

VII. On-Site Storage

Students must store personal internet-enabled devices in designated locations, such as secured pouches and student lockers. Students are responsible for the safekeeping of personal devices; the district is not liable for loss or damage.

VIII. Publication & Accessibility

This policy will be posted on the district's website by August 1, 2025. Upon request, the policy will be translated into the twelve most common non-English languages spoken in New York State. Annual Reporting and Equity Monitoring Beginning September 1, 2026, the district will publish an annual report analyzing enforcement data and any demographic disparities. If disparities are found, the report will include a mitigation plan. No student may be suspended solely for violating this policy. The district will also include this information, or a plain language summary, in student/family handbooks.

Please note, the School District is not responsible for personal property, which is lost, stolen or damaged. Students should always be certain that their personal property is secure and safe.

DISCIPLINARY PROCESS

INSUBORDINATION/DISRESPECT FOR AUTHORITY

It is expected that all students will be respectful of school rules and of the learning atmosphere established at Clarkstown High School South. Willful disregard or deliberate disobedience of a reasonable request or directive from ANY faculty member or employee of the school district will be subject to the appropriate consequences. Furthermore, willful dishonesty by a student during an investigation conducted by the school administration is subject to appropriate consequences.

CORPORAL PUNISHMENT

The Board of Education prohibits the use of corporal punishment. Corporal punishment is defined as using physical force on a student in order to punish the student.

Exception: The use of physical force in emergency circumstances only to the extent necessary to protect the safety and well-being of the subject student, other students, or persons.

INITIATION OF A STUDENT DISCIPLINARY PROCEEDING

Any teacher, administrator, board member, parent or other person may report a violation of the student disciplinary code to the building principal or their designee. The principal, or their designee, will then make an investigation of the charges as deemed appropriate and institute an informal or disciplinary proceeding, and/or make a referral about the penalties which may be imposed either alone or in combination. Notwithstanding the above, any teacher or administrator may order detention for up to two days without first referring the case to the building principal provided, however, that the teacher or administrator gave the student notice of the reasons for the detention and an opportunity to discuss the facts believed to justify the proposed disciplinary action. This policy and the Board's rules and regulations for the maintenance of public order on school property will be publicized and explained by the teaching staff to all students and provided in writing to all parents on an annual basis. In order to ensure the effectiveness of this student discipline code, the Board of Education requests the continuing assistance of parents in explaining

and enforcing the code. The student's right to a Superintendent's hearing before an out-of-school suspension in excess of five days and the right to an appeal of such a suspension to the Board of Education pursuant to Education Law Section 3214 is recognized by the Board of Education. Depending upon the nature of the violation, it is the Board's desire that student discipline be progressive, i.e., a student's first violation should merit a lighter penalty than subsequent violations. It is also the Board's desire that an employee or agent take into account all other relevant factors in determining an appropriate penalty.

TEACHER INVOLVEMENT

The teacher is expected to initially address behavioral concerns. This may be done by utilizing any of the following methods alone or in combination.

- Reprimand or warning
- Phone call to home
- Conference with student's family
- Guidance referral and possible IST meeting
- Detention assigned and supervised by the classroom teacher after school. All such staff action prior to referral should be kept on file and noted on subsequent written referrals.
- Serious behavioral concerns will be referred directly to the appropriate Assistant Principal or Principal

STUDENT DISCIPLINE REFERRALS

It is our intention that students remain in class productively learning; however, if a student continues to demonstrate unacceptable behavior following disciplinary measures instituted by the teacher, the student will then be referred to the Assistant Principal for disciplinary action.

In the event that a student is creating an unsafe learning atmosphere in the class, the teacher may arrange for the removal of that student for the period. At this point, every effort will be made to inform the parent/guardian that the student has been referred to an administrator.

DISCIPLINARY OPTIONS

It is important to note that these are guidelines which are meant to set parameters. Each situation and each student is handled on an individual basis, with consideration given to circumstances and past disciplinary history. Parent conferences (parents meeting with an administrator, the teacher and the student in school) will be part of the disciplinary process and may be mandatory. In the case of all consequences listed, cell phone use is prohibited.

In-School Detention (ISD)

Similar to lunch detention, students may be assigned to the ISS Room during a study hall period or as a result of being temporarily removed from a class.

After School Detention (ASD)

After school detention is one and a half hours of supervised quiet study time. The scheduled time is 2:10–3:40 p.m. If a student arrives to detention late, the student will be required to remain for the full hour and a half. If the student is more than 20 minutes late, the student will have the detention rescheduled and may receive additional consequences.

Loss of Student Privileges

Privileges such as early dismissals, student parking permits, participation in or attendance at extracurricular activities including sports, proms, balls, etc. may be withheld or withdrawn from students who violate school rules.

In-School Suspension (ISS)

ISS is served in the ISS room and will be supervised by a staff member. Students assigned to ISS may have the assignment to ISS delayed by one day so they can get assignments from their teachers. The period of suspension is usually for eight (8) periods. Students are not permitted to socialize with others in the ISS room nor are they allowed to have in their possession or use a cell phone or any other electronic device.

Out-of-School Suspension (OSS)

A student is suspended from all school classes, events, sports and other activities for a pre-determined number of days. This is an extreme consequence and will be used only in extreme behavioral instances and/or where other consequences have been exhausted. Students suspended out-of-school are not allowed on school grounds during the period of suspension unless an administrator has given permission. The period of suspension will usually be from the beginning of the school day assigned until the start of the school day following the last actual day under suspension. Therefore, it includes all extracurricular activities, athletic events, proms, balls, etc. that occur during the time of suspension.

Long Term Suspension

Long term suspension is when a student is removed from attending Clarkstown High School South by determination of the Superintendent's Hearing. If the circumstances of an incident are deemed serious enough by building administrators, a referral may be made to the Superintendent. If all disciplinary options have been exhausted, the Superintendent or their designee may remove the student for an extended period of time from attending Clarkstown High School South.

