

Student Name _____
Homeroom _____

August 2009

Dear Students:

Welcome to another great year at Farmingdale High School. We are happy to have the Class of 2013 among our ranks and look forward to seeing our returning students again.

In order to have an enjoyable and productive year, you will need to know and understand the information contained in this handbook. It is filled with facts that will help you to be a "student in good standing at Farmingdale High School." We strongly urge that you familiarize yourself with all of our policies, procedures and expectations.

Another reason that we provide this planner is to help students improve their organizational skills. We encourage all of our students to use this as a tool to help you organize each class and record your tests and assignments.

We want this year to be your best school year. To accomplish this you must be focused and committed to working toward receiving the best education Farmingdale High School has to offer. Be hardworking, be ambitious and be organized and you will be successful!

The High School Administration



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BELL SCHEDULE

PERIOD	START	END
1	7:30	8:10
HOMEROOM	8:10	8:12
2	8:16	8:56
3	9:00	9:40
4	9:44	10:24
5	10:28	11:08
6	11:12	11:52
7	11:56	12:36
8	12:40	1:20
9	1:24	2:04

ATTENDANCE

Students are expected to attend class every day. When students are absent it is their responsibility to make up any work missed, whatever the reason for the absence. Students who are unable to attend school or a class on a given day due to their participation in a school-sponsored activity (i.e. music lessons, field trips) must arrange with their teachers to make up any work missed. This also applies to any student who is absent, tardy or leaves early from school or a class due to illness or any other excused reason.

All students with an excused absence, a tardy or early dismissal, are expected upon their return to consult with their teachers regarding missed work.

Only those students with an excused absence, tardy or early dismissal, will be given the opportunity to make up a test or other missed work and/or turn in a late assignment for inclusion in their final grade. Make up opportunities must be completed by a date specified by the student's teacher for the class in question.

Excused absences, tardiness or early dismissals are defined as:

- Personal illness, including required attendance for health treatment
- Illness or death in the family
- Impassable roads or weather making travel unsafe as determined by the Superintendent of Schools
- Religious observance
- Quarantine
- Required court appearances
- Attendance at health clinics for required health treatment
- Approved college visits
- Pre-approved cooperative work programs
- Pre-approved student workshops
- Pre-approved school-sponsored trips
- Pre-approved military obligations
- Band and chorus rotation
- School-sponsored assemblies
- All scheduled meetings, scheduled conferences, or scheduled appointments, with teachers, administrators, counselors, deans, psychologists, social workers and the health office
- Confirmed bus delays

All other absences, tardies or early dismissals are considered unexcused absences. NOTE: Oversleeping and missing the bus are unexcused absences. All absences, tardies or early dismissals must be accounted for. It is the parent's responsibility to notify the school office on the day of the absence, tardy or early dismissal and to provide a written excuse upon the student's return to school. However, when a student is requesting early departure, a note from the parent or guardian should be submitted to the attendance office upon their arrival to school.

Students who are going to be absent for an extended period of time are entitled to home tutoring and should request this service. Time spent with the tutor is equivalent to class time. The student won't be penalized for absences. Students who are assigned to home tutoring must realize that an absence from a home tutoring session is considered an absence from school and counts toward possible loss of credit in that course.

The attendance policy applies not only to FHS courses, but to BOCES and other vocational education courses as well. A student absent from school or out-of-school suspension on a particular day may NOT participate in or attend any extracurricular activities or athletic events on that day.

EXPLAINING ABSENCES: Parents **MUST** telephone the Attendance office in the morning to give an explanation for their child's absence from school. The office is open at 7:00 a.m. Please call 752-6618, 752-6644 and 752-6623. Telephone calls from students are not acceptable. After 3 p.m. parents may leave a message on the attendance office voice-mail system.

INVESTIGATION OF ABSENCES: The Attendance Office staff will attempt to contact the parents of absentees who have not telephoned the school. Contact will be made by telephone to the home or to the parent's place of business. In some instances, the attendance supervisor will visit the home.

WRITTEN EXCUSES FOR ABSENCES: Parents will have to provide the attendance office with a written explanation only if there has been no telephone contact with the office. The written excuse is due the day the student returns to school. It should state the student's full name, grade, date of absence, as well as the explanation.

UNVERIFIED ABSENCES: If the Attendance Office has not received an explanation for a student's absence, it will be posted on the

daily absentee list as "UNVERIFIED." Unless the student clears this unverified absence with the Attendance Office, the absence will be considered unexcused. It is imperative that parents notify the school by telephone when the student is legitimately absent from school! Students should verify their absences with the Attendance Office when it opens at 7 a.m. or during their lunch period.

