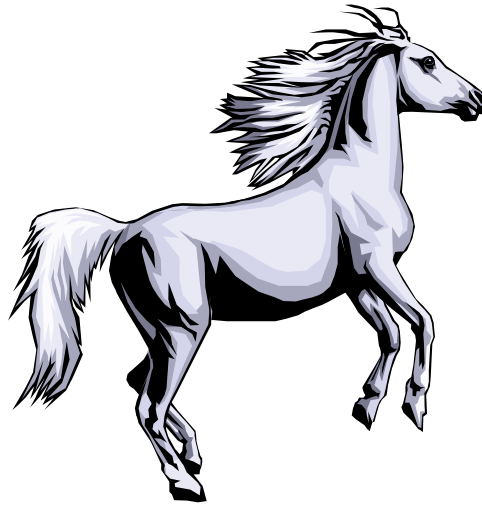


Mineola High School Parent/Student/Faculty Handbook

2019 - 2020



The mission of the Mineola Union Free School District is to inspire each student to be a life-long learner, pursue excellence, exhibit strength of character and contribute positively to a global society.

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Mineola High School

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Dr. Lisa Downey, *Assistant Principal*
Ms. Heather Dvorak, *Assistant Principal*
Ms. Jennie Fahey, *Assistant Principal*

Mission Statement

The mission of the Mineola Union Free School District is to inspire each student to be a life-long learner, pursue excellence, exhibit strength of character and contribute positively to a global society.

Mineola High School

Bell Schedule

| | |
|------------------|---------------|
| Period 1 | 7:26 – 8:08 |
| | |
| Homeroom | 8:12 – 8:15 |
| | |
| Period 2 | 8:15 – 8:55 |
| | |
| Period 3 | 8:59 – 9:41 |
| | |
| Period 4 | 9:45 – 10:27 |
| | |
| Period 5 (Lunch) | 10:31 – 11:13 |
| | |
| Period 6 (Lunch) | 11:17 – 11:59 |
| | |
| Period 7 (Lunch) | 12:03 – 12:45 |
| | |
| Period 8 (Lunch) | 12:49 – 1:31 |
| | |
| Period 9 | 1:35 – 2:18 |

Message from the Principal

Welcome to the 2019-2020 school year. I am excited for the new school year. We will continue to nurture all of our students and challenge them with rigorous coursework. Our vision is to engage and inspire students with compelling classroom experiences that embrace new ideas, strategies and technology that enrich the learning process. We will continue to implement a 21st century curriculum that encourages students to collaborate, critically think, communicate and be creative. We are also excited to welcome our new eighth graders.

We will continue to create a positive school culture that promotes excellence in the classroom and lifelong learning. As we continue to challenge students academically, we also encourage them to take advantage of extracurricular opportunities in athletics, art, music, theater, clubs, and the Student Service Center. The Student Service Center promotes service learning and teaches students to understand their social responsibilities in the community. We will also be continuing our Advisory Program this year in order to provide students with an additional connection with an adult in the building to further develop the non-academic skills necessary for life.

While Mineola High School encourages the development of individual talents and respects the right of every student to have his/her own opinions, there must be commonly accepted standards of behavior. These are published in the High School Code of Conduct. It is assumed that you have read them, understand them; and, by your continued presence within the school, intend to maintain them.

Rules and regulations simply impose limits; they do not define mature, responsible behavior. Respect and consideration for other people, honesty and cooperation are important ideals and it is our expectation that everyone exhibits them. Our school community is strengthened by the cooperation of the students, parents and teachers who work hard at fostering a caring, yet challenging school.

Good luck this year.

Whittney Smith, Ed.D
Principal

Dignity Club

Anti-Bias Pledge

In order to ensure a safe inclusive environment for everyone, all members of the Mineola High School Community agree to:

- Respect one another.
- Respect and learn from each other's differences and celebrate similarities.
- Recognize and appreciate the inherent value in everyone.
- Think before speaking and always be aware that put-downs and hate words are offensive.
- Solve problems with discussion and never with violence.
- Praise everyone's abilities; give support to anyone with disabilities.
- Denounce all jokes and comments that are offensive to race, color, ethnicity, religion, gender, sexual orientation, age, appearance, or disability because in the end, they are more harmful than funny.
- Accept and practice these beliefs and behaviors in our school, with our families, with our friends, and throughout the community.
- Always remember that peace begins with respect for all.

Bullying and Harassment Guidelines

DASA

- It is an Amendment to Education Law
- Passed into law June 2010 with effective date of July 2012
- Goal: To design safe learning environments and safe school climate.

Legislative Intent to The Dignity Act:

- Intent of the law is to be proactive and prevent bullying, harassment and discrimination.
- Create a school environment free of discrimination and harassment.
- Foster a culture of civility in public schools and prevent conduct inconsistent with a school's mission.
- Legislation that respects other constitutional rights (e.g. free speech).

Dignity for All Students Act: No student shall be subjected to discrimination based on, but not limited to:

- Color
- Race
- Weight
- National origin
- Ethnic Group
- Religion
- Religious Practice
- Disability
- Sexual Orientation
- Gender or Sex, and
- Instruction in the safe, responsible use of the internet and electronic communications (July 2013)

What is Harassment as per DASA?

“The creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that 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; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; such conduct, verbal threats, intimidation or abuse includes but is not limited to conduct, verbal threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.”

What is Bullying?

“Bullying is a form of anti-social behavior that has no place in school. It can include ongoing physical or emotional intimidation that causes anxiety or stress to the victim. It is the responsibility of every member of the school community to ensure that bullying behavior is actively rejected.”

General Academic Information

Academic Progress Reports

Interim reports are posted to the parent portal on the following dates:

| | |
|----------|---------|
| 10/4/19 | 2/28/20 |
| 12/13/19 | 5/8/20 |

If a student is in danger of failing for a quarter, based on the interim report, parents should call the school to make an appointment with either the teacher(s) or guidance counselor to discuss their child's academic progress.

Extra Help

Students may always seek extra help from teachers. Conferences can be arranged before or after school or at a time convenient to both during the school day.

Homework

Homework is considered to be an integral part of the school's instructional program and is recognized as a significant link between school and home. The purpose of homework is to strengthen class work, to broaden a student's background and competency in a specific course area or basic skill, to prepare for a future lesson and reinforce the day's lesson. It is suggested that parents/guardians become regularly involved in providing necessary support and supervision to students in order to complete high quality homework assignments. Should a student be excused absent, homework missed may be completed within the given time set by the teacher and student.

Opt-out Letter

The Elementary and Secondary Education Act of 1965 (ESEA) requires the Mineola School District to provide military recruiters, upon request, with three directory information categories: names, addresses, and telephone listings unless parents/guardians have advised the High School that they do not want their student's information disclosed without their prior written consent. **If you do not want the Mineola School District to disclose directory information from your child's education records without your prior written consent, you must notify the High School in writing.**

Report cards

Report cards are posted on the parent portal every quarter to notify parents of their child's progress. Grades and attendance records are posted on the report card as well. Report cards are typically posted one (1) week after the marking period ends.

End of Marking Period Dates:

| | |
|---------|---------|
| 11/8/19 | 3/27/20 |
| 1/24/20 | 6/26/20 |

Tutoring Services

Students who may be experiencing academic difficulty in their course work are encouraged to seek out tutoring assistance. Peer Tutors are available through the Student Service Center. A request for a Peer Tutor will need to be completed. Tutors meet with students before or after school or on a mutually agreed upon period.

General Student Information

Accidents

Any accident in the school building or on the grounds or buses is to be reported to the teacher in charge and to the school nurse as soon as possible.

After-School Guidelines

Students staying after school must have a valid reason and must be supervised by a staff member. When staying after for a club, activity or athletics, a student must be under the supervision of an advisor or coach. As a spectator, a student must exhibit sportsmanlike conduct and respond to any and all teacher directives of a supervisory nature. Failure to comply in these regards will result in further disciplinary action.

Books/Materials Return

Students must return all school-issued materials when requested. Books must be returned to the teacher who issued it to them. Athletic equipment must be returned to the Athletic Office at the end of the season. If loss occurs, students must pay the replacement cost of said books/materials. Student report cards and/or diplomas will be held until account is cleared.

Calendar

A calendar of events for the high school can be found on the high school website: www.mineola.k12.ny.us

Elevator

An elevator is available for use by students who have a need. Students and or parent/guardian should speak to the school nurse to determine the need for elevator use.

Emergency School Closing

If school is closed for inclement weather or other emergency, tune into the following for information:

News 12 Cable TV Channel 12

School Website: www.mineola.k12.ny.us

Twitter: @mineolahs @MineolaUFSD

Field Trips (Scheduled from October 1-May 15)

In a continued effort to maximize instructional time for all classes, field trips will be monitored. Permission to attend field trips will be based upon the student's grades, behavior, and attendance. Additionally, all students must secure the permission of his/her parent/guardian before participating in such activity.