Other Options

In conjunction with or separately from all of the above, other options are:

- Assignment to work with a trained facilitator to develop alternate ways to deal with disputes and difficulties.
- Referral to School Psychologist or Student Assistance Counselor.
- Referral to the Sensitivity Awareness Team.
- PINS Petition (Person in Need of Supervision) filed with local authorities for Court action.
- Police referral, in cases that involve breaking the law.

APPEARANCE/DRESS CODE

The following are guidelines for appropriate dress for school and school functions, which may vary according to the nature of the function or event. 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 by complying with these guidelines. Student attire, which includes clothing, hair style/color, jewelry, make-up and nails, shall:

1. Be unlikely to injure people or damage property, appropriate according to this code, and not substantially disrupt or interfere with the educational process.
2. Demonstrate attention to personal hygiene.
3. Recognize that extremely brief garments and see-through garments are not appropriate, clothing worn must be opaque material (not able to be seen through; not transparent).
4. Ensure that underwear is covered by outer clothing (visible waistbands and straps are not violations).
5. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
6. Not cover the student's face to the extent the student is not identifiable, except for medical or religious purposes.
7. Not include clothing or items that are vulgar, obscene, libelous, or denigrate, harass, or discriminate against others on account of race (including traits historically associated with race, such as hair texture and protective hairstyles like braids, locks, and twists), color, weight, religion, religious practice, disability, creed, national origin, ethnic group, gender (including gender identity and expression), sex, sexual orientation or disability.
8. Not promote and/or endorse the use of alcohol, tobacco, or controlled substance or illegal drugs and/or encourage other illegal or violent activities.
9. Not include items displaying messages that promote and/or endorse acts of violence or membership in organizations or groups that promote and/or endorse such acts, or are associated with such organizations or groups.
10. Regardless of body type or gender identity, students are permitted to wear clothing that allows them to respectfully express their individuality. As long as the clothing worn does not interfere with the other rules included in this policy, then the garment can be considered appropriate. Administration has the permission to regulate the limitations of this rule if clothing or items worn are vulgar, obscene, libelous, or denigrate, harass, or discriminate against others on account of race (including traits historically associated with race, such as hair texture and protective hairstyles like braids, locks, and twists), color, weight, religion, religious practice, disability, creed, national origin, ethnic group, gender (including gender identity and expression), sex, sexual orientation or disability, and/or dangerous within a school environment.

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.

GENERAL RULES

1. Eligible students over 18 years of age and parents of ineligible students have the right to see, inspect, reproduce and challenge the accuracy of their educational records and a right to control disclosure of personally identifiable record information to nonprivileged parties, by requiring advance written authorization by such student or parent for each release of record information.

2. Student organizations shall be required to have an advisor. The advisor is recognized as an active counselor of the organization.
3. The use or possession of articles, and/or materials, or engaging in any activity that may be considered injurious to the health, safety and welfare of students is prohibited. Any of these items may be confiscated.
4. The use or possession of tobacco products, vaping paraphernalia, narcotics, alcoholic beverages, firearms, fireworks, weapons, or any object that may cause bodily injury or damage to property, is prohibited on school property and vehicles used by the school. Any of the above items will be confiscated and consequences applied.
5. Student searches and seizures of contraband in schools, school grounds and vehicles parked on school grounds are allowed without a warrant by administrators or their designees, given reasonable suspicion. Searches of students shall be conducted in the presence of at least two school personnel including the administrator or designee. Parents or guardians shall be notified of the search and its outcome.
6. Fighting, unnecessary roughness, running and any physical action or conduct of such character as to constitute a continuing danger to the physical well-being of anyone is prohibited.
7. Photographs and videos are not permitted to be taken unless they are pertinent to the educational process with consent.
8. Students may not leave the school grounds during school hours without written permission of the principal or designee.
9. Expressions that are obscene, offensive, degrading or insulting will not be tolerated. The student's responsibility in the use of appropriate language extends beyond the classroom and includes the entire campus as well as school-related activities. Offensive language directed at a staff member or used in a manner which intentionally subjects the staff member to hearing it will result in severe disciplinary measures.
10. Students may not be in school buildings or on school grounds before or after school hours without approved supervision. During school hours, students may not go to areas of the building or grounds that are not supervised by faculty members.
11. Students may not leave any class or study hall without the permission of a faculty member and a written and signed pass.
12. The use of school communication resources (e.g. bulletin boards, public address system, duplicating equipment, telephones, etc.) by student groups must be approved by the administration.
13. Marking or defacing any part of any building, or vandalism of any property of the school district is forbidden and may be punishable with criminal consequences as well.

USE AND/OR POSSESSION OF CIGARETTES, TOBACCO, VAPING DEVICES OR OTHER NICOTINE RELATED PRODUCTS

Smoking or possession of tobacco or nicotine products (including e-cigarettes, vaporizers or other smoking products) on the school campus is prohibited. The campus includes the school building, fields, parking lots, and vehicles on school property. In addition, these rules apply to school transportation or vehicles and any school function off campus. Students who violate this provision are subject to the appropriate consequences. Please see section on Disciplinary Guidelines.

HARASSMENT, BULLYING OR HAZING

The Board of Education condemns and strictly prohibits all forms of discrimination, such as harassment, hazing, intimidation and bullying on school grounds, school buses and at all school-sponsored activities, programs and events. Discrimination, harassment, hazing or bullying that takes place at locations outside of school grounds, such as cyberbullying, which can be reasonably expected to materially and substantially interfere with the requirements of appropriate discipline in the operation of the school or impinge on the rights of other students are prohibited, and may be subject to disciplinary consequences.

Definitions:

Bullying

Under the Dignity for All Students Act, bullying and harassment are equivalent and used interchangeably. In order to facilitate implementation, provide meaningful guidance and prevent behaviors from rising to a violation of law, bullying is further understood to be a hostile activity which harms or induces fear through the threat of further aggression and/or creates terror. Bullying may be premeditated or a sudden activity. It may be subtle or easy to identify, done by one person or a group. Bullying often includes the following characteristics:

1. Power imbalance
2. Intent to harm
3. Threat of further aggression
4. Terror

There are at least three kinds of bullying that occur interpersonally, third party or through social media: verbal, physical and social or relational bullying.