MEDICAL EXPLANATION FOR ABSENCES: Students who are absent due to sickness for five or more consecutive days are required to provide the school nurse with a medical explanation from the family physician.

NO CREDIT POLICY (PLEASE READ CAREFULLY)

In a half-year course, the maximum number of **UNEXCUSED ABSENCES** is 8; in full-year courses the maximum number is 17. If a student does not meet the minimum attendance requirement, regardless of academic average, the student will receive no credit (NC) for that class.

<u>Max. Number</u>	<u>Unexcused Absences/ Latenesses</u>	<u>(NC) Status at No Credit</u>
Full Year Course	17	18
Half Year Course	8	9

Students who are in the NC status before the end of the course are obligated to continue to attend the class. **Should the student continue in the class without any additional unexcused absences and earn a passing grade, the passing grade will replace the NC as the grade of record.** Failure to do so will result in school disciplinary procedures and will deny the student the privilege of attending summer school.

An appeal of NC status can be made in writing by the parent to the assistant principal of the grade within ten (10) school days of the time the student exceeds the allowable number of absences. Further appeals to this process can be made to the Building Principal.

UNEXCUSED CLASS ABSENCE

According to our attendance policy, a student can be denied any credit regularly given for classroom participation due to an unexcused absence.

An unexcused absence, tardy or early dismissal will result in disciplinary action consistent with the district's code of conduct.

Short detention (2:15 p.m.-3:15 p.m.) - Letter sent

Long detention - (2:15 p.m.-4:15p.m.) - Parent Notified

In-School-Suspension (7:30 a.m.-2:05 p.m.) - Letter sent - Parent notified

Students have 4 days to serve their detention(s) (short or long) from the day the detention(s) is/are assigned. Failure to do so will be considered insubordination and result in the next level of discipline being administered.

Detention is in Cafeteria A from 2:15 p.m. to 3:15 p.m. (short) and from 2:15 p.m. to 4:15 p.m. (long)

Students will be required to show their Farmingdale High School student I.D. card to be admitted to any detention.

UNEXCUSED LATENESS

Late students are required to sign in at the Central Attendance Office immediately upon arriving to school. A late pass will be issued in order to have the lateness legitimized. Students must provide a written explanation from their parent.

Exception: Students who are late due to a late-arriving school bus are required to sign in at the Attendance Office for a late pass. Absence from class due to a late bus will NOT be counted in calculating the maximum number of class absences.

Multiple unexcused lateness will result in disciplinary action.

TRUANCY

Truancy is considered an unverified daily absence from all classes. Students who are truant from school are referred to our Attendance Supervisor. Students who are truant will have their cases reviewed at a conference convened by the dean.

BEHAVIORAL EXPECTATIONS

AFTER-SCHOOL

Students are not allowed to remain in the building after 2:20 p.m. unless they are involved in an authorized after-school activity.

BALL PLAYING/BREAK DANCING/HACKY SAC

There is to be no ball playing, break dancing or hacky sac playing permitted during the school day:

- Inside the building
- In the courtyards

BUS DISCIPLINE

Bus drivers have a tremendous responsibility for insuring the safety of their passengers and we must make sure that they have no distractions from doing their appointed job.

A serious infraction may result in an immediate suspension with no prior warning, if in the opinion of school officials, an immediate suspension is necessary to insure the safety and well being of all bus students.

No smoking.

No fighting.

The use of foul language is prohibited.

Defacement or destruction of the school bus is strictly forbidden.

Do not go on lawns or private property where stop is located.

Fill vacant seats in the rear of the bus first.

Do not leave your seat to get off until the bus has stopped.

Pay attention to the bus driver and follow his/her directions.

Put nothing out the window. This includes heads, hands, arms, papers, etc.

There is to be absolutely no opening/exiting from the emergency door or windows unless directed to do so by the driver.

Bus passes must be carried at all times. Students will not be permitted on a bus without one.

"Disorderly Conduct" of any type is prohibited.

CAFETERIA BEHAVIOR

It is expected that all Farmingdale High School students respect every students' right to be afforded a CLEAN, COMFORTABLE and DISTRACTION-FREE area to eat breakfast and/or lunch.

The following apply to ALL STUDENTS:

- food/drink CANNOT be removed from the cafeteria (except with a valid "L" Pass).
- Each student is individually responsible for depositing his/her refuse into the trashcans located within the cafeteria.
- The "throwing" of any consumables or refuse is **PROHIBITED**.
- Disorderly conduct of any type is **PROHIBITED**.

Violators will be subject to action according to the Disciplinary Code.

