



August 2023

Dear Students:

Welcome to another great year at Farmingdale High School. We are happy to have the Class of 2027 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!

Farmingdale 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 POLICY**

Board of Education Attendance Policy #5100 applies not only to Farmingdale High School courses, but to BOCES and other vocational education courses as well. Students are expected to attend all scheduled classes every day. When students are absent it is their responsibility to make up any work missed, whatever the reason for the absence. Students with properly excused absences may make up the work for each absence. However, students with unexcused absences may not be given the opportunity to make up work. Please note 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 missed work. This also applies to any student who is absent, tardy or leaves early from school or a class due to illness or any other excused reason. All students 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.

Opportunities for making up missed work must be completed by a date specified by the student's teacher for the class in question.

**EXCUSED AND UNEXCUSED ABSENCE, TARDINESS AND EARLY DEPARTURES**

A) Excused absences, tardiness or early dismissals ("ATEDs") are defined as:

- Personal illness, including required attendance for health treatment
- Family emergencies, as determined by administration, illness or death in the family
- Impassable roads or weather making travel unsafe as determined by the Superintendent of Schools or his/her designee
- 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
  - Such other reasons as may be approved by the appropriate building administrator (including, but not limited to, absences due to circumstances related to homelessness.)
- B) Unexcused absences, tardiness and early dismissals: All other ATEDs are considered unexcused absences. For example, oversleeping, missing the bus, and family vacations are unexcused absences.

### **GENERAL PROCEDURES**

All ATEDs must be accounted for. It is the parent's responsibility to notify the school office on the day of the ATED in accordance with the procedures set forth below. Students who are going to be absent for an extended period of time are entitled to home tutoring and should request this service. For homeless students, the homeless liaison will assist the student in providing or obtaining documentation if needed. 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 6:30 a.m. Please call (516) 434-5220. Telephone calls from students are not acceptable.

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. In addition, parents may receive robocalls regarding an unverified absence.

Written excuse 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.

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.

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.

Unexcused Lateness: Late students are required to sign in at the Attendance Office immediately upon arriving at school. A late pass will be issued in order to have the lateness legitimized. Students must provide a written explanation from their parent/guardian. Exception: 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 and will face disciplinary action.

### **HOME INSTRUCTION / REMOTE LEARNING**

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.

Students learning remotely will need to show daily school participation, which is to be recorded by teachers and reported under the provisions of this policy. Such participation will vary depending on the type of remote learning taking place. This can include documented participation in online or virtual classes, completion of assignments, documentation of daily school activities and learning, or correspondence via online platform, email, and telephone. Teachers are also expected to pay particular attention to the educational progress of students learning remotely, and initiate appropriate interventions with the student and their family if a student does not show adequate engagement or growth.

### **DISCIPLINARY CONSEQUENCES:**

An unexcused absence, tardy or early dismissal **to school** will result in disciplinary action consistent with the district's code of conduct. Those penalties will include:

- Call or letter sent home from the attendance office regarding chronic lateness, or absence to school
- Call or letter sent home from the dean regarding chronic lateness, or absence to school
- A request for the parent and student to meet with the attendance review committee team
- Short detention (2:15 p.m. - 3:15 p.m.) - Letter sent home notifying parent of the detention
- Long detention - (2:15 p.m. - 4:15p.m.) - Letter sent home notifying parent of the detention



- In-School-Suspension (7:30 a.m. - 2:04 p.m.) - Letter sent home, parent phone call notifying parent(s) of the suspension
  - Students have four (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.
  - In extreme circumstances, Child Protective Services (CPS) will be called by school personnel regarding chronic absenteeism
    - An unexcused tardy or absence or cut **to class** will result in the following consequences:
      - Call home to parent from the teacher regarding student tardiness
      - Call home to the parent from the dean regarding student absence to class or cut from class and detention
      - Short detention (2:15- 3:15) Letter sent home notifying parent of the detention
      - Long detention (2:15- 4:15) Letter sent home notifying parent of the detention
      - In School Suspension (7:30- 2:04 p.m.)- Letter sent home, parent phone call notifying parent(s) of the suspension
- High School detention is held in Cafeteria A and students will be required to show their Farmingdale High School student I.D. card to be admitted to any detention. Students may also be denied the privilege of participating in or attending extracurricular events.
- In addition, teachers will contact the student's parents or guardians and the student's guidance counselor in writing when the student has reached four (4) ATEDs in a half year course or eight (8) ATEDs in a full year course. This letter shall remind parents or guardians of the attendance policy, explain the ramifications of unexcused absences, stress the importance of class attendance and discuss appropriate intervention strategies to correct the situation. Furthermore, the designated staff member will contact local Child Protective Services (CPS) if they suspect that a child is being