Discrimination

Discrimination is the act of denying rights, benefits, justice, equitable treatment or access to facilities available to all others, to an individual or group of people because of the group, class or category to which that person belongs (as listed under Harassment as defined below).

Harassment

The Dignity for All Students Act (§§10-18 of Education Law) defines harassment as the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that (a) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; (b) reasonably causes or would reasonably be expected to cause a student to fear for their physical safety; (c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or (d) occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. The harassing behavior may be based on any characteristic, including but not limited to a person's actual or perceived: race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and expression).

Hazing

Hazing is an induction, initiation or membership process involving harassment which produces public humiliation, physical or emotional discomfort, bodily injury or public ridicule or creates a

situation where public humiliation, physical or emotional discomfort, bodily injury or public ridicule is likely to occur.

FIGHTING OR PHYSICAL ALTERCATION

A public school can neither condone the use of violence, in any situation, nor be responsible for determining if a violent response was appropriate. Any student involved in a physical altercation will receive disciplinary action up to and including suspension. The student who initiates an incident or who is more aggressive may receive a more severe penalty.

FIREARMS/INCINDIARY DEVICES/EXPLOSIVES/WEAPONS

No student shall bring a firearm on any portion of the premises of a school, owned or controlled by the Clarkstown Central School District including any vehicle used for transporting students of said district. A firearm is defined, consistent with 921 of Title 18 of the United States Code, as any weapon (including a starter gun or a “look alike”) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of such weapon; live ammunition; any firearm muffler or silencer; or any destructive devise (eg: a pellet gun). No student shall possess or ignite any device which is considered to be a “firework”, explosive device or incendiary device on school grounds or at any school function.

GENERAL INFORMATION

CAMPUS SECURITY

Students and faculty have the right to work and learn in a secure and safe environment. To help us ensure the safety of our campus please be aware of the following:

1. Students **MAY NOT** order food for delivery to Clarkstown South H.S. without the permission of a building administrator. The main office and school security must be informed in advance of the expected delivery.
2. During the school day, the only access to the building is through the main entrance in front of the school or Cafeteria 103/104 near the custodial entrance. Students or visitors must ring the bell to be able to be buzzed into the building. **Students are not allowed to open exterior doors to let anyone in.**
3. Visitors must enter through the front door and sign in at the security desk before reporting to the Main Office. All visitors must have a government issued i.d. (license) to enter the school building.
4. “Lost and Found” articles are stored in a locked closet by the main office. If you lose an item, please ask security to allow you to access the Lost and Found. Students must pay for all school property they lose but before doing so they should be certain it has not been returned to any of the offices or to their teachers.

OFF LIMITS AREAS

In order to minimize classroom distractions, promote promptness to class, and foster good relationships with neighbors, all areas of the campus are off limits to students during school hours unless the student has a pass, early dismissal or is accompanied by a staff member. These areas include all parking lots, any neighboring properties, and all areas surrounding the school building. The only exception to the above might occur during periods 4, 5 and 6 lunch when, before Nov. 1

and after spring vacation, students are allowed to congregate in the paved and grassy areas directly adjacent to the cafeterias.

Any student found in an unauthorized area is subject to be searched, have their possessions searched and will receive disciplinary consequences.

CAFETERIAS: BREAKFAST/LUNCH

Appropriate dining manners and behavior are expected in the school cafeteria. To ensure an efficiently operating cafeteria and minimize instructional disruption, the following procedures must be observed:

1. Breakfast is served starting at 7 a.m.
2. Those eating at a table are responsible for leaving the table and the area around it clean and orderly.
3. All students are expected to cooperate with those supervising the cafeterias.
4. During lunch (Periods. 4,5 & 6 only), students may:
 - a. remain in the cafeterias until the end of the period;
 - b. Students are allowed outside provided they stay on the grass or concrete area on the side of the cafeterias and provided there is adult supervision available;
 - c. be allowed in the front Lobby provided they maintain the appropriate behavior and dispose of trash properly.
 - d. go to the library. Food and drinks are not permitted in the library.
5. **Students are not permitted to visit lockers or any other school area during lunch periods unless they have adult permission or are accompanied by teachers or other appropriate staff.**
6. Students are not allowed to congregate in the Cafeteria during periods 1, 2, 3, 7 & 8 since it is an unsupervised area at these times.

LIBRARY MEDIA CENTER

The Library Media Center is open during school. Additional hours are posted at the entrance to the library. To use the library during study hall periods, students should report to their study hall, get a pass from the study hall teacher and proceed to the library. During both lunch and study hall periods, access to the library is determined by its capacity. **Food and drinks are prohibited. Library computers are to be used for academic pursuits only.**

VIKING STORE

The store provides students with school supplies and food. Purchases may be made throughout the school day and after school.

LOCKERS AND PERSONAL PROPERTY

Individual lockers will be assigned to each student at the beginning of their freshman year. Keep your locker combination confidential to avoid loss of personal property. If your locker is not working, go to the nearest floor office and report your concern. The school district does not carry insurance to reimburse students for the loss or theft of personal property. If your property is lost or stolen, report it to the office.

Lockers are the property of the school and loaned to the students for the storage of books and clothing during the school year. Students should recognize that school officials reserve the right to open and inspect lockers at any time.

The Clarkstown Central School District is not responsible for personal property which is lost, stolen or damaged. Students are responsible for all district property issued to them.

POSTERS

Any announcements placed on bulletin boards or anywhere else in the building must be approved by the principal and must contain the principal's signature or that of their designee before being displayed. All announcements should be attached only to surfaces that will not be marred by masking tape. Do not use paste, cellophane tape or thumbtacks and do not attach to the painted walls or varnished surfaces. It is understood that all signs posted will be taken down after the event's date.