Leaving School Grounds

Mineola High School is a closed campus for 8th, 9th, 10th, and 11th grade students. These students are not permitted to leave school grounds without the permission of a parent/guardian and an administrator. The following procedure will be in effect should a student need an early dismissal:

1. Notification of the reason for early dismissal must be brought to the attendance office prior to the student signing out.
2. Students are to sign out in the attendance office prior to leaving school grounds.
3. Upon returning to school the same day, students must sign in at the attendance office.

Library

To maintain a safe and orderly Library, the following procedures will be followed:

1. There is no eating or drinking permitted within the Library.
2. All students and staff must enter and exit the Library through the main lobby doors.
3. A student ID is required to enter the library.
4. The playing of music is permitted through earphones as long as the volume does not disrupt any other student or staff member.
5. All waste material must be placed in a trash receptacle.
6. Discussion/conversation any student has must not be loud or disruptive.
7. The condition of the area must be left in the same condition as found.

Lockers

All lockers and storage areas provided for student use on school premises, remain the property of the school. They are subject to inspection, access for maintenance, and search. Valuables should not be left or stored in lockers. Student belongings should not be left outside lockers. The High School cannot guarantee the security of items and as such, is not responsible for items lost or stolen in locker areas. Students should not share combinations or lockers with other students. Students are responsible to secure their lockers by using the school issued combination locks. All unauthorized locks will be cut off at the owner's expense.

Physical Education lockers are provided for student use during physical education class. All possessions must be secured in the locker. No valuables should be brought to the locker area. **During physical education class, if a book bag does not fit in the locker, remove valuables and place the valuables in a locked locker.**

Passes

Students must have a pass to be in the hallways after the bell has rung or during a particular period. Teachers will issue passes to all students leaving their rooms. Students will be asked to present his/her pass to staff members.

Senior Privileges

Each senior begins the school year subject to the same regulations governing underclassmen. A senior at Mineola High School is defined as a student who has completed at least 15 credits, which must include English 11 and Social Studies 11.

1. If a senior has a course average of 85 or above, has received a 75 or higher for each grading period, and has no unexcused absences for that class, he/she may be exempt from taking the final exam in that course providing the exam is not a Regents and that the course is not part of a graduation sequence.
2. Students in grade 12 may leave school grounds during their free period and must return to school on time or the privilege to leave will be rescinded. Students must present their senior I.D. in order to leave the building and must leave through the main lobby doors. If a student does not have their card for any reason (lost, forgotten, etc.), they will not be permitted to leave the building.
3. Lateness, cuts, and suspensions may result in the loss of senior privileges.
4. Seniors may sign out of class if the teacher is absent providing that no lesson plan is left for the substitute.

5. Senior events are considered a privilege for our graduating students. Eligibility to attend these events is based on meeting the academic and behavioral standards.

Working Papers

Students under the age of 18 are required to have a working card in order to be employed in either a full or part time position. Working paper applications may be obtained in the High School attendance office.

Advanced Placement Criteria and Policy

Mineola High School has an open enrollment policy for Advanced Placement courses. Each AP course has a corresponding exam that is administered in May. The following criteria has been established to determine if the AP environment is the most suitable environment for the students and to determine whether or not a student is meeting the academic requirements to remain in an AP class.

The following policy will be in effect for students enrolled in Advanced Placement courses:

1. All students must sit for the Advanced Placement exam for the classes in which they are enrolled. There is a fee that will be collected and sent to the College Board. If a student does not take the AP exam, the AP designation will be removed from the transcript and the student will lose the weighting of that grade.
2. All students must pass the prerequisite Regents.
3. All summer projects will be graded promptly and included in the first marking period average. If a summer project is not completed by the due date, the student will be dropped from the course.
4. A teacher may, at any time, after the first interim period, and after having a conference with the student and parent/guardian, recommend that a student be placed in the Regents course or placed on probation. In this instance, the student may appeal to the Advanced Placement Review Committee that will consist of three AP teachers, a guidance counselor, an administrator, and a parent/guardian. They will meet with the student, review the information and recommend a course of action.
A Regents placement will be considered if:
 - i. The student does not complete course work and/or
 - ii. Is failing by receiving a grade of 64 or below for a quarter.
5. Any student who receives a quarter grade of 65-75 will be required to meet with the teacher, guidance counselor, and administrator to discuss his/her progress. The student's homework, effort, and attendance will be considered in order to determine whether the student should be placed on "probation" for the next five-week grading period or if the student should be placed in the Regents course.
6. If the student is placed on probation, he/she will be re-evaluated after five weeks. If no improvement has been shown, the student will be placed in the Regents course.
7. Students who wish to drop the course must meet with the teacher, guidance counselor, administrator, and parent/guardian to discuss reasons for wanting to drop the course. There must be consensus before the course is dropped from the student's schedule. An AP Review Committee may be scheduled if there is a discrepancy.
8. Specific requirements for each discipline may be requested and reviewed with the respective teacher and administrator(s).

Athletics Code of Conduct

1. Spectators are an important part of the game and shall, at all times, conform to accepted standards of good sportsmanship and behavior.
2. Spectators shall, at all times, respect officials, coaches, and players and extend courtesies to them.
3. Stamping of feet, taunting, foul and abusive language, inflammatory remarks, and disrespectful signs and behavior are not acceptable.
4. Faculty supervised pep bands are permitted "dead ball time." However, spectator noisemakers or sound devices are prohibited.
5. Spectators shall observe and obey the rules and regulations of the school concerning smoking, food and soft drink consumption, use of lavatory facilities, and parking of cars.
6. New York State Law prohibits alcoholic beverages of any kind on school property; the law further prohibits any person under the influence of alcohol to be on school property.

Note: *Violators of this code are subject to eviction from the game. Continued infractions may lead to administrative review of student's participation and attendance at after school events.*

| <i>High School Sports Teams</i> |
|--|
| <p>Fall Season Girls Varsity and JV Volleyball Girls Varsity and JV Soccer Cross Country Track-Co-ed Varsity and JV Football Boys Varsity and JV Soccer Golf Co-ed</p> |
| <p>Winter Season Boys Varsity and JV Basketball Girls Varsity and JV Basketball Boys Varsity and JV Bowling Girls Varsity and JV Bowling Boys Track and Field Girls Track and Field Varsity and JV Wrestling</p> |
| <p>Spring Season Varsity and JV Baseball Varsity and JV Softball Girls Varsity and JV Lacrosse Boys Varsity and JV Lacrosse Boys Track and Field Girls Track and Field</p> |

| <i>8th Grade Sports Teams</i> |
|--|
| <p>Fall Season 7th/8th grade Football Boys Soccer Girls Soccer</p> |
| <p>Winter I Season Boys Basketball Girls Volleyball</p> |
| <p>Winter II Season Boys Wrestling Girls Basketball</p> |
| <p>Spring Season Baseball Softball Girls Lacrosse 7th/8th Boys Lacrosse</p> |

Cafeteria Regulations

There are four cafeteria periods during the school day. Students are to proceed promptly to the cafeteria at their scheduled time and remain there until the end of the period.

Students purchasing food are to form a straight, single line. There is to be no pushing, shoving, or cutting in while on this line.

Unnecessary noise, movement, and disorderly conduct will not be tolerated.

Permission to leave the cafeteria during the lunch period will be issued by the teacher-in-charge.

During fire drills, students are to follow the directions of the teachers. Students are to walk, not run, and maintain absolute silence during these drills.

Food removed from the cafeteria must be covered. If food spills on the floor, notify a teacher or custodian so it can be cleaned up.

Food trays and garbage must be removed from the table by the students seated at said table before the end of the period.

Dress Code

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. The responsibility for the dress and appearance of students rests with individual students and parents/guardians. Parents/guardians have the right to determine how the student will dress, including wearing attire which is part of the student's religious belief, providing that the attire is not destructive to school property, complies with the health and safety requirements and does not interfere with the educational process.

Clothing having references to alcohol, drugs, sex, tobacco, violence, hate groups or gangs is prohibited. Any categories of harassment or discriminating language are also prohibited.

Please refer to the full text of the Code of Conduct.

Building Security

The primary objective of the school administration is to assure that the education of all students proceeds in a safe, efficient, and orderly manner.

The 1st floor fire doors that lead to the classroom wing will be locked at 4:30 P.M. Students who need access to their lockers after that time must receive permission from an administrator.

Security cameras have been installed throughout the building, which allows us to monitor the halls and the perimeter of the building.

Fire Drills/Safety Drills

Fire drills, at regular intervals, are required by law and are an important safety precaution. It is essential that when the signal is given, everyone must clear the building in a prompt and quiet manner.

Safety drills are conducted annually in conjunction with the Nassau County Police Department. These drills were developed to provide our students and staff with the procedures used in the event of an internal or external threat to the High School building. If a handicapped student or staff member requires assistance, the building administration will meet in the designated "safe area." **These rooms are 212, 232, 312, and 332.**

Note: The penalty for false alarm, or false bomb threat, is as follows:

1. Suspension from school for five days including a Superintendent hearing and prosecution to the full extent of the law.
2. Section 240.50 of the Penal Law: "Falsely reporting a fire is a class "A" misdemeanor."
3. Article 10.00 of the Penal Law defines "misdemeanor" as follows:" an offense, other than a traffic violation, for which a sentence to a term of imprisonment for not more than one year may be imposed."