CELL PHONES/NEXTEL

To insure the privacy of all students and staff, to prevent instructional distraction and to preserve instructional integrity, **ALL TYPES OF CELL PHONES WILL NOT BE PERMITTED TO BE USED ON SCHOOL PREMISES DURING THE INSTRUCTIONAL DAY (7:30 a.m. – 2:04 p.m.).**

ALL CELL PHONES WITH PICTURE TAKING AND/OR TEXT MESSAGING CAPABILITIES are not permitted in school. If brought onto school property, violators will be subject to action according to the Disciplinary Code.

NOTE: SHOULD A STUDENT VIOLATE THIS POLICY MORE THAN ONCE, IT MAY BECOME NECESSARY TO CONFISCATE THE ABOVE ITEM(S).

ANY ITEM(S) CONFISCATED WILL BE SECURED BY SCHOOL ADMINISTRATION OR GRADE LEVEL DEAN OF STUDENTS AND RETURNED ONLY TO A PARENT OR GUARDIAN.

CONTROLLED SUBSTANCE

The sale - use - possession of any controlled substance, or drug paraphernalia is STRICTLY forbidden on or near school district property. This includes drugs and alcoholic beverages of any kind. The punishment for students who violate this rule is a Superintendent's hearing and a police referral.

DISCMAN/WALKMAN/MP3 PLAYER/IPODS

To help insure a safe, orderly and distraction-free environment, students must be responsive to staff members at all times throughout the instructional day. Therefore, STUDENTS WILL NOT BE PERMITTED TO WEAR ANY FORM OF DISCMAN/WALKMAN/MP3 PLAYERS/IPODS at any time during the instructional day (7:30 a.m. – 2:04 p.m.). Violators will be subject to action according to the Disciplinary Code.

NOTE: SHOULD A STUDENT VIOLATE THIS POLICY MORE THAN ONCE, IT MAY BECOME NECESSARY TO CONFISCATE THE ABOVE ITEM(S).

ANY ITEM(S) CONFISCATED WILL BE SECURED BY SCHOOL ADMINISTRATION OR GRADE LEVEL DEAN OF STUDENTS AND RETURNED ONLY TO A PARENT OR GUARDIAN.

DRESS CODE

Standards of acceptable dress are expected at Farmingdale High School. The school administration is obligated to require that all students dress in an appropriate manner when they attend school or any school-related activity. Articles of clothing or accessories that endanger the health and safety of individuals or are vulgar, indecent, or contain any message or symbol that is NOT conducive to the educational environment, are a violation of our code of conduct. No colors or any other gang-related apparel may be worn on the premises of Farmingdale High School. Violators will be subject to immediate disciplinary action.

ELECTRONIC DEVICES

Electronic devices, TV's, cassette players, and beepers are not permitted in school. If brought on school property, violators will be subject to the Disciplinary Code.

NOTE: SHOULD A STUDENT VIOLATE THIS POLICY MORE THAN ONCE, IT MAY BECOME NECESSARY TO CONFISCATE THE ABOVE ITEM(S).

ANY ITEM(S) CONFISCATED WILL BE SECURED BY ADMINISTRATION OR GRADE LEVEL DEAN OF STUDENTS AND RETURNED ONLY TO A PARENT OR GUARDIAN.

FIGHTING

Fighting in school will not be tolerated. All parties involved will be immediately suspended. A parent conference **MUST** be held **PRIOR** to the student being readmitted. Students need to be reminded that there are other outlets that should be used to resolve conflicts. These include our Pupil Personnel Services and Support Staff.

FIRE ALARM PROCEDURE

Our alarm system is to be used only in cases of emergency. If the bell rings, students are to vacate the building immediately. Teachers will review with students: a) fire exits to be used, b) procedures to be followed, c) the location of a common meeting place outside. During any evacuation, students are to follow school personnel's instructions. Any refusal to follow those instructions will be treated as insubordination.

EMERGENCY EVACUATIONS

Secure Perimeter Drill: When a secure perimeter drill is announced, building staff will check each of the doors to the outside to make sure that they are properly locked and no one will be permitted to come into the building from the outside until an all-clear is given.

Lock-Down: When a lock-down drill is announced, all classroom doors are locked; students are not permitted to come and go from the classroom; the blinds are drawn; and the students are moved away from the windows. The perimeter of the building is also secured and checked. No one is permitted into the building and the lock-down remains in effect until an all-clear is given.

Shelter Drills: In a shelter drill all students are moved by their teachers to a pre-determined area in the building with fewer windows. Attendance is taken and all students are accounted for. Students return to their classrooms when an all-clear is given.

During any Emergency Drill, students will be assigned to go to a designated area based on their homeroom. This area will remain the same for the entire year. When the alarm sounds, all students and staff, should leave the building by the nearest exit and report to their assigned assembly areas. NO ONE SHOULD STOP TO GET COATS, or otherwise delay their exit from the building. No students should be allowed to go to his/her locker to go to another exit other than the nearest one.