educationally neglected. The designated staff member will provide CPS with the information necessary to initiate a report. If other staff members suspect education neglect, they must follow the procedures outlined in Board policy, and advise the Superintendent of Schools.

### **RECORD KEEPING / DATA COLLECTION**

A) Teacher Reporting: The classroom teacher of every student required to attend instruction shall keep an accurate register of the attendance, absence, tardiness and early departures of such students. This register must be a record of facts showing the presence, absence, tardiness, early departures or excuse for part of a session of each student enrolled.

B) Student Reporting: a. All students who report to school at the start of the day shall report directly to the Homeroom, except those students who have been absent for an illness of contagious type (measles, etc.), or for illness of more than five (5) days absence, shall report directly to the Health Office for readmission.

b. All students who have been absent must bring a written excuse from their parents or guardians stating the reason for such absence.

c. Any student first reporting to school after the school day has begun shall go to the Attendance Office for admittance. The attendance clerk shall give the student a slip for admission to class. This slip shall show the time of the student's leaving the Attendance Office.

d. Any student arriving to class late will be marked tardy by the teacher.

C) Students Excused After School Day Is In-Session: A student required to be excused during the school day for reasons such as dental appointment, etc., shall bring a letter from the parent requesting that the child be excused at a specified time and stating the reason. The parent will be contacted by the Attendance Office for verification. This must be approved by the Attendance Office. The reason for early dismissal shall be coded on the attendance card. (Hours

excused must be entered into the register.) If a student becomes ill and is sent home by the nurse, the Attendance Office and Homeroom teacher will be notified.

### **BEHAVIORAL EXPECTATIONS**

**AFTERSCHOOL** 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/HACKY SAC**

There is to be no ball playing, or hacky sac playing permitted during the school day: Inside the building, In the courtyards, In the Commons, or in the cafeterias and classrooms.

### **BUS DISCIPLINE**

Bus drivers have a tremendous responsibility for ensuring 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 a 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 trash cans located within the cafeteria.
- The "throwing" of any consumables or refuse is **PROHIBITED**.
- Disorderly conduct of any type is **PROHIBITED**.
- Students are prohibited from taking photos or recording students, faculty, staff, or events while in the cafeterias, or Commons

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

### **CELL PHONES**

To ensure the privacy of all students and staff, **to prevent instructional distraction** and to preserve instructional integrity, **cell phone use is prohibited** unless permitted by administration or appropriate staff. While in class, or the cafeteria or Commons Students are required to place cell phones or electronic devices in an assigned location as directed by teachers, dean, or administrator.

**Students are prohibited from recording themselves, or anyone while on school property or school related events**

**or activities. Students are prohibited from taking photos of themselves or others while on school property or school related events or activities.** Students who record themselves, others, student events, or activities while on school grounds OR during school sponsored or school related activities off of school property and posting videos WILL be in violation of the code of conduct and will be subject to disciplinary action including but not limited to detention, In School Suspension, or Out of School Suspension. **DO NOT TAKE PHOTOS, OR RECORD ANYONE OR ANYTHING WHILE IN SCHOOL OR DURING SCHOOL SPONSORED EVENTS OR ACTIVITIES. DO NOT POST ANYTHING OR ANYONE ON SOCIAL MEDIA.**

Students CANNOT not be on active phone calls while inside of the school building. Parents with an emergency situation will call the main office to request to speak with their child at 516 434-5210.

