

STUDENT POLICY DRUGS, ALCOHOL USE, POSSESSION OR DISTRIBUTION

To insure a safe and orderly environment in our school, the use, possession, or distribution of any substance, which has the potential to impair a student's ability to function, is not permitted on school property.

Should a student violate or disregard this regulation, school board policy authorizes the high school administration to immediately remove this student from the premises to suspend the student from school for five days, and to prosecute the individual to the fullest extent of the law. In addition, a Superintendent's Hearing will be held which may result in an extended period of suspension, change of placement, or expulsion from school.

THE FOLLOWING OFFENSES WILL AUTOMATICALLY RESULT IN A FIVE (5) DAY SUSPENSION FROM SCHOOL AND SUPERINTENDENT'S HEARING. THESE INFRACTIONS WILL ALSO INCUR THE FOLLOWING DISCIPLINARY ACTIONS:

DRUGS AND/OR ALCOHOL: (including alcohol) Sale (Dealing) – suspension up to one semester. Possession – suspension up to ten weeks.

A) Police are called

B) An evaluation by a counselor is required. If counseling is mandated, it becomes a condition of re-entering/staying in school

C) Depending upon actions and amounts involved and age of student, a drug or alcohol infraction could lead to arrest, Juvenile Delinquent status, probation, PINS (Person In Need of Supervision) status and court involvement and possible jail time.

WEAPONS: Firearms – suspension up to a year. Explosives- (ammo, fireworks, etc.) up to one semester. Cutlery - (including box knives) suspension up to ten weeks.

A) Police are called

B) Depending on action and age of student, weapons infraction could lead to arrest, Juvenile Delinquent status, probation, PINS status, court involvement and possible jail time.

FIGHTING/ENDANGERMENT: Predatory/Extortion – Suspension up to one year. Negative physical contact between students – suspension up to ten weeks. Negative physical contact with staff – suspension up to fifteen weeks. Attack/injury regarding suspension staff – up to one semester.

A) Same as for weapons with the additional possibility that one of the combatants may choose to prefer charges against the other and have the matter settled in a court of law.

Please feel free to contact the high school administration for further information or if you have any questions.

COMPUTERS AND COMPUTER RELATED OFFENSES:

1. Destruction of, damage to, or theft of, any other computer equipment, device or program – suspension of use up to one semester plus revocation of computer privileges.
2. Destruction or malicious damage to, or theft of mice or other similar devices or parts thereof – suspension of computer use up to ten weeks plus revocation of computer privileges.
3. No chat room, instant messaging, computer games associated with chat rooms, or net messaging.
4. Deliberate introduction of any computer virus, Trojan horse or other malevolent computer program – suspension up to one year plus revocation of computer privileges.
5. Deletion, destruction, or unauthorized reconfiguration or alteration of the content of any program or interface – Superintendent's Hearing which may result in up to one year plus revocation of computer privileges.
6. Any violation of the Acceptable Use Policy of Computer Security policy not explicitly stated about – suspension up to one semester plus revocation of computer privileges.
7. No food or drink is permitted in any labs, NO EXCEPTIONS.
8. The computers and materials that can be accessed and are linked to, including the District servers, as well as the Internet, are to be used only for your specific class work and only when you are instructed to do so.
9. Students may not access and or view or manipulate any programs and or files of any content on the administrative side of the Riverhead Central School District network.
10. You are only to use your log-on and your class work is to be stored only in the file that was created for you.

11. Students may not contact or connect to any mediums via internal and or external resources. As an example, but not limited to, instant messaging, net-sent messaging, game playing and or listening to and viewing any current or previously downloaded media.
12. You must have a Riverhead High School staff member's approval to use any personal devices such as laptop computers.
13. Students may not, under any circumstances, download and or transfer any content without your instructor's approval. This includes downloadable executables.
14. Producing, accessing, and or displaying any materials that are deemed abusive and or demeaning to others by a Riverhead High School staff member is prohibited including items on personal desktops.
15. Viewing and or displaying any content deemed inappropriate or offensive by a Riverhead High School staff member is prohibited.
16. You may not play, load or view any discs and their content through a computer drive or port.
17. Printers and other peripheral devices are to be used specifically for class work. No exceptions.

GUIDELINES FOR APPROPRIATE ATTIRE

1. No bandanas of any color are to be worn or displayed.
2. Exposure of midriff, back, or chest area is not acceptable.
3. Extremely short skirts, shorts, or dresses are not acceptable.
4. See-through garments are not acceptable.
5. Appropriate footwear is expected.
6. No headgear of any kind is to be worn in the building.

Any staff member that determines a student is inappropriately dressed should refer that student to the appropriate grade level administrator. If an administrator deems the student's dress to be inappropriate or distracting to the educational process, he/she will be requested to change. If the student refuses to comply, he/she will be sent home.

SEXUAL HARASSMENT

The Board of Education is committed to safeguarding the right of all students within the school district to learn in an environment that is free from all forms of sexual harassment. Conduct of a sexual nature is deemed to be sexual harassment when the recipient perceives such behavior as unwelcome. It is irrelevant that the harasser had no intention to sexually harass the person. The Board recognizes that sexual harassment of students can originate from a person of either sex against a person of the opposite or same sex and from peers as well as employees, or any individual students on school grounds or at school sponsored activities. When an alleged sexual harassment occurs and the district knows about it, they shall take immediate and appropriate corrective action.