BUS TRANSPORTATION

The school district provides transportation for students immediately before and after school in accordance with state regulations. Additional late buses leave school Monday through Thursday at 4 p.m. from the designated area. Misbehavior on the bus or at bus stops may result in the loss of bus riding privileges.

VISITORS TO THE BUILDING

Visitors must check-in with the Security Aide stationed at the entrance to the school building. Information regarding parking provisions (including handicap spaces) will be provided. All visitors to the school are required to sign in with security at the entrance and provide a government issued i.d. The visitors will identify themselves, indicate their destination and await further instructions. Failure to comply with this policy can lead to prosecution under certain sections of the New York State Penal Code. Student visitors must obtain prior permission from the Principal or an Assistant Principal. Permission will be extended only if there is an educational reason for the visit.

ID CARDS

Identification cards are provided as part of a service offered through the PTSA student picture contractual arrangement with a private firm. They are issued only once a year and replacement ID cards are not readily available.

HEALTH SERVICES

The Nurses' Office is located on the first floor across from the gymnasium. If a student becomes ill in school, or sustains an injury, the student should obtain a pass to the Nurses' room from their teacher. A parent or guardian will be notified and the student released in the custody of same. **Students must not leave the building because of illness without authorization from the parent or guardian and an Assistant Principal.** If the nurse is not in, students are to report to the office.

Students participating in athletics are required to have a physical examination by the school doctor or personal physician and must show proof of a second measles immunization.

To comply with the New York State Law, no medication is dispensed in school without authorization of the student's parent AND doctor.

Note: All tenth graders must submit a medical report from their physician, or the student will be examined by the school physician.

MEDICAL INSURANCE

If a student is accidentally injured during a school sponsored activity, the student must immediately report the incident to the supervising staff member, then report it to the school nurse. If the previous procedure is followed, limited insurance coverage may be provided for outside medical assistance after parental filing with their primary carrier.

COUNSELING SERVICES

Each student is assigned an academic school counselor. Should a student need advice regarding school programs or problems, the student should make an appointment to meet with their counselor during a free period or after school. During the spring semester, each 9th, 10th, and 11th grader will have an opportunity to meet with their counselor to discuss and choose a school program for the following year.

The School Counseling Office is proud to provide Naviance, an online college and career website that is used by our Academic Counseling Department for our 9th through 12th grade students to assist in their college and career planning. Both parents and students can access this service via a personal passcode. In addition, NCAA initial eligibility requirements are available from the school counselors as well as working papers.

The Student Assistance Counselors and School Psychologists provide additional counseling services.

ACADEMIC INFORMATION

EXTRA HELP

Two days a week, each teacher provides time either before or after school to offer academic assistance. Specific dates and times are available via South's website.

HOMEWORK CENTER/TUTORING SERVICES

The **Homework Center** is available Monday through Thursday from 2:00 to 4:00 p.m. Texts, computers, reference materials and supplies will be available, and any student may attend without a prior appointment.

Peer Tutoring services are available for a nominal fee. Parents or students may request a peer tutor by contacting Ms. Mary Chamberlain (mchamberlain@ccsd.edu) or seeing their school counselor who can recommend a qualified teacher.

ACADEMIC INTEGRITY

Academic integrity is a cornerstone of character, scholarship, and leadership. Students will assume responsibility for their own work at all times, and their individual contribution to group work as assigned by their teacher. In order to highlight the importance and rationale for the policy, students and parents will receive a copy of the Academic Dishonesty & Plagiarism Guidelines at the start of each academic year. They will be required to read and sign the policy agreement. The agreement will be collected and kept on file. Academic dishonesty, including plagiarism, is strictly prohibited and will be dealt with most severely when found.

The following are examples of violations of academic honesty:

- Submitting another person's work as one's own, and/or failing to use proper documentation and works cited;
- Using any unapproved, outside materials (i.e. graphing calculator, study aids, notes, books, copies of quizzes, tests, or answer keys, etc.) during assessments¹;
- Communication of any kind during any assessment¹ including, but not limited to: talking, signing/gesturing, and any form of phone usage;
- Obtaining/accepting assessment¹ information and transmitting it to members of another class period;
- Copying and/or permitting another student to copy or complete another student's assessment¹;
- Falsely claiming illness or failing to attend class to avoid the date on which an assessment¹ is due;
- Using an online translator for writing assignments, projects, and/or oral presentation; (Use of a dictionary to look up isolated words is permitted.);
- Unlawful copying of computer software or data created by others;
- Willful giving or receiving of unauthorized aid that is unfair or dishonest and gives an unscrupulous advantage in school work over other students.

Penalties/Consequences

A pupil found guilty of academic dishonesty may be subjected to a full range of penalties including, but not limited to, reprimand and loss of credit for all the work that is plagiarized.

First Infraction –

- *The teacher will inform the Department Chair and Assistant Principal of the student in question and provide documentation of the offense (via referral).
- *Parent(s)/guardian(s) will be notified by an administrator.
- *Referral will be recorded in student's discipline file.
- *Student will be required to complete the plagiarism education program assignment within one week.
- *The piece of student work in question is counted into the student's average as a zero. The student will have the opportunity to make up the assignment for a maximum of half credit within one week (first offense only).

Second Infraction –

- *Referral
- *Parent(s)/guardian(s) will be notified by an administrator.

¹Assessments include, but are not limited to tests, quizzes, homework, papers, projects, laboratory reports, and take-home tests.

- *Referral will be recorded to complete the plagiarism education program.
- *The piece of student work in question will receive a zero and be counted into the student's quarter average.
- *There will be NO opportunity to make up the assignment for any credit.

Any Further Infractions -

*After second infraction, the student's academic character will be taken into consideration during any and/or all CHSS Honor Societies (including the National Honor Society).

*Character is defined as one who demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship.

*Other penalties may be assigned at the discretion of the school administration.

REPORTS AND GRADES

Progress reports and report cards will be published on the Eschool portal throughout the year.

GRADE POINT AVERAGE

1. All grades will be reported as numerical grades.
2. For purposes of determining GPA, grades earned in honors courses are weighted an additional 0.33 and grades earned in AP/IB courses are weighted an additional 0.66.
3. Music students who participate in NYSSMA will receive honors weight for their class.