Visitors

All visitors must show ID before entering the building. Visitors must sign in at the desk in the main lobby. Visitors to this school must have a legitimate reason for visiting. Students may not bring friends or relatives to school for visiting purposes. All visitors must have an authorized visitor's pass while in the building and must return the pass to the desk in the main lobby when leaving. No parent is permitted to visit a classroom without the permission of a building administrator.

Alumni may be allowed in the building after 2:18 P.M.

Extracurricular Activities

Mineola High School offers a wide variety of student activities. These activities are a very important part of school life. They help to produce well-rounded individuals who are given the opportunity to discover interests and talents. Along with SAT's, grades, and recommendations, college admission officers look for involved high school students. Involvement in school activities reflects such characteristics as: responsibility, social awareness, creativity, and resourcefulness.

Extracurricular Activities: Multiple Activity Participation Policy

Mineola High School students are encouraged to participate in many extracurricular activities that take place after school. In the event that a student wishes to participate in two activities during the same period of time, the policy denoted below must be followed:

- Long-range schedules for practice/rehearsal and events must be available prior to the start of the activity.
- Students must review schedules with both advisors and/or coaches to work out potential conflicts.
- Conflicts may be resolved through discussion and consensus between the coaches and advisors to the mutual benefit of all groups.
- Performances and games will take precedence over practices and dress rehearsals with the understanding that departmental policies will be enforced regarding missed practice time.
- Schedules will be discussed with the coaches and advisors to avoid conflicts with games, practices, and/or major events and performances.
- Advisors and coaches of possible leads/starters in Athletics and Fine and Performing Arts will meet prior to the season to identify potential conflicts and participation in the activity.
- Some conflicts in schedule will require students to choose one activity over another if lack of attendance becomes detrimental to one performing group or team.
- Should the coaches and/or advisors have difficulty solving scheduling conflicts, they should immediately bring this to the attention of an administrator to facilitate the students in the decision-making process.

Standards for Participation and Eligibility for Athletic Teams:

Extracurricular activities have been provided by the Board of Education to complement classroom instruction. Students participating in these programs are afforded opportunities for acquiring skills, pursuing interests and developing potential for leadership. Taking part in any of the athletic teams is a privilege.

Coaches recognize their role in fostering moral values and in teaching ethics and responsibility. In that context, the following are guidelines for every student participating in any of the school's extracurricular activities. These guidelines will be further supplemented by written regulations or training rules for particular student organizations or teams.

Athletic Program: Standards for Eligibility – Academic

To ensure the academic well-being of all student athletes, Mr. Amitrano conducts eligibility meetings with identified at-risk students on a weekly basis to monitor their progress and determine their eligibility. The guidelines and procedures for the eligibility committee are as follows:

1. Students failing two or more classes will be placed on a multiple failure list.
2. Coaches will identify students on this list who are on their roster. They will instruct the student to make an appointment with Mr. Amitrano. When the student returns the confirmation letter to the coach, he/she is placed on academic probation but is eligible for the club/team.
3. Students failing three classes or more are immediately ineligible until reinstated by the eligibility committee.
4. Upon confirming a meeting date with the eligibility committee, the student will pick up a progress sheet and application form from the Assistant Principal's office. The form will include a line for parent/guardian signature and a place to write an essay regarding their academic status and plan for improvement.
5. When the student meets with the eligibility committee they must have the progress sheet and essay signed by parent/guardian.
6. The committee will direct the student on the guidelines, i.e. attend extra help that they must follow in order to be removed from academic probation.
7. A follow-up meeting will then be arranged to begin to monitor the student's progress towards passing the classes that he/she has failed.
8. Students showing no effort to improve grades by refusing to complete assignments and/or cutting classes will be in violation of their academic probation and dismissed from their respective club/team.

Extracurricular Activities: Standards for Eligibility – Behavior

Anti-social behavior in the school, in the classroom, or in extracurricular activities is unacceptable and will result in disciplinary action as specified in the school regulations.

A student participating in a sport/activity may be withdrawn from all activities at the discretion of the committee because of misconduct. A student may be withdrawn from a sport/activity without an out-of-school suspension by the Principal.

A student whose misbehavior leads to an out-of-school suspension will not be permitted to attend any after school or weekend school-sponsored function until the Principal or his designee reinstates him/her.

Any student who is identified by his/her advisor or coach as being under the influence of alcohol or drugs or who is found with such substances on his/her person during extracurricular practice, rehearsal, or events, will be summarily removed from all extracurricular activities for a period of time determined by the Principal. In addition, the student will be held to the same discipline as if they were found with illegal substances during the school day.

- **First Offense:** Out-of-school suspension. Until suspensions are satisfactorily served, the student is prohibited from all extracurricular activities for the remainder of the year.
- **Second Offense:** Out-of-school suspension and suspension from extracurricular activities for the remainder of the year.

Extracurricular Activities: Standards for Eligibility – Attendance

1. Students must attend school for **at least five periods** in order to be eligible to participate in an afternoon or evening activity held on that day. Parental/guardian notes will be honored to excuse the lateness to school, but will not be applied to excuse eligibility for extracurricular activities.
2. Students with unexcused lateness to school and/or cutting class will not be eligible to participate in after school activities. Additional consequences will be enforced according to the Code of Conduct.

Each activity requiring practices, rehearsals, or participation at meetings will publicize specific regulations for attendance.

MINEOLA HIGH SCHOOL CLUBS

| | |
|---|---|
| A Capella Choir | Mathletes |
| Athletes Helping Athletes | Mentoring Latinas |
| Brainstormers | Mock Trials |
| Art Club | National Art Honor Society |
| Cheerleaders | National Honor Society |
| Chess Club | National Junior Honor Society |
| Class Advisor – 8th Grade Class | Question Mark |
| Class Advisor – Freshman Class | Red Cross Club |
| Class Advisor – Sophomore Class | (FTC/FRC) Robotics |
| Class Advisor – Junior Class | Rockettes |
| Class Advisor – Senior Class | SADD |
| Creative Writing Club | Science Club |
| Dignity Club | Science National Honor Society |
| Drama Club – Fall Production | Spring Musical 8/9 |
| Environmental Club | Spring Musical 10/11/12 |
| ESports Club Stage | Squad – Fall Drama |
| Fashion Club | Stage Design 8/9 |
| Future Teachers of America | Stage Design 10/11/12 |
| Gay/Straight Alliance | String Ensemble |
| I Am that Girl | Student Organization |
| Japanese Anime | Student Service Center |
| Jazz Band I | TedEd Club |
| Jazz Ensemble II | Thespians |
| Key Club | Tri-M Honor Society |
| Latin Club | TV Production Club |
| Literary Society | Vocal Jazz Ensemble – “The Dynamics” |
| Marching Band | Yearbook |
| Math Olympiads – 8th Grade | |

National Honor Society

Mineola High School has its own chapter of the National Honor Society. Selection is based on the guidelines of the National Honor Society itself. A Selection Committee, consisting of faculty members, needs to vote on each candidate's application.

Juniors are eligible for admission into the National Honor Society if they have cumulative averages of 89.5 or higher for all grades earned in 9th and 10th grade, and all courses completed in the fall of their junior year.

Seniors are eligible for admission into the National Honor Society if they have cumulative averages of 89.5 or higher for all grades earned in 9th, 10th, and 11th grades.

Applications for seniors are considered in the first half of the school year. Applications for juniors are considered in the second half of the school year. Eligible students who complete and submit a formal application outlining their accomplishments in predominantly school-related activities are judged in each of three areas: Character, Leadership, and Service. The application includes writing **two** essays. Students who do not submit an application will be dropped as potential candidates.

The faculty is asked to rate the candidates in the area of Character. All coaches and activity advisors are asked to rate the candidates in the remaining two areas – Service and Leadership. The Selection Committee then meets to discuss, in detail, the rating received and the candidate's application.

After discussing each candidate, the Committee votes for acceptance or rejection. To be admitted into the National Honor Society the candidate must receive a majority of "Yes" votes. The Selection Committee uses the suggested guidelines highlighted in the National Honor Society Handbook. The National Honor Society Advisor will notify students who fail to be admitted into the Society. Students will be told the areas that need improvement.

Any candidate, who was rejected, may appeal the decision of the Committee directly to the Principal within one week of being notified of their rejection. Candidates rejected as juniors may reapply as seniors.

Health Services

The school nurse is available daily (7:26 AM – 2:18 PM) to provide for the physical well being of each student. The school nurse is responsible for assessing the health needs of the students, dispensing medication as directed by a physician, first aid, and informing staff of special health needs of the students.

Students becoming ill during the school day must get a pass from their teacher and report to the Health Office. Students are not to go to the lavatory if they become ill; they should go to the nurse's office. *No student may leave the school for illness without first seeing the nurse.*

Students who fail to complete and/or submit acceptable evidence of required health examination and immunization, within an appropriate time period, will need to meet with an Administrator. Students who fail to comply with State Health laws may be barred from attending school.

The Nurse's Office is concerned with the overall health and well-being of the student and how his/her health impacts the educational process.