**ALL CELL PHONES, WATCHES, OR DEVICES WITH PICTURE TAKING AND/OR TEXT MESSAGING CAPABILITIES, OR INTERNET CAPABILITIES are not permitted in the classroom or other exam locations during testing.**

Consequences for violating the cell phone policy will include but not be limited to parent contact from teacher, dean, or administrator, long or short detention, In School Suspension, Out of School Suspension

**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, or distribution of any controlled substance, or drug paraphernalia is STRICTLY forbidden on or near school district property. This includes being under the influence of drugs and alcoholic beverages of any kind. The punishment for students who violate this rule may be a Superintendent's hearing and/or a police referral.

## **DRESS CODE**

### **5300.25 STUDENT 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, appearance and hygiene. 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. All employees are expected to assist with the identification of student dress code violations.

A student's dress, grooming, appearance and hygiene, including hair style/color, jewelry, make-up, and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
  2. Recognize that extremely brief garments such as but not limited to tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back) and see-through garments are not appropriate.
- Pajamas are not appropriate except when approved by the building principal.
3. Ensure that underwear is completely covered with outer clothing.

4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.

5. Not include the wearing of hats in school except when approved by the building principal or for medical or religious purposes.

6. Not include items that are vulgar, obscene, libelous, or denigrate others on account of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities, including those related to gangs or organization promoting violence.

Each Building Principal or his/her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year. Students who violate the student dress code shall be required to modify their

appearance by covering or removing the offending item, and if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

### **ELECTRONIC DEVICES**

To help ensure a safe, orderly and distraction-free environment, students must be responsive to staff members at all times throughout the instructional day. Therefore, to prevent such disruption, student use of personal electronic devices during the regular school day is only permitted when assisting student learning experiences under the direction of appropriate staff. 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 ADMINISTRATION OR GRADE LEVEL DEAN OF STUDENTS AND RETURNED ONLY TO A PARENT OR GUARDIAN.**

#### **EMERGENCY RESPONSE**

Evacuate: Used to evacuate students and staff from the building. 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) designated assembly or announced assembly area. Use a secondary route, if necessary. During any evacuation, students are to follow school personnel's instructions. Any refusal to follow those instructions will be treated as insubordination.

Lockout: When a lockout 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





f. 9 <sup>th</sup> Grade Dean	Rear Parking Lot
g. 10 <sup>th</sup> Grade Dean Northeast Area	Bus Parking Lot –
h. 11 <sup>th</sup> Grade Dean Southside	Bus Parking Lot –
i. 12 <sup>th</sup> 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.

### **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 to be used to resolve conflicts. These include our Pupil Personnel Services and Support Staff.

### **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/DRINK CONSUMPTION – NO TOLERANCE**

Please be reminded that food/drink consumption will ONLY be permitted in cafeterias. Food/drink may NOT be taken from the cafeteria and consumed in the Commons, Auditorium, Lecture Hall, hallways, etc., (except with a valid “L” Pass in a classroom).

Ordering food/drink from an outside vendor, for delivery, is **STRICTLY PROHIBITED** and will result in the confiscation of the delivery and the possibility of further disciplinary consequences.

Twelfth grade students who choose to leave the building during “Senior Privilege” period may **NOT** bring food/drink back into the building. Violators will face the possibility of revocation of “Senior Privilege” and may be placed on probationary status for the Senior Banquet.

### **FOUL LANGUAGE**

It is expected that FHS students use appropriate language, AT ALL TIMES, while on school property. The use of FOUL OR ABUSIVE LANGUAGE will NOT BE TOLERATED under any condition. Violators will be subject to action according to the Disciplinary Code.

### **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.

### **HARASSMENT, HAZING AND BULLYING PREVENTION AND INTERVENTION**

Farmingdale High School strictly prohibits all forms of harassment, hazing and bullying on school grounds, school buses and at all school-sponsored activities.

### **Definitions**

The term “harassment” is defined as 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.

The term “hazing” is defined as an act against a student or coercing a student into committing an act, that creates a risk of emotional, physical or psychological harm to a person, as a precondition for the student to be initiated into or affiliated with a student organization, or for any other comparable improper purpose.

The term “bullying” is understood to be a hostile activity which harms or induces fear through the threat of further aggression.

### **Reporting and Investigation**

In order to effectively enforce this policy at Farmingdale High School and to take prompt corrective measures, it is essential that all victims and persons with knowledge of harassment, hazing and bullying should report such behavior immediately to the Principal or the Assistant Principal.