Reunification Drill:

In the event that the school is under lockdown, Farmingdale High School has developed a contingency plan for parent-student reunification. Family reunification/student release will be accomplished at Farmingdale High School. The District will release a public announcement as soon as the decision on reunification has been made and will include a phone number parents can call for more information. A trained team of school personnel and community partners will be available to take care of your student until you are able to pick them up.

A reunification card will be on file indicating the names of the people permitted to pick up the students if the parents/guardians were not available. PLEASE BE SURE TO FILL OUT AND RETURN THIS CARD.

ASSEMBLY AREAS

- | | |
|--------------------------------------|---|
| a. Administrator in Charge/Principal | Front of Bldg/Main Entrance |
| b. Custodians/Head Custodian | Custodial Parking Area |
| c. Kitchen Staff/Kitchen Lead | Custodial Parking Area |
| d. Staff (Unassigned) | Front of Bldg – Report to Administrator in Charge |
| e. Headstart | Sidewalk Area – Rear Parking Entrance |
| f. Assistant Principal | Bus Parking Lot – Northwest Area |
| g. 9 th Grade Dean | Rear Parking Lot |
| h. 10 th Grade Dean | Bus Parking Lot – Northeast Area |
| i. 11 th Grade Dean | Bus Parking Lot – Southside |
| j. 12 th Grade Dean | Rear Parking Lot |

Homeroom teachers will immediately take attendance and report any missing students to the dean. The dean will follow up on all missing students.

This new procedure is put in place so that we may account for every student in case of an emergency.

FIREWORKS

Fireworks of any type are strictly forbidden. They are disruptive, dangerous, and against the law. Students who violate this rule will be suspended and their cases will be immediately referred to the police.

FOOD AND DRINK

Food and drink are to be confined to the cafeterias -- for reasons of both health and safety. The "L" pass is for students who do not have an official lunch period. This pass can be obtained from the Main Office upon presenting a signed permission slip issued by the teacher who will be allowing the student to eat lunch in this particular class. Students must present this pass to the cafeteria aides before they will be permitted to exit the cafeteria.

FOOD AND DRINK IS NOT PERMITTED IN THE AUDITORIUM, LECTURE HALL, COMMONS AND CLASSROOMS.

GAMBLING

Gambling, betting, card playing, dice or any other games of chance are expressly forbidden on school grounds. Cards and game paraphernalia will be confiscated and those involved subject to the Disciplinary Code.

GRAFFITI

This has become a serious and expensive problem for public school buildings. Those responsible will face suspension, detention, full cash restitution, and referral to the police.

HEAD COVERING

Students are strictly prohibited from wearing any form of head covering in any area of the school building. This would include any type of hat, hood, scarf, bandana, "du-rag, helmet, headband, etc.

Violators will be warned and repeat violators will be subject to disciplinary action as indicated by the Disciplinary Code.

NOTE: SHOULD A STUDENT VIOLATE THIS POLICY MORE THAN ONCE, IT MAY BECOME NECESSARY TO CONFISCATE THE ABOVE ITEM(S). ANY ITEM(S) CONFISCATED WILL BE SECURED BY THE PRINCIPAL AND RETURNED ONLY TO A PARENT OR GUARDIAN.

IN-SCHOOL SUSPENSION

Students assigned to in-school suspension will report to the ISS Center (Room 120) for a full nine-period day. There is no early dismissal. The ISS teacher will not give passes; the offices summoning the student must issue any passes. Visits (to lockers, library, etc.) must be made before 7:30 a.m. or after 2:05 p.m.

Lunch is to be brought to school and will be eaten in the ISS room as well. Students may not leave the room except for one supervised visit to the lavatory. No "visitors" are permitted. Students will receive work from their regular class teachers that they must complete if the day of ISS is to be counted.

LITTERING

This is your school and we urge you to treat it as you would your own home. It is the responsibility and expectation of every student to place trash in the appropriate wastebasket or barrel, particularly in the cafeterias, Commons and hallways. We urge all Farmingdale High School students to do their best to keep our school clean and safe.

No pets (animal, insect, or otherwise) are allowed in the school building under any circumstances.

SEXUAL HARASSMENT

Sexual harassment is any unwelcome verbal or physical conduct of a sexual nature. Sexual harassment interferes with a student's right to a fair and equal educational opportunity. It creates a hostile learning environment. The school considers harassment a serious issue and it will be treated as such.

Some Examples:

- Sexual rumors or name calling
- Suggestive comments about somebody's body
- Inappropriate physical contact
- Sexual gestures or leering
- Public displays of affection that can be offensive to passersby
- Distribution of written material that is derogatory/sexual.

What should you do if you feel you are a victim of sexual harassment?