It is important for the parent or guardian to keep the nurse informed of any health concerns. All information will be treated with sensitivity and confidentiality. For matters of an urgent nature that need immediate nursing attention please contact the nurse via telephone rather than by email.

Health Office Procedures:

1. Only go to the nurse during class time after getting a pass from the teacher.
2. All 9th grade students, 11th grade students, and new entrants are required to submit evidence of a physical exam as required by NYS Education Law. If evidence is not submitted, the school physician will examine your child. Physical exam forms are valid for 12 months. A dental certificate is also requested at this time.
3. Any student who wishes to participate in interscholastic athletics must have a physical exam by either the school doctor or the student's private physician and must hand in completed sports physical form. Physical exam forms are valid for 12 months. Physicals given by private physicians must be completed on Mineola "Sports Physical Examination" forms only. An update form, signed by a parent/guardian and the student is required for each sports season. *The update form may not be submitted or dated any earlier than 30 days prior to the start of tryouts.*
4. All 9th grade male students are screened for scoliosis if there is no physician's document on file. All 11th grade students will have hearing and vision screenings if there is no physician's document on file.
5. All students entering 12th grade must have record of a dose of meningitis ACWY received at age 16 or older.
6. Any student who is absent for three days must have a doctor's note to return to school.
7. Students who need to take medication in school, whether prescription or over the counter, must have written authorization from the doctor and a signed parent/guardian permission slip. A responsible adult must bring medication to school in the original pharmacy container.

FERPA

FERPA (The Family Educational Rights and Privacy Act) gives parents certain rights with respect to their children's education records. These rights transfer to the student when he/she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his/her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34CFR§99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system; pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of the school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

Technology

School Website: www.mineola.k12.ny.us

Mineola High School provides iPads to all students as well as computers throughout the building with Internet and network access available for student use. While students will be supervised, it is not possible to watch every student every minute. Therefore, students are expected to use the Internet and network access responsibly and appropriately. Failure to do so may result in the denial of specific user access.

Any violation of the acceptable use policy may result in a suspension of privileges and/or disciplinary actions.

Use of Equipment

It is expected that students will respect the equipment, and any misuse of equipment or software will result in suspension of privileges.

Internet and network access is designed for educational purposes and, while available precautions have been taken to eliminate controversial material, the school is not responsible for materials acquired, loss of data, or service interruptions, etc.. Students and parents/guardians must sign a separate Acceptable Use Policy before access is granted.

Network Etiquette

Acceptable network etiquette includes, but is not limited to:

- Use the web for approved academic research;
- Be polite and use only appropriate language;
- Do not reveal personal information about yourself or others;
- Illegal activities are forbidden.

Attendance Policy

Educational achievements demand consistent school attendance. Mineola High School's goal is to reduce unexcused absences, tardiness and early departures, to encourage regular attendance, to maintain an attendance record keeping system, to identify patterns of unexcused absences, tardiness and early departures used to develop strategies to improve school attendance.

Students between the ages of six and sixteen are required to attend school under New York State Education Law. It is imperative that each student and parent/guardian be aware of the importance of regular attendance and understands the consequences of excessive absence. Ongoing cooperation between the school and home is a necessity if students are to realize the full potential of the educational program. The following regulations are intended to encourage high school students to stay in school and attend classes regularly.

The attendance policy is as follows:

Parent/guardian must report the absence or tardiness of their child to the attendance office each morning (237-2689). Please leave a message on the answering machine, include date, time, child's name, and reason for absence.

Every absence, tardiness, and early departure must be accounted for. Parents/guardians are responsible for notifying the attendance office within 24 hours of the absence or tardiness by providing a written excuse upon the student's return to school.

Excused absences, tardiness and early departures are defined as absences, tardiness, and early departures from class or school due to personal illness, illness or death in the family, inclement weather, religious observance, required court appearances, doctor appointments, approved college visits, approved cooperative work programs, military obligations or such other reasons as may be approved by the principal. All other absences, tardiness and early departures will be considered unexcused absences. *Examples of unexcused absences and lateness are: truancy, car trouble, inclement weather, work, missing the bus, and oversleeping.* Failure to bring a note makes the absence or tardiness an unexcused one or truancy, and may result in disciplinary action. Those actions may include parent guardian conferences, detention, or suspension. Students may also be denied the privilege of participation in or attending extracurricular events.

- If a student cuts or is absent (unexcused) from a class **6 or more** times during a semester course or alternate day course, he/she will be denied credit for that course.
- If a student cuts or is absent (unexcused) from a class **12 or more** times during the year (24 for a double period), he/she will be denied credit for that course.
- If credit is denied because of absences, the student **may not** drop the course.
- Those students who wish to retake a failed course in summer school must continue to attend the course even if they are denied credit due to absence.
- If a student cuts or is absent (unexcused) from a year-long course **24 or more** times during the school year, he/she will **not** be allowed to attend summer school for that course. If a student cuts or is absent (unexcused) from a semester course or alternate day course **12 or more** times during the school year, he/she will not be allowed to attend summer school for that course.
- Absences that are school related, i.e., field trips, music lessons, **do not** count toward the unexcused absence total.

- Absences or late notes will be accepted up to one month after the date of the absences or tardiness. At the end of the semester or school year, notes will be accepted up to **one week after the last day of the class for that course.**
- Absences or late notes may be faxed into the school at 237-2608 – Attention: Attendance Office.
- Parents/Guardians are eligible to have access to their child’s attendance, progress reports, and report cards using our online parent portal. Go to www.mineola.k12.ny.us and select the High School tab for more details.
- A student may appeal the denial of credit to the Attendance Appeals Board. An administrator and two teachers will be present at the appeal. A parent/guardian must accompany those students under the age of 18 when the appeal is heard. **All appeals must be scheduled with the Appeals Board within 5 days of receiving notice that credit will not be granted.**
- Seniors must maintain a course load of 7 credits throughout their senior year. If credit is denied during the senior year due to absence, it may jeopardize a senior’s graduation.

Arrival/Departure from School

Students, once they have arrived in the morning, are not permitted to leave the school grounds for any reason unless approved by personnel in the Attendance Office and are signed out.

Unauthorized leaving of school grounds may result in suspension from school. In addition, students are the responsibility of the school until they are dismissed in the afternoon. Students must have a pass from the Attendance Office in order to leave the school building.

For students in grades 9-12 who do not have a scheduled Period 1 class, late arrival to school – in time for Homeroom at 8:12 A.M. – is permitted.

For students in grades 10-12 who do not have a scheduled Period 9 class, early departure from school – at the conclusion of Period 8 – is permitted if a note from the parent/guardian is presented to the attendance office at the beginning of the semester. This is assuming that the student does not need to return for extracurricular activities. There will be no loitering around school.

A parent/guardian request for a student to leave for a medical, dental, or other professional appointment, must include the signature of the parent/guardian and must be presented to the attendance office when the student arrives that morning. It is important that the note requesting dismissal include:

- time of dismissal
- name and phone number of parent/guardian; and
- departure time and anticipated time of return.

Cutting

When this occurs, we afford counseling for the student and parent/guardian, when appropriate, to help deal with the problems that cause cutting and also follow a discipline progression outline in the Code of Conduct.

Long-term Absence

If a student is absent from school for three or more days, medical documentation of the absence must be submitted to the attendance office and/or nurse upon the student’s return to school. A student may be provided with homebound instruction if the student is absent for a prolonged period of time due to a short-term physical, mental, or emotional illness. According to the State Education Department, an absence of at least two weeks is considered a prolonged absence. Such absences should be verified by the student’s physician. School authorities may conduct a review of a student’s school/medical history in order to promote the educational interests of the child.

Lateness to School

Students must sign in at the Attendance Office whenever arriving on school grounds after the start of classes. This rule is applicable to students arriving at school for the first time during a given school day as well as students returning from an appointment.

The attendance for the school will be taken in a Homeroom period during the first three minutes of period 2. Attendance is also taken in each class period. If you have a first period class, you must arrive on time and report to your period 1 class.

A student scheduled for a first period class who arrives to school late within the first five minutes of the period, must report to their Period 1 class where the teacher will handle the lateness problem. If necessary, the discipline progression outlined in the Code of Conduct will be followed.

Anything after the first five minutes, the student must report to the Attendance Office. A pass will be issued indicating, "excused" or "unexcused" lateness.

Lateness to Class

Students are responsible to be on time to each class. Teachers plan to use the full class period and want to start promptly. The interruption of class by a "late" student is discourteous and an example of irresponsible behavior.

The classroom teacher will handle lateness to class. Teachers will refer to administrators those students who exhibit a consistent pattern of lateness. Failure to serve assigned detention may result in suspension. If necessary, the discipline progression outlined in the Code of Conduct will be followed.

Excused Absences Include:

- Illness
- Death in Family
- Religious Observance
- College Visits
- Inclement Weather
- Road Test

Unexcused Absences Include:

- Family Trips/Vacations
- Babysitting
- Oversleeping
- Jobs
- Missing the School Bus

Academic Profiles & Guides

Mineola High School maintains a Guidance and Counseling Center to assist students with issues regarding their school life and plans after high school.