### **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.**

### **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.

### **P.R.E.P.A.R.E. Program (Participate, Reflect, Evaluate, Positive, Amend, Restore, Educate)**

The PREPARE program is available for students who have been referred by their Dean. Students will engage in a day or days of academic as well as reflective and restorative practices. Students and parents will receive notification if the student has been referred to the PREPARE program.

### **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/vaping for everyone anywhere on school grounds. This ban includes ALL areas, inside and outside. Possessing or smoking a cigarette, electronic cigarette/vape pen, cigar, pipe, chewing tobacco, liquid nicotine, or other device used for smoking is **STRICTLY PROHIBITED**. Electronic Cigarette and vapor shall include but not be limited to any refill, cartridge, and any other component of an electronic cigarette or vape pen. In the event that a student is in possession of a vape, electronic cigarette, vape pen, pipe, or paraphernalia it will be confiscated and will not be returned. **SMOKING/VAPING ON SCHOOL GROUNDS VIOLATES NEW YORK STATE LAW**. Students found in violation may be subject to suspension.

### **SPECTATOR CONDUCT**

Farmingdale High School students are expected to present ID at all after-school events. To help ensure that sporting behavior by the fans contribute to the event rather than distract from it, spectators are expected to behave in an appropriate manner. Any behavior that draws attention away from the players and the contest, including (but not limited to) derogatory cheers/chants, cursing, inappropriate gestures, laser pointers and noisemakers are prohibited. Students who

engage in this behavior will be subjected to removal from the event and prohibited from attending future events, and may be subjected to additional consequences. All spectators shall respect and obey all school officials and supervisors.

### **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, Snap Chat, Instagram, Facebook, YouTube, chat rooms or instant messaging to convey threats, derogatory comments, inappropriate pictures or inappropriate written material about students or school personnel, **or** using social networking websites to create a situation that is deemed to be disruptive to the school environment.

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

### **DROP/ADD POLICY**

**All Seniors are required to maintain a minimum of five in a half (5 ½) credits for the entire senior year.**

### **Full Year Course**

- Start of school - up to 12 weeks = Drops permitted, no record kept; level changes permitted
- 12 weeks – 16 weeks = Drops permitted with “W” on transcript; level changes permitted
- 16 weeks + = No drop or level changes permitted



### **Half Year Course**

- Start of school up to 6 weeks = Drops permitted, no record kept; level changes permitted
- ☐ 6 weeks – 11 weeks = Drops permitted with “W” on transcript; level changes permitted
- ☐ 11 weeks + = No drop or level change permitted

- 1) SCALE courses for college credits follow university rules for Drop / Add, school practice applies to class credit / management
- 2) Transfer of Grades for LEVEL changes:
  - a) **Full Year Course:** Grades DO NOT transfer.
  - b) **Half Year Course:** Up to 6 weeks NO grade transfer
  - c) **Half Year Course:** After 6 weeks, grades WILL transfer

### **ELIGIBILITY POLICY**

Any student who fails TWO 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 the 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 the 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.

### **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 and academically eligible will be permitted to participate in the graduation ceremony.**

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

All Seniors are required to maintain a minimum of five in a half (5 ½) credits for the entire senior year.

### **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 40minute 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 ROLL**

The Principal's Honor Roll is for students who have earned a 95.000 or above in credited subjects for each marking period. The honor roll is for students who have earned a 90 - 94.999 average in credited subjects for each marking period.

Students that receive any of the following in the marking period are excluded from making any of the above honor rolls:

- A numeric score between 1,000-64.000 for any course
- An alpha score of: INC, or M for any course
- A blank score for any course

### **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. Interim reports are available on the parent portal.

### **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.

### **MAKEUP 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 makeups, which are mutually fair and convenient. Students who miss midyear exams, and final exams will have to present formal medical documentation before they will be permitted to take makeups. 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 11th and 12th grade students who have a **90% unweighted** average and a cumulative **unweighted** grade point average of **90%** or above **by the filing deadline** 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 extracurricular 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.