For Example:

Regents	Honors	AP/IB
Grade (1.000)	(1.033)	(1.066)
100	103.3	106.6
95	98.135	101.27
90	92.97	95.94
85	87.805	90.61
80	82.65	85.28
75	77.475	79.95
70	72.31	74.62
65	67.145	69.29

SCHEDULING/CREDITS

COURSE CHANGES

1. After school begins, students will be permitted to make additions to their programs if room exists in the section and in the appropriate corresponding slot in the schedule. Student work schedules and choice of teachers are not valid reasons for change.
2. A student may drop a **full-year course** up to 10 days following the start of the second quarter. A **semester course** may be dropped by the distribution of the first Progress Report (first semester)

or the third Progress Report (second semester) **without prejudice**. No record of the course will be kept on a permanent record card or transcript.

3. We encourage students to challenge themselves by taking rigorous courses. Any **change of level** in a full year course (R to I; H to R; AP/IB to H/R) may be made up to 10 school days after the start of the second quarter with no penalty. No permanent record of the dropped class will be kept. When the level change occurs within the above stated time period, the student's final mark will be determined by their achievement in the new course. A student who enters a new class may be expected to make up essential coursework. This work may include, but is not limited to, exams, essays, papers, laboratory activities and assignments and so on. During the **second quarter**, if a level change occurs all grades will follow to the new course. In addition, if a student's schedule change results in a student switching teachers in the same level course, the grade that the student has earned will follow the student to the new teacher. **No level change of a course will be made after 10 school days following the start of the third quarter.**

4. When a student switches from one level to another, the weight of the original course is not considered into the equation of figuring out a child's G.P.A.

5. Students who wish to attend summer school must:

- a. Attend the course until completion.
- b. Complete all required work and final examination in the present program.
- c. Complete all required laboratory activities with verification by the teacher of the full-year course.
- d. Have approval to attend summer school from the building principal or his designee.

NOTE: Any exceptions involving the limits stated must be by prior written agreement involving student/parent, department chairperson, guidance, and administration.

INCOMPLETE GRADES

The grade of an "Incomplete" has four objectives:

1. To place the emphasis of meeting course requirements on the students.
2. To emphasize that all major areas of the course are considered essential to the successful completion of each program.
3. To mandate all requirements of a course be satisfied by a student in order to be a candidate for the final exam, or attend summer school, or repeat a required semester elective course.
4. To reaffirm that all course requirements must be satisfied without exception.

To receive a grade, course credit, permission to attend summer school, or repeat a required semester elective course, all course requirements must be completed by the student and accepted by the teacher.

The following further explains what it means when a student's grade is "Incomplete":

1. If a student does not complete all course requirements in a quarter, a grade of "Incomplete" will be assigned.
2. If a student receives a grade of "Incomplete" for any of the quarters of a year course, or first quarter of a semester course, that work must be completed to the satisfaction of the teacher within **ten instructional days or an agreed upon due date by the teacher in order for the teacher to grant credit for the work.**
3. If work is not completed within the determined time, then:

a) the work **MUST** be completed, to the satisfaction of the teacher, to remove the incomplete but the teacher has the option not to grant credit for the completed work.

b) if work is not completed by the conclusion of a semester course or a full year course, a final grade of “Incomplete” will be assigned and the student will not be allowed to attend summer school or to take the local final examination unless it is a Regents exam or a graduation requirement.

STUDENT HONOR ROLL

Intended to recognize achievement, the Student Honor Roll is computed at the conclusion of each of the four quarters and is based on the grades received in the quarter just concluded. **Physical Education is the only course that is not included in the final average.** We will recognize those students who have met the qualifications outlined below:

Principal’s Honor Roll qualifications are:

1. minimum average of 92.5 (weighted)
2. passing grade in all courses (including Physical Education although the P.E. grade is not included in calculations)

Honor Roll qualifications are:

1. minimum average of 89.5 (weighted)
2. passing grade in all courses (including Physical Education although the P.E. grade is not included in calculations)

A list of students who have achieved either Principal’s Honor Roll or Honor Roll will be posted in the school lobby.

ACADEMIC EXCELLENCE

Every year, students who achieve Academic Excellence are recognized in the spring. Academic excellence is defined as having achieved a cumulative through the first semester of each year of a 96% or higher.

VALEDICTORIAN/SALUTATORIAN SELECTION

The valedictorian and salutatorian must be students enrolled in the 12th grade and be graduating with their cohort class. All NYS graduation requirement policies must be fulfilled or in progress and verified by the high school counselor and principal. The overall weighted Grade Point Average (GPA) used for determining the valedictorian and salutatorian is based on all high school courses completed **prior to the second semester senior year**. This GPA is calculated to the fourth place beyond the decimal point. All GPA’s are based upon a weighted grading system from which rank is determined.

The valedictorian must have earned the highest GPA in their graduating class. The salutatorian must have earned the second highest weighted GPA in their graduating class. In the event of a tie, the recognition shall be shared.

Transfer student stipulation: The student must be enrolled in the district and minimally earn **FINAL** grades from Clarkstown High School for sophomore and junior year and first semester of senior year. Therefore, any student who transfers into Clarkstown High School South after the completion of sophomore year will not be eligible to be valedictorian or salutatorian. Only grades earned in Clarkstown will be counted towards the final weighted overall GPA.

CRITERIA FOR ADMISSION INTO THE NATIONAL HONOR SOCIETY

The National Honor Society was founded in 1921 by the National Association of Secondary School Principals. According to this organization, a student must demonstrate outstanding performance in the four criteria of scholarship, leadership, character and service. Based on the scholarship criteria, students will be invited to a meeting where they will fill out an information form in October or November. **Selection to the National Honor Society is a privilege, not a right. Students must provide the Faculty Council with the necessary information to support their candidacy for membership.**

SCHOLARSHIP

The current academic requirement needed for consideration is a **92 cumulative average** at the end of the sophomore year for a junior or at the end of the junior year for a senior. The students who have met the scholarship requirement are then eligible for consideration on the basis of service, leadership, and character.