Counselors are concerned with present and future adjustment of individuals to school, careers, family, society, and themselves. Their primary function is to help students know themselves better so that they will be able to make realistic and satisfying choices in their educational, social, and career planning.

Pupil Personnel Services

Mineola High School provides the services of a school psychologist and social worker. The main function of the psychologist is to work with students and their parents/guardians to find appropriate help both within the school and with outside agencies. Working in concert with the Committee on Special Education (CSE), the psychologist administers tests for placement into special programs and advises teachers how to best assist students with emotional and/or learning difficulties.

The social worker works with individual students/parents/guardians and small groups. The social worker also works with families in an effort to ease a student's adjustment to school and/or to enable the student to reach his/her potential.

ACADEMIC PROFILES/GUIDES

| |
|--|
| Typical 8th grade schedule |
| English 8 |
| American History 8 |
| Integrated Algebra 8 (2 periods) OR Integrated Algebra 8H (1 period) |
| Science 8 OR Earth Science (With Lab/Research) |
| P.E. 8 alternates with Art or Music |
| World Language - Level 1 |
| Lunch |
| Technology |

| Typical 9th grade schedule | Typical 10th grade schedule |
|--|--|
| English 9R English 9H | English 10R English 10H |
| Global History & Geography 9R Global History 9H | Global History & Geography 10R Global History 10R Lab AP World History |
| Geometry Geometry H | Algebra 2 Trig Algebra 2 Trig H |
| Earth Science R Living Environment H | Living Environment Chemistry R |

| | |
|--|---|
| P.E. 9 | P.E. 10/11/12 or Dance Workshop |
| World Language – Level 2 World Language Level 1 if new language | World Language – Level 3 Level 2 if student started a language in Grade 9 |
| Lunch | Lunch |
| Band Orchestra Chorus Studio in Art Design & Drawing 1 | Band Orchestra Chorus |
| Exploring Computer Science / Science Research | Health |
| | Electives |

| Typical 11th grade schedule | Typical 12th grade schedule |
|--|--|
| English 11R AP English Language & Composition English 11R Extra | English 12 options College English AP English Literature |
| US History & Government 11R AP US History US History 11R Extra | American Gov't & Economics College American Gov't & Economics Clep AP US Gov't & Politics |
| Algebra 2 & Trig College Pre Calculus H College Pre Calculus AP Stats | College Pre Calculus Accounting AP Statistics AP Calculus AB AP Calculus BC College Algebra |
| Chemistry R Physics R Forensic Science AP Physics AP Chemistry AP Environmental Science | Physics R Science Electives AP Biology AP Physics AP Chemistry AP Environmental Science Forensic Science |
| P.E. 10/11/12 or Dance Workshop | P.E. 10/11/12 or Dance Workshop |
| World Language – Level 3 Advanced Spanish Conversation Advanced Italian Conversation | World Language Advanced Spanish Literature Advanced Spanish Conversation AP Spanish Language & Culture Advanced Italian Conversation |
| Lunch | Lunch |
| Elective | Family Living/Senior Project |
| Elective | Elective |

New York State law requires that the minimum graduation requirements for all students are:

| REQUIRED SUBJECTS | REGENTS DIPLOMA |
|----------------------------|------------------------|
| English | 4 credits |
| Social Studies | 4 credits |
| Mathematics | 3 credits |
| Science | 3 credits |
| Second Language | 1 credit |
| Health | ½ credit |
| Exploring Computer Science | .5 credit |
| Art, Music or Technology | 1 credit |
| Physical Education | 2 credits (4 years) |
| Electives | 3 credits |
| TOTAL | 22 credits |

In addition, Mineola High School requires all seniors to successfully complete Family Living and the Senior Project class in order to graduate.

Types of Diplomas

Regents

Requirements: Credit: 22 units of credit distributed as follows: 4 ELA, 4 Social Studies, 3 Science, 3 Mathematics, ½ Health, 1 Arts, 1 Language other than English (LOTE), 2 Physical Education, 3 ½ Electives

Assessment: 5 required Regents exams with a score of **65 or better** as follows: 1 Math, 1 Science, ELA, Global History and Geography, US History and Government

Regents (through appeal)

Requirements: Credit: 22 units of credit distributed as follows: 4 ELA, 4 Social Studies, 3 Science, 3 Mathematics, ½ Health, 1 Arts, 1 LOTE, 2 Physical Education, 3 ½ Electives

Assessment: 4 required Regents exams with a score of **65 or better** and **1 Regents exam** with a score of **60-64** for which an appeal is granted by the local district per Commissioner's Regulation 100.5(d) (7) as follows: 1 Math, 1 Science, ELA, Global History and Geography, US History and Government

Regents with **Honors**

Requirements: Credit: 22 units of credit distributed as follows: 4 ELA, 4 Social Studies, 3 Science, 3 Mathematics, ½ Health, 1 Arts, 1 Language other than English (LOTE), 2 Physical Education, 3 ½ Electives

Assessment: 5 required Regents exams with a computed average score of **90 or better** as follows: 1 Math, 1 Science, ELA, Global History and Geography, US History and Government

Regents with **Advanced Designation**

Requirements: Credit: 22 units of credit distributed as follows: 4 ELA, 4 Social Studies, 3 Science, 3 Mathematics, ½ Health, 1 Arts, 1 LOTE, 2 Physical Education, 3 ½ Electives. In addition, a student must earn an additional 2 units of credit in LOTE or a 5 unit sequence in the Arts or CTE. These credits can be included in the 22 required credits.

Assessment: 8 required Regents exams with a score of **65 or better** as follows: 3 Math, 2 Science, ELA, Global History and Geography, US History and Government; and either a locally developed Checkpoint B LOTE examination or a 5 unit sequence in the Arts or CTE/

Regents with Advanced Designation with an annotation that denotes **Mastery in Math**

Requirements: Credit: 22 units of credit distributed as follows: 4 ELA, 4 Social Studies, 3 Science, 3 Mathematics, ½ Health, 1 Arts, 1 LOTE, 2 Physical Education, 3 ½ Electives. In addition, a student must earn an additional 2 units of credit in LOTE or a 5 unit sequence in the ARTS or CTE. These credits can be included in the 22 required credits.

Assessment: Meets all assessment requirements for the Regents with Advanced Designation (see above) and, in addition, scores 85 or better on each of 3 Regents Examinations in Mathematics.

Regents with Advanced Designation with an annotation that denotes **Mastery in Science**

Requirements: Credit: 22 units of credit distributed as follows: 4 ELA, 4 Social Studies, 3 Science, 3 Mathematics, ½ Health, 1 Arts, 1 LOTE, 2 Physical Education, 3 ½ Electives. In addition, a student must earn an additional 2 units of credit in LOTE or a 5 unit sequence in the Arts or CTE. These credits can be included in the 22 required credits.

Assessment: Meets all assessment requirements for the Regents with Advanced Designation (see above) and, in addition, scores 85 or better on each of 3 Regents Examinations in Science.

Regents with Advanced Designation with Honors

Requirements: Credit: 22 units of credit distributed as follows: 4 ELA, 4 Social Studies, 3 Science, 3 Mathematics, ½ Health, 1 Arts, 1 LOTE, 2 Physical Education, 3 ½ Electives. In addition, a student must earn an additional 2 units of credit in LOTE or a 5 unit sequence in the Arts or CTE. These credits can be included in the 22 required credits.

Assessment: 8 required Regents exams with a computed average score of 90 or better as follows: 3 Math, 2 Science, ELA, Global History and Geography, US History and Government; and either a locally developed Checkpoint B LOTE examination with a score of 65 or a 5 unit sequence in the Arts or CTE.

Local (Special Education/504 Students)

Requirements: Credit: 22 units of credit distributed as follows: 4 ELA, 4 Social Studies, 3 Science, 3 Mathematics, ½ Health, 1 Arts, 1 LOTE, 2 Physical Education, 3 ½ Electives.

Assessment: Low Pass Safety Net Option 1: 5 required Regents exams with a score of 55 or better as follows: 1 Math, 1 Science, 1 ELA, 1 Global History and Geography, 1 US History and Government; or Compensatory Safety Net Option 2: scores between 45-54 on one or more of the five required Regents exams, other than the English Language Arts (ELA) or mathematics exam, but compensates the low score with a score of 65 or higher on another required Regents exam. Note: a score of at least 55 must be earned on both the ELA and Mathematics exams. A score of 65 or higher on a single examination may not be used to compensate for more than one examination for which a score of 45-54 is earned.

Local Diploma, Regents Diploma, Regents Diploma with Advanced Designation (with or without Honors), with a **Career and Technical Education endorsement**

Requirements: Credit: Completes all credit requirements as listed above for specific diploma types and completes an approved career and technical education program.

Assessment: Achieves a passing score on State assessments as listed above for specific diploma types and successfully completes the technical assessment designated for the particular approved career and technical education program which the student has completed.

Curriculum Guide

The annual Curriculum Guide is published online in order to give students information regarding the program of studies and all the many educational opportunities open to students at Mineola High School. The online catalog contains complete information on courses that can be taken, graduation requirements, and procedures for registering for next year's program. Please see the Guidance Department Home page. http://www.mineola.k12.ny.us/departments/guidance_department

Please refer to this manual for ready reference throughout the year as many questions concerning courses and grading procedures are explained in the catalog.