## **PROMOTIONAL POLICY**

### 9<sup>th</sup> to 10<sup>th</sup> Grade

Must pass English 9 and Social Studies 9

### 10<sup>th</sup> to 11<sup>th</sup> Grade

Must pass English 9 and 10 and Social Studies 9

### 11<sup>th</sup> to 12<sup>th</sup> Grade

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

Must be enrolled in enough classes to graduate in June

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, 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 provided through the parent portal. The Farmingdale Parent Portal gives parents access to important information about their child's education. The Parent Portal allows for parents of our middle and high school students to check grades, interim reports, report cards, class schedules, and attendance records throughout the year.

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

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

### **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 failing final grade will be permitted to attend summer school, provided state education department requirements have been met. Attendance requirements must be met in order to attend summer school.

### **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 canceled. High School buses will start at 9:00 a.m. AM BOCES programs will be canceled.



### **EARLY DISMISSAL**

Students who need to leave school before the end of the school day must provide the 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 FM97.5; WOR AM710; WHLI AM1100; WGSM AM740; or WBAB AM1440. You may use the website Farmingdaleschools.org for closing information.

### **ENTRANCES/EXITS**

Prior to 7:40 a.m. students must enter the building through the following areas:

Pool area

Small gym near rear parking lot area

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

### **EXTRA-CURRICULAR CLUBS AND ACTIVITIES**

Ambassador's Club, Art Club, Carpentry Club, C.H.A.T., Daler Press, D.E.C.A. (Distributive Education Clubs of America), French Club, Future Teachers of America, German Club, Girl Up, G.S.A., 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, R.E.A.L. Harmony, 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

### **GOOD STANDING**

A student in good standing is a student that has been deemed eligible both academically and behaviorally. This means that the student is passing all classes, and has not been disciplined for violations to the code of conduct. If a student is determined to not be in good standing, the student will not be permitted to participate in privileges that will include but are not limited to, prom, banquet, senior walk, graduation, afterschool sports or activities or other class/ school related activities. Vaping, cutting classes, fighting, insubordination, failing classes, chronic lateness or absenteeism will prevent students from achieving good standing.

### **HEALTH OFFICE**

The Health Office is located in the center of the building. Please come to the Health Office to be evaluated by a nurse **BEFORE** you call your parent from a cell phone.

### **IDENTIFICATION CARD**

Students are required to have and display 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 lanyard. ID cards may also be used to purchase items in the cafeteria.

Students are required to display and swipe their ID cards when entering the building, the cafeteria, the library, the bathrooms, and any other designated area.

### **LOST ID CARD**

A lost ID card can be replaced at the Daler Depot Office. A charge will apply after the original card has been lost or misplaced. Lost or destroyed cards will no longer be valid on school property and must be promptly replaced.

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 Daler Depot 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.

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.

Prior to parking privileges, seniors will fill out a parking contract, and attend a meeting. 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 student 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 30day suspension of parking privilege or permanent revocation of parking privilege/pass. 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. Students posting unapproved material will be subject to disciplinary action.

### **SCIENCE LAB DISSECTIONS**

Students enrolled in Living Environment, Science Research in grades 9-12, Special Topics in Science, high school Advanced Placement Biology have the right to opt out of any animal dissections on moral or religious grounds. In order to opt out of any animal dissection the student's parent or guardian must substantiate the student's objection in writing to the building principal and classroom teacher. If you wish to opt out of animal dissections, please provide a letter stating your objection and return the letter to your classroom teacher.

### **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, Senior Walk, Graduation, and the Senior Breakfast. Participation is a **privilege**. Students who are deemed behaviorally or academically 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.

All seniors **MUST** present valid ID cards when entering or exiting the building during a Senior Privilege period. All seniors **MUST** swipe in and out of the building during non – instructional periods. Failure to present ID will result in consequences including the possible loss of Senior Privilege or further disciplinary consequences.

### **WELLNESS**

To positively affect both student health and school based activities, it is prohibited for anyone to bring homemade food to Farmingdale High School for the purpose of distributing that food to other children. Acceptable food must be unopened, prepackaged food that has a printed nutrition label affixed to the package.

### **THE WOODS**

The woods bordering the Southern State Parkway are 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. Police and State troopers actively monitor the woods. **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."

I have read and reviewed the code of conduct, policies and procedures of Farmingdale High School. If I have a question, I will contact the appropriate faculty member or administrator for assistance or clarification.

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Student Name

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Date

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Grade



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