- If possible; let the harasser know that the behavior is not acceptable and or
- Speak to your Assistant Principal, dean, teacher, nurse, guidance counselor, social worker, or psychologist

Students who are guilty of harassment may be subject to suspension and may incur legal ramifications. REMEMBER, HARASSMENT IS AGAINST THE LAW.

SMOKING

There is a **NO TOLERANCE POLICY** on smoking for everyone anywhere on school grounds. This ban includes ALL areas, inside and outside. Offenders will result in immediate disciplinary action according to the Disciplinary Code. **SMOKING ON SCHOOL GROUNDS VIOLATES NEW YORK STATE LAW.**

THEFT

Articles of value should not be brought to school. Students who are caught taking others' belongings are subject to the Disciplinary Code and will face a possibility of arrest. Bicycles should be parked (and locked) only in special areas; the school cannot be responsible for the theft of any items. All thefts should be reported to the Dean immediately.

VANDALISM

Students who commit vandalism will be responsible for reimbursing the district for full-replacement costs. In addition, they face detention or suspension. In all cases, parents will be notified and the police will be involved.

WEAPONS

No weapon of any kind is to be brought on to school grounds. Students apprehended possessing a weapon will be suspended and face a Superintendent's hearing. A police referral is mandatory. This is consistent with Board of Education Policy 5312.2.

POLICIES AND PROCEDURES

CHEATING - (Fraud, Plagiarism)

Cheating may take the form of copying another person's work or copying on an examination. It is a very serious offense. Cases of cheating will be referred to the department head and grade level assistant principal for disciplinary action. A grade of zero will automatically be given for the test or work in question.

COMPUTER/INTERNET

Students are required to have a signed *Acceptable Use Form* on file in order to use the Internet in school. The following are examples of computer/internet misconduct:

-“Cyberbullying” is the use of electronic information and communication devices such as e-mail, instant messaging, mobile/camera phones, and defamatory websites to bully or otherwise harass an individual or group through personal attacks or other means.”

-Threatening, hazing or harassing students or school personnel over the internet.

-Using social networking websites such as blogs, Myspace, Facebook, YouTube, chat rooms or instant messaging to convey threats, derogatory comments, inappropriate pictures or inappropriate written material about students or school personnel.

Students who use the school's computer inappropriately or violate school/district policies, may be subject to the disciplinary code.

DROP/ADD POLICY

See Guidance for specific procedure.

All scheduling questions and/or requests must be approved by the guidance counselor.

ELIGIBILITY POLICY

Any student failing TWO or more subjects shall automatically be placed on PROBATION by the committee and will remain on probation for the marking period. A student on probation may participate in all extra curricular activities and interscholastic sports provided that he/she adheres to the following criteria immediately upon being notified of his/her status.

1. The student submits WEEKLY ELIGIBILITY PROGRESS REPORTS from ALL teachers to his/her advisor or coach. Poor performance may cause the student to be declared INELIGIBLE.
2. The student seeks help in the problem areas and provides proof of same to the Eligibility Committee.
3. Failure to comply with the above criteria will move the student to ineligible status.

After the next report card, any student no longer failing two subjects will be removed from probation. If a student is failing THREE OR MORE subjects, he/she will automatically be declared INELIGIBLE by the committee and will remain ineligible for the ENTIRE marking period unless a request is made BY THE STUDENT IN WRITING to the committee for an appeal. If an appeal is granted, the student must:

1. Submit WEEKLY "Eligibility Progress Reports" to a mentor appointed by the committee.
2. The student MUST seek help in the problem subjects (homework helpers, Honor Society tutors, etc.) and provide the committee proof of same.

A student who is ineligible MAY NOT practice, compete, or participate in any interscholastic sport or extra curricular activity unless an appeal is granted. If the student does not meet these conditions, he/she cannot come before the committee until after the next report card. After the next report card, any student no longer failing three or more subjects will be removed from ineligibility and be either placed on probation (if failing two subjects) or removed entirely.

If a student is declared ineligible or placed on probation at the end of the 4th marking period, he/she must attend summer school. Failure to attend summer school will cause the student to begin the next school year with the same status that was determined by the 4th marking period grades. Eligibility Progress Reports are available in the Grade Offices.

GRADING POLICY

NC is recorded for students who are receiving "no credit" because of failure to comply with our attendance policy. A student who receives an NC for a Regents course will be admitted to the Regents exam. *Note: In a lab science course, a student must have completed the minimum number of laboratory sessions in order to be eligible to sit for the Regents examination.

If the student passes the Regents in that course, Regents credit will be granted for that course; however, students will NOT be granted SCHOOL credit if they do not pass the course.