Doubling

There are situations that necessitate a doubling of certain subjects to either accelerate in order to graduate early or to repeat a failing course. Permission to double is limited to juniors and seniors. The recommendation to double is made by the school counselor, after consultation with the student, parent/guardian, and Instructional Leader. The principal will be the final arbiter in all decisions regarding doubling and permission to graduate in three years.

Pupil Progress – Interim Reports/Conferences

When a student appears to be in danger of failing, the teacher will inform the parents/guardians and school counselor through an interim report sent out at five week intervals. For the student who is in danger of failing two or more required subjects, the school counselor will confer with the student and, when appropriate, involve specialists and/or parents/guardians to arrive at a strategy to help the student succeed. Courses failed during the regular school year may be repeated in summer school provided the student meets the attendance criteria.

Student Course Load

All students are required to carry a minimum of six courses plus physical education. The six courses may include BOCES, or an approved independent study course.

Honor Roll

Honor Roll is determined on a quarterly basis:

Honor Roll: 84.5 to 89.49 average with no failing grades

High Honor Roll: 89.5 to 100 average with no failing grades

Students who receive an incomplete (INC) on their report card are not eligible for Honor Roll status. However, when incompletes are cleared, a student will achieve Honor Roll status if their grade average warrants.

Dropping a Course

Unless there is an error in scheduling, students will not be permitted to withdraw from any course until 5 full days of attendance has passed. Additionally, students must attend extra help with the teacher prior to any consideration of dropping a course.

If a course must be dropped due to a change in schedule, there is no penalty for up to 3 weeks for a semester course and for up to 5 weeks for a full year course. If the deadline is exceeded, the course will appear on the transcript with a withdrawal. If the student is failing the course, a “DF” will appear. If the student is passing the course a “DP” will appear.

The following procedures must be followed in order to drop a course:

- Student sees his/her counselor who investigates the reason(s) for the suggested schedule change.
- Student determines that dropping the class is still desirable and completes the “Request for Program/Level Change” form.
- “Request for Program/Level Change” is forwarded to the subject Assistant Principal, who discusses the rationale with the teacher and student involved and makes a recommendation.
- “Request for Change of Program” is sent to parent/guardian for signature.
- If recommendations were “yes” and parent/guardian approves, the course is dropped or level changed and grades are carried over to new course.
- If the teacher, counselor, or administrator recommends that the course not be dropped, the counselor informs the student of the decision, contacts the parent/guardian, and also points out that the student may appeal to the Supervisor of Guidance.
- Student has the right, either independently or with his/her counselor and/or parent/guardian, to appeal the drop/level change decision directly to the Principal, whose decision is final.
- A student may not add/drop a class after the add/drop date. If in extenuating circumstances, a student does drop a course after this date, their transcript will reflect the withdrawal from that course (P=Drop passing or F=Drop failing).

Incomplete

Extensions will only be granted with the proper consent of the teacher. Students have **two weeks** from the end of the quarter to make up an incomplete or it will be changed to a failing grade.

Guidelines for Physical Education

Students will be allowed to make up a maximum of three Phys Ed classes per quarter. The Physical Education department will schedule five make up sessions at the end of each quarter.

Medical Excuses

If a student is absent due to an illness or injury and verified by a licensed medical practitioner, a medical excuse may be granted for the appropriate days missed. The physician’s note must be submitted to the school nurse.

If a student is to be medically excused from physical education for two weeks or longer, he/she will be placed on the Academic Sportfolio Program. This means that a student must successfully complete one Academic Sportfolio for every three classes missed. This will be done in the library under the supervision of the Librarian and turned in upon completion. No credit will be given if Sportfolios are not completed in their entirety.

Student Code of Conduct

The image a school portrays is often determined by the behavior of its students and the physical appearance of the building. We must all – students, teachers, administrators, custodians, and community members – show pride by doing our share to make Mineola High School a better place in which to learn and work.

The ultimate goal of the Mineola High School staff is to develop self-discipline in all students.

The following rules apply while on school premises, school buses, or any other school property during school activities at or away from school, or off the school grounds if the situation is initiated at school. Students shall be given due process before a disciplinary action is taken.

The right to take additional disciplinary action and to apply more or less severe consequences than the ones described in these guidelines is at the discretion of administration.

Student Rights

Students attending Mineola High School have the right to a free and appropriate education, which includes the right to equal educational opportunities without regard to race, national origin, sex, handicap, or marital status. Students are also vested with other fundamental rights. Among these is the right:

1. To be informed of the rules of the Code of Conduct.
2. To have a safe and orderly environment in which to learn.
3. To be informed of Pupil Personnel Services.
4. To be treated with dignity and respect.
5. To be protected by laws prohibiting the release of personally identifiable information, other than directory information, to any unauthorized party with the consent of parents/guardians, or students 18 years of age or older.
6. To be notified of failure or the potential for failure as outlined in the progress-reporting schedule.

Student Responsibilities

Students have the responsibility:

1. To demonstrate courtesy and respect for others, even when others do not.
2. To adhere to the guidelines set forth in the school handbook and this code.
3. To attend school regularly.
4. To come to class with all necessary materials and be prepared to learn.
5. To take advantage of learning opportunities.
6. To use guidance services for educational and personal improvement.
7. To treat other people and property with respect.
8. To report hazardous or dangerous situations to an adult in authority.
9. To abide by all bus safety rules and procedures.
10. To follow the classroom rules and classroom assignments, homework, and projects/reports.
11. To share reports with their parents/guardians, their grades and progress reports.
12. To dress appropriately so as to not cause a disruption of the educational process.
13. To assist the school staff in operating a safe school.

14. To comply with all State education and Mineola Board of Education regulations.
15. To exercise care when using school facilities and equipment; and
16. To make up work when absent from school.

Discrimination

No student shall be denied access to a free education based on race, religion, sex, national origin, or handicap.

Pledge of Allegiance

1. Students may decline to recite the Pledge of Allegiance on the basis of personal belief or religious conviction.
2. Students who choose to refrain from participation shall stand quietly and respect the rights and interest of others who do wish to participate.

Student Conduct

Full text can be found in Code of Conduct.

1. **Disruption of school:** Students shall not, by the use of violence, force, coercion, threat or any other means, cause disruption or obstruction to the normal operation of this school or any other school or school district.
2. **Harassment:** Students and/or staff shall not harass other students, school employees, persons that are guests of the school, or persons conducting business for the school including, but not limited to, verbal and electronic communication. Students, parents, and employees are expected to function in an environment of mutual respect and courtesy. Students and staff shall not engage in any harassment motivated by race, gender, ethnicity, religious belief, weight, religious practices, or sexual orientation towards another student or staff member. This includes any conduct initiated verbally, by gesture, electronic communication and/or any other form of communication. Students/staff who believe that they have been harassed should promptly report such incident to a building administrator.
3. **Use of Obscene Language/Materials:** Students shall not use obscene, vulgar or profane languages, make inappropriate gestures, or possess vulgar materials.
4. **Attendance:** No students shall fail to comply with State attendance laws including, but not limited to, truancy or tardiness from a specific class or school. No students, except for seniors, shall leave school property or assigned educational location once he/she has come under the supervision of a school employee, prior to specified dismissal times, without official permission. When a student is absent from class, a serious disruption of the student's acquisition of knowledge may result. Therefore, the parent and student should make every effort to avoid unnecessary absences. When a student is absent, parents must call the attendance office (237-2689) on the morning of the absence. If time permits, the school may call parents of student's reported absence to verify the authenticity of the call. Excessive absences (3 days) require a note from the doctor or approval by the building Principal. Circumstances which may constitute an excused absence include, but are not limited to: illness, family emergency, court appearance, religious observance.
5. **Forgery:** Students shall not misrepresent a signature on any document.

6. **Damage of Property:** Students shall not cause or attempt to cause damage of school or personal property.
7. **Assault:** Students shall not act or threaten to act in such a way as to cause physical injury to other students, any school employees, or other persons.
8. **Failure to Obey Instructions/Insubordination/Disrespect:** No student shall fail to comply with any lawful instruction or request of teachers, student teachers, principals, or other authorized personnel during any period of time when he/she is properly under the authority of such school personnel. No student shall fail to provide information, or supply false information, when it is requested.
9. **Dangerous Weapons and Instruments:** Students shall not possess, handle, transmit, or conceal any dangerous weapon or instrument on school property, in a school vehicle, or at any school-sponsored activity. Firearms (including starter pistols), objects that are indistinguishable from and/or represented as firearms, explosives, incendiary devices, and knives (any object with a blade and a handle) are considered dangerous weapons. Other instruments/devices may also be defined as dangerous weapons depending on their use or intended use. Should a student have knowledge of a weapon or dangerous instrument on school property, in a school vehicle, or at a school-sponsored activity and not report it to a school employee, the student may be held to the same disciplinary measures as that of the perpetrator.
10. **Stealing:** Students shall respect the personal ownership rights of others. The Principal may exercise his prerogative to report thefts to local authorities.
11. **Cheating/Plagiarism:** Students shall not give or receive unauthorized information regarding class work or class activities, misrepresent the results of research or laboratory assignments, or give or receive unauthorized assistance on assignments. Use of electronic translators without permission is a violation of this rule. Repeated violations may result in failure of academic subjects.
12. **Driving:** Students driving a vehicle on school property shall follow the rules and regulations established for this privilege.
13. **Gang Paraphernalia:** Students will not wear or display any item of clothing or accessories that indicates affiliation with gangs.
14. **Unauthorized or Unsupervised Areas:** Students may not be in areas for which they have not been authorized to be in or areas that are unsupervised
15. **Hazing (Initiations):** Initiations of any sort are prohibited.
16. **Technology:** The Mineola School District has made a substantial investment in the development and maintenance of technology, which our students require to function within our advanced society. To this end, the High School's Acceptable Use Policy will be strictly enforced.
17. **Violation of Bus Rules:** Students must follow all bus rules and regulations as outlined in "Bus Regulations".