Rating Scale for Leadership and Character

Character and leadership are rated by the faculty for each applicant on a scale of 0-4.

Excellent =	4
Good =	3
Fair =	2
Poor =	1
Non-existent =	0

A minimum of nine staff members must rate a student on both leadership and character.

The single highest and lowest ratings are dropped and the remaining ones are averaged for a final rating.

LEADERSHIP

Leadership is rated by the faculty for each applicant on a scale of 0-4, based on the criteria below. The single highest and lowest ratings are dropped and the remaining scores are averaged for a final rating.

The student who exercises leadership:

- Is resourceful in proposing new problems, applying principles, and making suggestions
- Demonstrates initiative in promoting school activities
- Exercises positive influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability
- Is a leader in the classroom, at work, and in other school or community activities
- Is thoroughly dependable in any responsibility accepted
- Is willing to uphold scholarship and maintain a loyal school attitude

- A student may be quiet and still possess positive leadership skills through the actions listed above.

CHARACTER

A person of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship. Additionally, a student of character:

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability); actively helps rid the school of bad influences or environment
- Upholds principles of morality and ethics
- Cooperates by complying with all school regulations
- Demonstrates the highest standards of honesty and reliability
- Regularly shows courtesy, concern, and respect for others
- Observes instructions and rules, is punctual, and faithful both inside and outside the classroom
- Has powers of concentration, self-discipline, and sustained attention as shown by perseverance and application to studies
- Manifests truthfulness in acknowledging obedience to rules, avoids cheating in written work, and shows unwillingness to profit by the mistakes of others

SERVICE

The following provides some expectations regarding the service requirements:

- Students must have been **actively** involved in a **combination** of at least **three** school and community service groups or projects for more than **45 hours** cumulatively for juniors and **60 hours** for seniors.
- Service hours will be calculated based on activities performed since January of the previous year.
- School service may include clubs/organizations, music, drama, publications or sports but may not be limited to only one of these.
- The variety, consistency, value, and depth of service will be reviewed by the faculty council. They will be looking for a pattern of ongoing involvement.
- School clubs and activities will be assigned a *maximum* of 5 hours depending on involvement and ratings from advisors. For example, a club that meets once or twice a month may be worth an hour, whereas a club that meets every week and participates in a number of events may be worth up to 5 hours. School service will be evaluated by advisors and faculty council members.
- Sports or drama productions will be worth a *maximum* of 15 hours (or 1/3 of the total service requirement) depending on level of involvement and advisor ratings.
- Service hours must be activities for which the student did not receive academic credit or monetary compensation and were not performed as a requirement for another honor society.
- Community service must be documented on letterhead by the supervisor of the organization involved and must include the student's name, description of service completed, time frame, and a contact phone number.

The overall quality of the students' service will be based on the following:

- Willingness to render service to school when called upon

- Shows courtesy by assisting visitors, teachers, advisors, students, and/or administrators
- Volunteers and provides dependable and well-organized assistance
- Willingness to sacrifice to offer assistance

ACADEMIC EXCELLENCE

Every Year, students who achieve Academic Excellence are recognized in the spring. Academic Excellence is defined as having achieved a cumulative through the first semester of each year of a 96% or higher.

DISTRICT WIDE POLICIES

DISTRICT GUIDELINES REGARDING DRUG ABUSE

Recognizing that the widespread use of drugs is prevalent throughout the entire nation and in Rockland County as well, Clarkstown High School South adopts the following guidelines for drug abuse.

The Clarkstown Board of Education has prohibited that any person or persons carry, use, be in the possession of, or sell drugs of any kind on school property. Possession, or use of drugs, is not only illegal according to state law, but students who bring drugs into school are a danger to themselves and other students. In order to uphold the state education law and the authority of the Board of Education, the following guidelines are hereby instituted:

1. All incidents concerning possession, use or distribution of illegal drugs (including alcohol) on school grounds will be reported to the principal. If the principal confirms violation of the law, the principal will report this to the parents or guardians of the student, and to the appropriate law enforcement authorities.
2. Students who distribute, sell, possess or use illegal drugs (including alcohol) on school property, will be suspended or expelled, subject to the specific review procedures used in any other disciplinary reaction. Due process will be granted to such students.
3. When an educator comes into possession of a suspected drug, that drug will be turned over to the principal who will contact the appropriate law enforcement agency.
4. Once the suspected drug is in the possession of the educator, the substance should be placed in an envelope or other container and labeled with the date, time, and how obtained. The individual's name should be noted. (A student's name should not be noted when a suspected drug is obtained by an educator during an information/counseling conference where the student volunteered to surrender the drug on his own accord.)
5. In a classroom situation, teachers should not try to diagnose symptoms of drug abuse since it is difficult to determine symptoms, but it is suggested that if a student seems incapable of functioning properly, that student be sent to the school nurse with an adult where appropriate school health referral procedures will be followed.
6. Students who are suspended for possession of drugs will be expected to seek professional assistance prior to returning to school.

7. A repeated offense for consuming or possessing drugs may warrant expulsion depending upon the circumstances.
8. Any student suspended for the abuse of drugs will not be readmitted to school until a parental conference has been conducted with the principal. Any student who has been suspended may not return to school unless the student is accompanied by their parents.
9. A student who displays symptoms to a degree necessitating referral to a school nurse will be administered first aid by the school nurse. Parents will be contacted and requested to come to school immediately for a conference. If a diagnosis of drug abuse is made, the parents will be notified in writing that the student is suspended and the case may be referred to the Superintendent of Schools for a hearing.
10. If a student displays symptoms to a degree necessitating emergency treatment (unconscious or near unconsciousness or conscious but in need of physician's attention) first aid will immediately be administered by the nurse and an ambulance called with immediate notification of the parent or guardian of the student. The parent or guardian will be informed and requested to come to the school, or go to the hospital, whichever is indicated. In all such cases the school principal will be notified, a parental conference held, and appropriate disciplinary action taken including recommendation to the Superintendent for a hearing. Protecting the general welfare and health of individual students and preserving their safety on school property at all times is recognized as the legal and moral responsibility of the school staff. Although the problem of drug abuse is not a problem created in the schools, nor can they effectively solve it alone, Clarkstown High School South recognizes that this serious community problem concerns each and every one of us - the school, parents and the community. If a solution is to be found, we must work together.