GRADUATION

Only seniors who have completed all of the diploma requirements (number of credits, sequences, required courses, physical education, competency test, etc.) and are behaviorally eligible will be permitted to participate in the graduation ceremony.

Students who complete their degree through Summer School or Evening High School may participate in the day school ceremony.

HOMEROOM

FHS has established a homeroom period that is connected to the 1st period class (8:10 a.m.-8:12 a.m.).

HOMEWORK POLICY

Homework outside assignments expand and enrich the brief 40-minute instructional period. Research has proven that homework can enhance what is learned during class time. Students are expected to make up assignments when they are absent from class.

HONOR - MERIT ROLL

The honor roll is for students who have earned an 89.5% or above in credited subjects for each marking period. The merit roll is for students who have earned an 84.5% - 89.4% average in credited subjects for each marking period.

INTERIM PROGRESS REPORTS

Report cards are issued approximately every ten weeks; however, FHS has instituted a system of "interim" reports, (approximately five weeks into each marking period) to alert students and parents when there is difficulty with a particular subject. Interim reports should also be sent to indicate improvement in a subject.

LEVEL CHANGE

All requests for a change in the academic level of a course should be discussed with the teacher/counselor prior to a mandatory meeting of the director, parents, student, teacher and counselor. A decision will be made at that time.

MAKE-UP WORK/TESTS

Students who need to make up missed tests will have to make them up on their own time and at a time other than the regularly scheduled class. Directors, department chairpersons and teachers will make arrangements for these make-ups, which are mutually fair and convenient. Students who miss mid-year exams, and final exams will have to present formal medical documentation before they will be permitted to take make-ups. Failure to do so will result in a student receiving no credit for the missed exam.

NATIONAL HONOR SOCIETY

The selection of members to the Farmingdale Chapter of the National Honor Society is a very selective process. Only students

who show strength in all four of the following areas will be considered: Character, Leadership, Service and Scholarship. Academic achievement is not sufficient for membership into this organization. Outlined below is the selection procedure that represents the standards of a well-rounded student.

1. All 10th and 11th grade students who have a 92% average for the first two marking periods and a cumulative weighted grade point average of 92% or above by the spring will be invited to seek membership in the National Honor Society.
2. Eligible students will be invited to a meeting where the selection process will be outlined. Candidates will then be given an evaluation form that will be used to determine if they meet the National Honor Society standards.
3. Candidates will choose several teachers who can speak on their behalf in the areas of character, leadership and service. (The faculty at-large will be asked to make comments about any candidate that they feel necessary.)
4. A successful candidate must show strength in the following three areas. If they are weak in any of these, they may not be selected.
 - a) Character - consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability); upholds principles of morality and ethics, demonstrates the highest standards of honesty and reliability.
 - b) Service - contributes substantive service to at least one school or community service-related organization throughout his/her high school career; actively participates in other school organizations; volunteers dependable and well-organized assistance; cheerfully and enthusiastically renders any requested service to the school.
 - c) Leadership - demonstrates successful leadership as an elected or chosen member in a school or community organization (includes all elected or appointed leadership positions held in school or community activities); is a forerunner in the classroom, at work, and in school or community activities.

Note: Concentration in one co-curricular or extra-curricular area alone will not qualify a student (i.e. all music, all sports, all

community activities, etc). Also, students must show involvement throughout their high school career.

5. Evaluations are then made by a Faculty Council and then forwarded to the principal. ALL DECISIONS OF THE FACULTY COUNCIL ARE FINAL, AND THE INFORMATION USED IN MAKING THE SELECTIONS IS CONFIDENTIAL.

PASS/FAIL OPTION

To encourage students to take a most rigorous schedule, FHS offers a "pass/fail" grading option to SENIORS for NON-required courses. (Several other no-credit courses are also given pass-fail; these are mentioned in the Curriculum Guide.) The only condition is that students indicate their desire to exercise this option no later than six weeks into the course: November 1st for fall and full-year courses; March 15th for spring courses.

PROMOTIONAL POLICY

9th to 10th Grade

Needed

Must pass English 9 and Social Studies 9

10th to 11th Grade

Must pass English 9 and 10 and Social Studies 9

11th to 12th Grade

Needed

Must pass English 9, 10, 11 and Social Studies 9 and 10.

Must be enrolled in enough classes to graduate in June

12A Grade Classification

1. Possible June grads - students who have fallen behind (retainees but could possibly graduate in June (evening school).
2. Definite August grads (All August grad computer records must be flagged in October of the preceding year.)

All students are required to take seven (7) subjects including Physical Education each semester.

Admissions to special programs such as BOCES, PAGE School, Advanced Placement, CLEP, are made only with the permission of the principal or designee.