18. **General Misconduct:** Students shall refrain from being excessively noisy, throwing objects, shooting
19. **Drugs/Alcohol:** Including alcohol, tobacco and/or any controlled substance is prohibited IN and ON school grounds by all individuals.
20. **Images and Video:** Students are prohibited from taking images (either still or video) that are not being used for academic purposes. Pictures/videos taken without consent from the individual depicted in the image (student or staff) or without permission of a school employee may be subject to disciplinary consequences. If any images are used in a negative manner either in-person or through any mode of communication (picture sharing, email, message page, etc.) the student may be assigned an external suspension. In such cases, the school may notify the police and additional charges may be applicable.
21. **Lockers:** Lockers, desks and other such storage spaces remain the exclusive property of the school and for student use. Students shall have no expectation of privacy with respect to these areas. Locker searches may be conducted without the student's knowledge or permission.
22. **Dress Code:** All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming, and appearance shall:

- a. Be safe, appropriate, and not disrupt or interfere with the educational process.
- b. Not include garments that reveal, or be too tight fitting as to expose the outline of private body parts including, but not limited to, plunging necklines or see-through garments. All tops must meet either the pants or skirt.
- c. Ensure that underwear is completely covered with outer clothing.
- d. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
- e. Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
- f. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
- g. Not include other clothing that diverts attention or disrupts the educational process.
- h. Adhere to the prohibition of wearing hats in school assemblies and in classrooms if a teacher requests that they not be worn. Hats may be worn in all other public places in school.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and/or if students are unable to remove/replace the offending item, parents will be required to bring acceptable clothes to school. Repeated violations of this policy are subject to suspension from school.

Responding to Bullying and Retaliation:

Reports of bullying (including electronic form) may be made by staff, students and parents. Staff members are to report, immediately, any instance of bullying to the building administration. At the initial report of an instance of bullying and/or harassment, the High School administration will take all

necessary steps to protect the alleged target from further incidents. The High School administration will implement appropriate strategies to protect students and/or staff from continued bullying and/or harassment until a full investigation is completed.

Upon receiving a report, the building administration may complete any of the following prior to the completion of the investigation:

1. Contact parents and/or guardians.
2. Contact another school or district.
3. Contact law enforcement.

The building Principal or designee will consult with the intervention team as well as others (students and/or staff) to include the investigation. Throughout the investigation, the intervention team will maintain a copy of all submitted documentation. At the conclusion of the investigation, the building principal, in conjunction with the intervention team, will determine which disciplinary actions may be taken as well as the intervention services to be applied to ensure the safety of the student and/or staff member.

Intervention Team:

Dr. Lisa Downey, Assistant Principal
Mrs. Stacey Rosenblatt, Social Worker
Student's Guidance Counselor

Detention

Less serious student offenses will result in detention. Detention is served from **6:50 AM – 7:20 AM or 2:25 PM – 3:00 PM**. Students are notified of the infraction and are to serve detention on the date assigned.

The following rules must be followed in detention:

- No talking or moving from assigned seat.
- No electronic devices. (iPad is permitted to complete assignments.)
- Students need to bring schoolwork or reading material.
- No sleeping.
- Failure to attend assigned detention may result in other disciplinary action as outline in the Code of Conduct.

Positive Alternative to School Suspension (PASS) Guidelines

The high school administration has outlined its expectations of appropriate student behavior within the Code of Conduct. If it becomes necessary to remove a student from his/her scheduled instruction for a period of time, the PASS room may be used as an alternative to Out-of-School suspension. This method will not deprive the student of educational time, but will provide assistance in his/her academic work and incorporate a counseling component to assist the student in dealing with the consequences of his/her actions. The teachers and counselors assigned to the PASS room will assist the students in meeting the goals outlined for them.

The purpose of this time is to have the students understand why they are in PASS and what alternative strategies or decisions may have been implemented to avoid PASS. In addition, the students will complete their academic work. All staff members will be required to provide work for the student while in PASS. The work will be returned to the staff at the end of each day.

The students will not be permitted to leave the PASS room. A staff member will bring lunch to the room or lunch may be brought from home.

The following rules must be followed in PASS:

- Students are not permitted to leave the PAS room.
- No electronic devices. (iPad is permitted to complete assignments at the discretion of the administrator.)
- Students must complete schoolwork.
- No sleeping.

Out-Of-School Suspension (OSS) Guidelines

Any student's right to attend school may be suspended if it is determined that the student is insubordinate or disorderly or that the student's presence at school would be dangerous for that student or for others.

The school principal, as authorized by the Board of Education, may suspend a student for up to five days, but must, on request, give the student and person in parental relation the opportunity for an informal conference. At this informal conference, the student will be given the reasons for the suspension and an opportunity to respond. A student may not be suspended by the Board of Education for more than five days without being afforded the right to a hearing.

Although a handicapped student is not immune from disciplinary measures, the Committee on Special Education (CSE) must establish that the student's misconduct is not a direct manifestation of the handicapping condition. Disciplinary measures, which constitute a change of placement, require the recommendation of the CSE, approval by the parents/guardians, and the Board of Education.

Student ID Policy

Students must carry their ID badges at all times while on school grounds. ID's must be presented to school staff when requested. Failure to comply with a request from a staff member will be considered insubordination. If a student's ID is lost, a new ID must be purchased for \$10.00.

Tobacco, Alcohol, and Other Drug Use/Abuse

Overview

Mineola High School acknowledges the fact that the use and abuse of alcohol, electronic cigarettes, and drugs is wrong and harmful for any student. Mineola High School strongly supports programs that are designed to raise awareness, to prevent involvement with alcohol, electronic cigarettes, and other drugs, to assist and support those who are involved and affected, and to work cooperatively with those who are willing to seek help. Mineola High School also recognizes the need to clearly establish a disciplinary policy regarding alcohol, electronic cigarettes, and other drugs and a procedural guideline for the school.

Introduction

It is the primary objective of Mineola High School to assure that the education of all students proceeds in an efficient, orderly and non-disruptive manner. The sale, use or possession of alcohol, electronic cigarettes, illegal drugs or other controlled substances on school premises, is an obstacle to that objective and an interference with the rights of other students to receive quality academic instruction.

Statement of Policy Regarding Students

Students of Mineola High School, while on school property or at a school-sponsored activity, shall not possess, buy, sell, give, or be under the influence of alcohol or illegal drugs of any kind. Additionally, the use of electronic cigarettes is prohibited on school property or at a school-sponsored activity.

Definitions

“Possession” includes retention on the student’s person or in purses, wallets, lockers, desks, or vehicles parked on school property or at school functions.

“Under the Influence” is defined as manifesting signs of chemical misuse such as staggering, reddened eyes, odor of chemicals, nervousness, restlessness, memory loss, abusive language, falling asleep in class or any other behavior not normal for that particular student.

“Tobacco” includes any product containing tobacco that is smoked, chewed, inhaled, or placed under the gums.

“Electronic Cigarette” includes any device containing a liquid which is vaporized and inhaled.

Jurisdiction

This policy extends to use of the above:

- On or in close proximity to any property under the control of Mineola High School including vehicles used for the transportation of students.
- During normal school hours, including recess, lunch and class changes, and summer school.
- At any school-sponsored or sanctioned activity or event away from, or within, the school district.

Staff Responsibilities

All Mineola staff has responsibilities to report all suspected cases of drug and/or alcohol use, misuse, or abuse by students to the appropriate school officials. Staff members will report to the building official alleged possession, misuse, or selling of drugs and/or paraphernalia. Staff will promptly notify the Principal in writing of the alleged offense.

Responsibilities of School Officials

It is the responsibility of the school officials to inform students, staff, and parents/guardians concerning the drug and alcohol abuse policy of this school district, and to share with these audiences, any available pertinent information regarding the extent of the drug and alcohol problem in the school.

Except as between the persons directly involved in the student’s education and except as otherwise provided within, all matters concerning reports of drug or alcohol abuse shall be, and remain, confidential.