POLICY REGARDING DRUG/ALCOHOL ABUSE

Clarkstown High School South has a commitment to its students, employees, parents and the community to provide a safe drug/alcohol free school environment and to establish practices and policies promoting such an environment.

Consistent with this commitment, Clarkstown High School South has developed this **additional** policy regarding the use of alcohol and other drugs by students.

I. Any student who is under the influence of, or in possession of, alcohol and/or other drugs or alcohol / drug paraphernalia while attending school, or on school property, or at off-site school functions, will be suspended for a period of five days.

Possession is defined as presence of these substances on a student's person, pocketbook, or book bag or within a student's vehicle or hired livery. All persons in a vehicle or hired livery shall be perceived as "in possession" of alcohol and/or other drugs if such presence is noted.

Off-site school functions shall include social events or athletic events sponsored by or participated in by South High School.

II. Any student suspended under the terms of this policy will be reviewed by an Assessment Team. The function of this team is to determine whether the incident is isolated or reflective of a pattern of alcohol/drug use/abuse. The Assessment Team shall be empowered to:

1. Dismiss and order all records of the incident expunged from the student's record.

2. Impose a period of social prohibition in which the student is denied access to all extra-curricular or social functions sponsored by or participated in by South High School for specified period of time.
3. If social prohibition is imposed then the Assessment Team will meet with the student and their parent or guardian to frame prescriptive recommendations to address concerns.
4. At the end of the social prohibition, the Assessment Team will reconvene to review the case. The Assessment Team will be empowered to:
 - a. Dismiss the issue and order that records be expunged or retained.
 - b. Continue the period of social prohibition for a specific period of time.

III. Cautionary Notes:

1. Any aspect of this policy which is contrary to the law or district policy/practice may not be implemented.
2. A student's right to due process shall be respected.

CCSD COMPUTER USAGE POLICY

The Clarkstown Central School District considers student access to a computer network, including the Internet, to be a powerful and valuable educational and research tool and encourages the use of computers and computer-related technology in district classrooms for the purpose of advancing and promoting learning and teaching. All students in grades nine through twelve will be issued a laptop computer for their use while attending Clarkstown South. The policies listed below must be reviewed by students and parents.

Student Code of Conduct – District Policy #5300

https://boardpolicyonline.com/?b=clarkstown_csd&s=564512

Computer Use – District Policy #4526

https://boardpolicyonline.com/?b=clarkstown_csd&s=564463

Internet Safety – District Policy #4526

https://boardpolicyonline.com/?b=clarkstown_csd&s=564465

By using district equipment or logging in to the district's network, users agree to comply with all district policies related to use of the technology or the district's network. Failure to comply may result in disciplinary action.

SEXUAL HARASSMENT POLICY

Sexual harassment can be blatant or subtle. It can come about due to conscious intent or as a result of ingrained, improper patterns of behavior. Sexual harassment of any person by any person while on District property is absolutely prohibited and will not be tolerated. "Any person" shall include, but shall not be limited to, employees and students. Such harassment by an employee, if proved, will provide grounds for disciplinary action including the possibility of dismissal from employment. Such harassment by a student, if proved, will provide grounds for disciplinary action including the possibility of suspension or permanent removal from school.

Any student believing to be a victim of such harassment, or believing to have witnessed same, should immediately notify either their classroom teacher, guidance counselor, school principal, or anyone on the teaching staff or in administration with whom said student feels comfortable speaking. A copy of the complete Sexual Harassment Policy is available online.

STUDENT RECORDS POLICY

The procedures for the confidentiality of student records shall be consistent with federal statutes, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations, and the Commissioner's Regulations.

To Parent(s)/Guardian(s)/Eligible Students:

This section is intended to advise you of your rights with respect to the school records relating to (your child) (you) pursuant to the Federal Family Educational Rights and Privacy Act of 1974. Parents of a student under 18, or a student 18 or older, have a right to inspect and review any and all official records, files and data directly related to their children or themselves, including all material that is incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school or school system, and specifically including, but not necessarily limited to, identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude, and 14 psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns. A parent of a student under 18 years of age or a student 18 years of age or older shall make a request for access to the student's school records, in writing, to the Superintendent of Schools, Guidance Counselor or Principal. Upon receipt of such request, arrangements shall be made to provide access to such records within a reasonable period, but in any case, not more than forty-five (45) days after the request has been received.

CIVIL RIGHTS POLICY

Clarkstown Central School District does not discriminate on the basis of race, color, national origin, sex, disability or age in employment or its educational programs in accordance with the requirements of Title VI of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1973; Section 504 of the Rehabilitation Act; the Americans with Disabilities Act of 1990; or the Age Discrimination Act of 1975, which prohibit discrimination on the bases of race, color, national origin, sex, disability and age, respectively. If you have questions regarding the district's responsibilities under these regulations, wish to make a complaint, or require services related to a disability, please contact: Assistant Superintendent for Personnel at (845) 639-6430 on Title IX, which prohibits discrimination based on sex or Section 504 and the ADA, which prohibits discrimination based on disability.

DIGNITY FOR ALL POLICY

For the purposes of this policy, bullying is defined as a repeated hostile activity which harms or induces humiliation, exclusionary acts, or fear through the threat of further aggression (and/or creates terror). Bullying may be premeditated or a sudden activity. It may be subtle or easy to

identify, done by one person or a group. Bullying includes but is not necessarily limited to:

*Power imbalance – occurs when an individual uses their physical or social power over another individual.

*Intent to harm – an individual seeks to inflict physical or emotional harm and/or takes pleasure in this activity.