BOCES program assignments are made through the coordinator of Occupational Education and the Director of Guidance. Physical Education and Health requirements for graduation must be met in accordance with the State Education Law.

REPORT CARDS

Report cards are issued four times a year at approximately ten-week intervals and are mailed home.

SCHEDULE CHANGE (See *Drop/Add, Level Changes*)

A student may not request a schedule change simply because he/she wants a different teacher. To be fair and consistent, we honor NO such requests.

SENIOR EXEMPTION

The exemption is for final exams in senior courses only and for those seniors who have maintained a grade of 90% in each marking period, are in "good standing" in the course, and have no cuts in the course.

STUDY HALL CLASSES

It is expected that all students assigned to study hall classes attend with the same regularity as instructional classes. Students are encouraged to see their counselors for assignment to elective classes in lieu of study hall. Failure to attend study hall will result in action according to the Disciplinary Code.

SUMMER SCHOOL

Students who have a final grade of NC will not be permitted to attend summer school. Seniors who have an NC will be allowed to attend only if this permits them to graduate in August.

TERM PAPER ASSIGNMENT

Both the State Standards and the school district are placing great emphasis on the research process. As a result of the growing importance of research, Farmingdale High School has instituted a term paper requirement. The junior term paper in Social Studies and the senior paper in English are a basic course requirement.

Credit will not be granted even with a passing average, if this requirement is not satisfactorily met.

MISCELLANEOUS INFORMATION

ANNOUNCEMENTS

Daily announcements will be read in homeroom and then posted. Timely events and noteworthy accomplishments (of students and staff) will be read over the P.A.

The Daily Bulletin will be posted in each grade office, on each bulletin board located throughout the school halls and cafeterias, and in the Main Office.

ARRIVAL/DISMISSAL

Students are permitted to enter the building upon their arrival to school. Breakfast will be served from 7:00 to 7:25 a.m. You are NOT permitted to bring food into the Commons or any other area of the building.

Students must exit the building upon completion of their day.

Students staying for extra-help or any other sanctioned after-school activity must remain in a supervised area until this activity begins and must immediately exit the building upon its completion. Buses for extra curricular clubs or activities are available at 3:45 p.m. and 5 p.m. Students must wait for these buses in the pool area.

DELAYED OPENING

A delayed opening will represent a 2-hour delay and classes will begin at 9:30 a.m. as opposed to 7:30 a.m.

The instructional plan provides for each class to meet for 26 minutes with 4-minute passing time and an extended homeroom of 8 minutes. The periods are as follows:

PERIOD	START	END
1	9:30	9:56
HOMEROOM	9:56	10:04
2	10:08	10:34
3	10:38	11:04
4	11:08	11:34
5	11:38	12:04
6	12:08	12:34
7	12:38	1:04
8	1:08	1:34
9	1:38	2:04

All 6:30 a.m. buses are cancelled. High School buses will start at 9:00 a.m. AM BOCES programs will be cancelled.

EARLY DISMISSAL

Students who need to leave school before the end of the school day must provide the Central Attendance Office with a written request signed by their parent. This note must be handed in before first period. Students who leave school without this permission will be marked absent from class. The Attendance Office will verify the early dismissal request by telephone. Classes missed due to an early dismissal WILL be counted in calculating the number of absences permitted.

EMERGENCY CLOSINGS

In the event that school is closed because of the weather or some other emergency, students are advised to listen to one of the following radio stations: WCTO FM-94.3; WALK FM-97.5; WOR AM-710; WHLI AM-1100; WGSM AM-740; or WBAB AM-1440. You may use the website Farmingdaleschools.org for closing information.

ENTRANCES/EXITS

Students must enter the building during regular school hours (7:30 a.m. -2:04 p.m.) through the following areas:

Main lobby

Pool area

Small gym near rear parking lot area

You may be asked to present your I.D. Card anytime you enter the building.

EXTRA-CURRICULAR CLUBS AND ACITIVITES

Ambassador's Club, Art Club, Carpentry Club, Daler Press, D.E.C.A. (Distributive Education Clubs of America), French Club, Future Teachers of America, German Club, Interact Club, Italian Club/Italian Honor Society, Jazz Lab, Journalism Club, Key Club, Marching Band, Math Team, Mural Club, National Art Honor Society, Odyssey of the Mind, Playcrafters, PIT Orchestra, SADD (Students Against Destructive Decisions), SGA (Student Government Association), Spanish Club, Technology Honor Society, Tri M Honor Society, Varsity Leaders Club, Vocal Jazz Ensemble, Yearbook Journalism Club

IDENTIFICATION CARD

Students must have their photo IDs with them at all times at FHS. To make sure that only our students are in the building, we will be spot-checking those identifications. Whenever a teacher (or any other staff member) asks to see the ID, the student must show it to him or her. Failure to do so will be considered a serious case of insubordination.