When a school official has reason to believe that a student is in violation of the drug/alcohol policy, the following action will be taken:

- a) If the student is in need of medical attention, the school nurse will be notified to give medical attention
- b) The parent/guardian of the student will be notified immediately and asked to meet with the school officials. Only in the case of a medical emergency and the parent/guardian(s) cannot be reached, will the person on the student’s emergency call list be notified.
- c) School officials will cooperate fully with law enforcement agencies and report to them any information that would be considered beneficial in their efforts to stem the use of drugs and alcohol.

Searches

If the school official has reason to believe that intoxicants, illegal drugs, potentially harmful substances, drug paraphernalia or instruments are concealed in a school locker, on a student, in a purse, wallet or book bag, or in a student’s vehicle, the following applies:

- a) **Locker Search:** A school locker may be searched. The normal procedure is for the school official to accompany the student to his/her locker and require the youth to show the official the contents. Whenever possible, a second staff person will observe.
- b) **Personal Searches:** The school official may ask a student to reveal any illegal or dangerous item(s) suspected of being on his/her person, in a purse, wallet or book bag. If the student refuses, the school official may ask student or the student’s parent/guardian for permission to conduct a search. The school official, at their discretion, may call the police department to investigate.
- c) **Student Vehicle:** When the possessions of illegal or dangerous items are suspected to be in a student’s vehicle on school property, permission of the driver or owner will be secured to search the vehicle. If permission to search the vehicle is denied, the local law enforcement agency may be called to search the vehicle.

The full text of the **Student Code of Conduct** may be found in the Library and/or Main Office.

| Infraction | 1st Offense | 2nd Offense | 3rd Offense | Continued Offenses |
|---|--|-------------------------------|-------------------------------|---------------------------|
| Attack (physical) not limited to teaching staff | Notify Police and/or 5-Day Suspension Superintendent Hearing | | | |
| Behavior/Action Endangering the Health & Safety of Others | Notify Police and/or 5-Day Principal Suspension Superintendent Hearing | | | |
| Bias Crime | Notify Police and/or 5-Day Principal Suspension | | | |

| Infraction | 1st Offense | 2nd Offense | 3rd Offense | Continued Offenses |
|--|--|--|---|--|
| | Superintendent Hearing | | | |
| Threat to the School including bomb, fire, weapon, etc. | Notify Police and/or 5-Day Principal Suspension Superintendent Hearing | | | |
| Cutting Class | Detention Parent contact | Referral to building Administration Parent contact 2-Day detention | Referral to building Administration Parent contact 3-Day detention Counseling | Referral to building Administrator PASS Parent contact/conference |
| Disruption of the Educational Process | Teacher detention Parent notification | Referral to building Administration 2-Day detention Parent notification | Referral to building Administration 3-Day detention or OSS 1-2 days | Referral to building Administration OSS 3-4 days Referral to IST |
| Failure to Serve Assigned Detention | Referral to building Administration Parent contact 2-Day detention | Referral to building Administration Parent contact | Referral to building Administrator Parent contact OSS-1 day | Referral to building Administrator Parent contact Referral to IST OSS 1-2 days |
| Failure to Sign In | Detention Parent contact Administrative conference | 2-3 Day Detention Parent contact Administrative conference | Parent contact Detention | OSS 1-2 days Parent contact Referral to IST |
| Fighting | OSS 1-5 days Parent contact Referral to counselor | OSS 1-5 days Parent contact Referral to IST | OSS 1-5 days Parent contact Referral to IST | OSS 1-5 days Superintendent Hearing |
| Forgery | 1-2 Day Detention Parent contact | 3-4 Day Detention Parent contact | OSS 1-3 days Parent contact Referral to IST | OSS 1-3 days Parent contact |
| Violation of District Acceptable Use and Internet Safety Policies, Improper Use of network, Internet and/or e-mail services or computer equipment. Depending on nature of infraction, administration will determine appropriate action. ** | Administrative/Teacher 1 Day Detention Conference with parent. | Administrative conference with student & parent. 2-4 Day Detention Suspension of Internet privileges | Administrative conference with student & parent OSS Suspension of computer privileges | Administrative conference with student & parent OSS Suspension of computer privileges for one year |
| Inappropriate Dress | Warning Parent contact Student to change clothing | 1-Day Detention Parent contact Student to change clothing | 2-3 Day Detention Parent contact Student to change clothing | OSS (1) Parent contact Student to change clothing |
| Insubordination Not following teacher directions and/or requests. | Teacher conference 1-2 Day Detention Parent contact | 3-4 Day Detention Administrative conference Parent contact | Administrative conference Parent contact PASS/OSS (1-3) Referral to IST | Administrative detention Parent contact OSS (1-5) Superintendent Hearing |
| Unlawful Absences | Administrative Parent Contact | Refer to Counselor Administrative Conference | Refer to CPS | Refer to PINS |
| Intimidation/Harassment of another student | OSS (1) Parent contact Referral to counselor | OSS (1-3) Parent contact Referral to counselor IST | OSS (1-5) Parent contact Referral to IST | OSS (5) Referral to Superintendent |

| Infraction | 1st Offense | 2nd Offense | 3rd Offense | Continued Offenses |
|--|---|---|--|--|
| Lateness to Class | Teacher warning Detention Parent contacted by teacher | Teacher detention Parent contact | Referral to building Administrator Detention 1-2 days Parent contact | Referral to building Administrator Detention/PASS Parent contact/conference |
| Lateness to School | Attendance Office warning Parent contact | Attendance Office Detention Parent contact | Referral to building Administrator Detention 1-2 days Parent contact Referral to counselor | Referral to building Administrator Detention/PASS Parent contact/conference Referral to counselor |
| Leaving School Grounds Without Permission | Administrative warning Parent contact | 1-3 Day Detention Parent contact and conference | OSS Parent contact/conference Referral to counselor | OSS Parent contact /conference Referral to IST |
| Possession of a Controlled Substance | Notify police OSS (5) IST referral. School drug counselor notified and/or Superintendent Hearing Possible expulsion. | . | | |
| Possession of Drug Paraphernalia | OSS (1-3) Parent contact Referral to school drug counselor | OSS (2-4) Parent contact School drug counselor | OSS (3-5) Parent contact School drug counselor | OSS (5) pending Superintendent's Hearing |
| Selling of a Controlled Substance | Notify Police 5-Day Principal's Suspension and/or Superintendent Hearing Possible expulsion | | | |
| Bullying | Administrator Parent Contact Referral to Counselor | Administrator Parent Contact OSS (1) | Administrator Parent Contact OSS (2) | Administrator Parent Contact Referral to Superintendent |
| Sexual Harassment (Consequences may vary; are not limited to this progression) | 1-3 Day Detention Parent contact Referral to school counselor | OSS (1-5) Parent contact | OSS (1-5) Parent contact Referral to IST Police notification Superintendent's Hearing | |
| Smoking on School Grounds (including e-cigarettes) | PASS (1) Parent contact Referral to counselor | PASS (1-2) Parent contact Referral to counselor | OSS (1-5) Parent contact Referral to counselor | OSS (5) Referral to Superintendent |
| Theft | Administrative conference with parent OSS (1-3) /Counseling Possible notification-police Repayment for loss. (Depending on article) | Administrative conference with parent OSS (1-5) Days/counseling. IST referral Notify police. Repayment for loss. | OSS (1-5) Administrative conference with parent Notify police Possible refer to IST Supt. conference | OSS pending Superintendent's Hearing . |
| Truancy | 1-3 Day Detention Parent contact Referral to counselor | PASS Parent contact Home visit by social worker and school nurse. | PASS/OSS Parent contact Referral to IST | Parent contact Referral to CPS or PINS |

| Infraction | 1st Offense | 2nd Offense | 3rd Offense | Continued Offenses |
|--|---|--|--|--|
| Vandalism | Parent conference with Administrator Legal charges | OSS (1-3) and Parent conference with Administrator Referral to IST Legal charges | OSS (1-3) and Parent conference with Administrator Referral to IST Superintendent's conference Discuss PINS w/parent Legal charges | OSS pending Superintendent's Hearing PINS filing Legal charges |
| Verbal Abuse of a Staff Member/Student | OSS (1-5) and parent conference w/administrator | OSS (1-5) and parent conference with Administrator IST referral | OSS pending Superintendent conference | OSS pending Superintenden Hearing |
| **Unauthorized access to the structure of the network | Administrative Conference with parent OSS (1-5) /Counseling Repayment for loss | Administrative Conference with parent OSS (1-5)/ Counseling Superintendent's Hearing | Superintendent's Hearing Notify Police | |
| Under the influence of alcohol on School Grounds | 5-Day Principal's Suspension and/or Superintendent Hearing Possible expulsion | | | |
| Under the influence of a controlled substance on School Grounds | 5-Day Principal's Suspension and/or Superintendent Hearing Possible expulsion | | | |
| Display the use of alcohol, drugs, sexual conduct or gangs on any clothing | Parent contact Change clothing | 1-5 Day Detention Parent contact Change clothing | PASS (1) Parent contact Change clothing | OSS (1-5) |
| Harassment Electronic/Verbal or Written | Parent Contact Referral to School Counselor OSS (1-5) | Parent Contact Referral to IST OSS (1-5) | Parent Contact Referral to IST Police Notification Superintendent's Hearing | |