*Threat of further aggression – the individual who bullies or the individual who is bullied believes the bully will continue.

*Terrorizing – when any bullying increases, it becomes a “systematic violence or harassment used to intimidate and maintain dominance.” (Coloroso, *The Bully, The Bullied & the Bystander*, 2003)

Reporting Complaints: Any individual who has been bullied or person with knowledge of bullying by a student or employee is required to report the complaint to the school administrator or designee as soon as possible after the incident so that it may be effectively investigated and resolved.

RELIGIOUS OBSERVANCE

On specific days recognized as days of religious observance by the school district and when school is in session, the following are in effect:

1. Every effort will be made by teachers to schedule tests on days other than a religious observance day.
2. Under this regulation, religious observance is expressly identified as an excused absence under the "ABSENCE" paragraph.
3. Homework may be assigned, but students absent for religious observances on recognized days will have at least as long to make up the homework as a student out ill on the same day.
4. Field trips and special programs will not be scheduled on these days whenever alternative dates can be scheduled.
5. New material may be introduced.
6. No special penalties will be applied due to a student's absence for religious observances on a recognized day (e.g., a member of an athletic team will not be penalized with less playing time for this reason).

STUDENT STATUS **DIRECTORY INFORMATION AND STUDENT WORK**

The District's Student Records policy #5500 includes a designation of the following student information as Directory Information that may be released without prior consent:

- Name
- ID number, user ID, or other unique personal identifier used by a student, for purposes of accessing or communicating in electronic systems (only if the ID cannot be used to gain

access to education records except when used in conjunction with one or more factors that authenticate the student's identity)

- Degrees and awards received.
- Weight and height if a member of an athletic team
- Grade level
- Photograph
- E-mail address
- Enrollment status
- Student Work

Parents/guardians may choose to not allow Directory Information and Student Work to be shared by submitting their objection in writing to the District.

Please note that by making this selection, your child's information and work will not be included in:

- *the publications of student awards and competitions,*
- *team sports, student plays and performances,*
- *school newspapers,*
- *classroom blogs,*
- *or any other District and classroom related events or projects*

learning. The committee consists of staff, students, and parents.

2026 REGENTS EXAM

SCHEDULE

Regents exams will take place June 9 and 10 and from June 17 through June 26.

PSAT/SAT/ACT-EXAM

SCHEDULE

2025-26

<u>PSAT Test</u>	<u>SAT Test</u>	<u>ACT Test</u>
<u>Date</u>	<u>Date</u>	<u>Date</u>
10/8/25	9/13/25	10/18/25
	12/06/25	6/13/26
	03/14/26	
	05/02/26	
	06/06/26	

SCHOOL COMMITTEES

Lighthouse Committee – A school-based committee that meets monthly to establish goals and oversee schoolwide implementation of the goals and initiatives.

SEL Committee – A school-based committee that plans and facilitates classroom activities, school-wide events and character recognition throughout the school year that are related to social and emotional

STUDENT ATHLETICS

Fall

Cheerleading	Varsity/JV
Cross Country	Varsity
Dance	Varsity
Field Hockey	Varsity/JV
Football	Varsity/JV
Soccer	Varsity/JV
Swimming	Varsity
Tennis	Varsity/JV
Volleyball	Varsity/JV

Winter

Basketball	Varsity/JV/Fr
Bowling	Varsity/JV
Cheerleading	Varsity/JV
Dance	Varsity
Fencing	Varsity/JV
Gymnastics	Varsity
Ice Hockey	Varsity
Skiing	Varsity
Swimming	Varsity
Track	Varsity
Wrestling	Varsity/JV

Spring

Baseball	Varsity/JV/Fr
Crew	Varsity
Golf	Varsity
Lacrosse	Varsity/JV
Softball	Varsity/JV/Fr
Tennis	Varsity/JV
Track	Varsity/JV

STUDENT CLUBS AND **ACTIVITIES**

Academic League
Ambassadors' Choral Group
American School Math Assoc. (ASMA)
Anime Club
Arcadia (Art & Literature Magazine)
Art Club – "Expressions"
Asian Awareness Cub
Asset Leadership Team
Athletes Awareness Club
Athletic Solutions Club
Book Club
Buckets Cheer
Centerstage Drama Club
Chess Club
Cool Crafts and Crochet
Crafting Club
Cultural Club
Cultural Cooking Club
DECA (Business Club)
Dungeons & Dragons Club
Drone Club
Environmental Action Club
Fashion Club
French Club
Gaming Club
Greenhouse Club
G.S.T.A. (Gay Straight Transgender Alliance)
History Club
H.O.S.A (Health Occupations of America Club)
Interact Club (Rotary)
Italian Club

Japanese Club
Jazz Band
Jewish Cultural Experience Club
JSA (Junior State of America)
K. Club/K. Pop Karaoke Club
Lego Club
Marching Band
Minority Student Union (MSU)

Mock Trial
Model UN Club
Multilingual Community Club
Muslim Student Association Club
National Problem-Solving Challenge
Peer Tutoring
Photography Club
Podcasting & Radio Club
Robotics Club
Rocket Club
Rockland County Mathematics League
Superintendent's Advisory Council (freshmen only)
Science - New Jersey Science League
Science Chemistry Olympiad Connect
Science Olympiad Team
Science Research
Spirit/Strive Social Skills Group
Stars and Stripes
Strive for Spirit
Student Council – (General Organization)
Tau Tau Tau Physics Club
Taylor Swift Club
Tri M Honor Society (Music)
Troubadours (Music)
T.S.A. (Technology Student Assoc)
TV Club/CCSD TV
Viking Connection
Women's Awareness Club
Wellness Society
Youth Against Cancer (YAC)

Yearbook (Eidolon)
Youth United Way Rockland County

Student Publications

<i>Arcadia</i>	School Literary Magazine
<i>Eidolon</i>	School Yearbook
<i>Mad About Mu</i>	Math Department Magazine
<i>The Summit</i>	Science Magazine