Students are reminded that their ID card serves as a pass to leave the classroom and must be presented to the teacher to be inserted in a lariat. ID cards may also be used to purchase items in the cafeteria.

A LOST ID CARD can be replaced (at no charge) at the Audio Visual (AV) office during the following schedule:

Tuesday – Thursday, 7 a.m. – 7:30 a.m. and 2:00 p.m. –2:30 p.m.

A student who has not been issued a Farmingdale High School ID Card and/or has never been photographed, must see their Guidance Counselor and complete a “New Student ID/Computer Account Information” form. An appointment would then be scheduled with the AV Office.

LOCKERS

All lockers belong to the Farmingdale Union Free School District. STUDENTS MUST USE THEIR ASSIGNED LOCKER. Students may not choose their own lockers. Unassigned lockers will be checked on a regular basis; those with locks on them will have the locks clipped.

Students are urged not to share the combinations of their lockers with even their closest friends. Since the locker belongs to the school it may be searched at any time if there is reason to believe that there are any contents which may be illegal or could endanger the health and/or safety of students or staff. The school district is NOT responsible for personal items stored in a student's locker.

LOST TEXTBOOKS

The school provides textbooks for each of the courses. It is every student's responsibility to return these textbooks in the same condition they were received. (Upon completion of the course or if the student withdraws from the class.) Students who fail to return their textbooks or who do not pay for lost books are in debt to the school. Students will NOT be eligible to participate in "senior events" and will have their diplomas withheld unless all debts have been cleared.

PARKING

Parking is a privilege reserved for SENIORS. Separate parking areas are designated for students and school employees. Students are to park in designated spots only. They are not permitted to enter the staff parking lot. The student parking lot is part of the patrol route of the FHS security vehicle. Security on patrol will report students who violate these rules.

At the beginning of the year, seniors will fill out a parking contract, which they must sign. This contract enumerates the rules for student parking.

Students must also present a valid New York State driver's license and registration for the vehicle which will be parked on school facilities. **STUDENTS MAY NOT TAKE UNDERCLASS STUDENTS OFF SCHOOL GROUNDS IN THEIR CARS DURING THE SCHOOL DAY.** Failure to comply with any of these conditions will result in the loss of parking privileges. Students park at their own risk; there is no specific supervision of students vehicles.

Students who are spotted driving recklessly or ignoring the STOP sign at the first intersection will have their license plate recorded and their parents will be notified. Students who do not adhere to parking rules may be subject to a 30-day suspension of parking

privilege or permanent revocation of parking privilege. The administration reserves the right to exact disciplinary measures in addition to the above mentioned sanctions.

We strongly suggest that all seniors, with a valid license, apply for a permit and park on school grounds.

Please be advised that students who drive vehicles to Farmingdale High School and park outside of the school grounds are subject to all the traffic laws/codes of NYS and to any and all penalties for illegal parking.

PASSES

When students receive permission to leave a classroom they must sign a log book on the teacher's desk, carry with them the large plastic pass or their handbook pass, and have their I.D. card with them. Students must show their identification if stopped by a teacher or any other staff member. Failure to do so will result in insubordination.

POSTERS

All poster requests must be approved by the grade level assistant principal prior to their posting. Advertisements for out-of-school activities are not permitted. Posters that have not been approved will be removed and discarded. Student posting unapproved material will be subject to disciplinary action.

SENIOR ACTIVITIES

We are very proud of our slate of senior activities that we view to be a privilege for twelfth graders. Seniors can participate in the following: "Halloween Parade".....Senior Banquet...Graduation... and the Senior Brunch. Participation is a "privilege"; students who are deemed behaviorally ineligible will be barred from attending these events.

SENIOR PRIVILEGE

Those seniors who are in "good standing" both academically and behaviorally are permitted to leave the school premises during non-instructional periods. It is the expectation that seniors leaving

the premises be back on school property in time for their next scheduled class.

Seniors leaving the premises are prohibited from transporting any underclass students (Grades 9, 10, 11) off school grounds. Violators will face the possibility of losing all senior privileges.

THE WOODS

The woods bordering the Southern State Parkway is off limits to all students at all times. In the past years, there have been numerous incidents in that area jeopardizing the safety of our students. STAY OUT OF THE WOODS!

UNCOVERED FIRST PERIOD/TEACHER ABSENCE

Under emergency circumstances we may be unable to secure a substitute teacher for a first period class. In the event this occurs, students are obligated to report to Cafeteria A for an academic study period. Attendance will be taken and absences will count toward the allowable number. If a teacher is late to class, students are obligated to remain at the classroom door until school personnel arrive. Failure to do so will be recorded as a "cut."