The Board, consistent with State and Federal law, therefore condemns all unwelcome behavior of a sexual nature which may impose a requirement of sexual cooperation as a condition of academic advance, or which may have the purpose or effect of creating an intimidating, hostile, or offensive teaming environment. The board also prohibits any retaliatory behavior against complainants or any witnesses.

Any student who believes that he or she has been subjected to sexual harassment should report the alleged misconduct immediately so that appropriate corrective action may be taken. The complainant shall not be discouraged from reporting an incident of alleged sexual harassment. In the absence of a victim's complaint, the Board, upon learning of, or having reason to suspect the occurrence of any sexual misconduct will ensure that appropriate individuals promptly commence an investigation.

The Superintendent of Schools or his designee shall be responsible for investigating and remedying allegations of sexual harassment.

The following are examples of sexual harassment:

1. unwanted sexual behavior, which may include touching, verbal comments, sexual name calling, spreading sexual rumors, gestures, jokes, pictures, leers, overly personal conversation, cornering or blocking student's movement, pulling at clothes, attempted rape and rape;
2. a female student in a predominantly male class subjected to

3. sexual remarks by students or teachers who regard the comments as joking and part of the usual classroom environment;
4. impeding a girl's progress in classes, such as industrial arts, by hiding her tools, questioning her ability to handle the work or suggesting she is somehow, "abnormal" for enrolling in such a class;
5. purposefully limiting or denying any students access to educational tools, such as computers; and
6. teasing a male student about his enrollment in a home economics class.

DETENTION

Detention, when assigned by either the classroom teacher and/or the administration, is mandatory.

After-school detention will be held after the last period of the day. It is a quiet study period and the time is to be used for silent work. Students assigned to after-school detention for a violation of the Discipline Code will be given the courtesy of 24 hours notice by the teacher or administrator. Once assigned a detention, it is then the student's responsibility to adjust his/her personal schedule so he/she may fulfill this commitment. Detention will take priority over any school activity, including athletic practices or contests, play rehearsals, or club meetings. Failure to attend detention will result in further disciplinary action.

IN-SCHOOL SUSPENSION (ISS)

1. Students may be sent to ISS only by the high school administration.
2. Assignment to ISS will be recorded on a student's permanent record as a suspension
3. The daily absentee list will include those students in ISS.
4. Suspension letters regarding ISS will be sent to parents.
5. Students will be required to complete all assignments sent to ISS by the classroom teacher and the narrative portion of the ISS report.

6. Any student who fails to report to ISS and/or is uncooperative in the ISS room will be subject to additional disciplinary action by the high school administration.
7. Absence from school will not negate placement in ISS. Students legally absent while placed in ISS will make up assigned time beginning with the first day of their return to school.
8. Any student placed in ISS on multiple occasions during the academic year may be referred to Administration for a conference.
9. Students placed in ISS will not be permitted to leave the room by themselves at any time.
 - a. Students will eat their lunches in the ISS room. Lunches may be brought from home or students may purchase school lunches.
 - b. ISS personnel will escort students to the lavatory.
10. Students assigned to ISS will not be permitted to participate in any school-sponsored activity and/or sport during the duration of the suspension.

OUT - OF - SCHOOL SUSPENSION

Serious infractions may result in out-of-school suspension. A student who receives an out-of-school suspension is not permitted on school property during the suspension period and is responsible for completing the schoolwork that is missed. A suspended student has the right to attend the 5-7 tutorial program for the duration of his/her suspension. Students returning to school during his/her suspension without authorization may be charged with trespassing by a school administrator and consequently arrested by the local police.

CLASSROOM RULES

In the classroom, students are expected to conduct themselves in accordance with the school-wide rules. Additionally, every subject has its own requirements and concerns and every teacher has the right to set particular classroom rules. At the core of all classrooms educational experiences are the following expectations:

1. arrive to class on time, prepared to work
2. follow directions the first time given
3. act courteously and cooperatively
4. behave in a way which does not interfere with or threaten the education of others

IN-CLASS CONSEQUENCES

To maintain the appropriate classroom environment, it is sometimes necessary for teachers to discipline students who misbehave. While each teacher has the right to maintain order according to his/her own model of classroom management, offending students may expect to face any of the following consequences:

1. verbal warning
2. teacher suspension
3. parental contact
4. assignment to after-school teacher detention
5. referral to administration for further action

Students are responsible for work missed as a result of misbehavior, lateness or absence.

TRANSPORTATION

A. PHILOSOPHY

All district students have a right to a safe ride. All district students have the responsibility to behave while riding on our buses. Instilling a "Safe Rider Attitude" is the joint obligation of both parents and the school district. Protecting all students' right to a safe ride requires ongoing cooperative work.

B. BUS BEHAVIOR RULES

1. Follow the driver's directions.
2. No pushing while boarding/leaving the bus.
3. When being seated, move toward the window.
4. Stay in your seat.
5. Keep your hands, feet, body and objects to yourself.
6. No swearing, rude gestures or cruel teasing.
7. No eating, drinking or smoking on the bus.
8. Talk in a classroom voice.
9. Stay away from the bus when leaving.
10. Late buses are for students who remain in school for after school activities; such as extra help or sports.

CONSEQUENCES

The Transportation Department will initiate all disciplinary action arising from student misbehavior on a school bus.

1. Driver warns student verbally.
2. Driver moves student to an assigned seat.
3. Driver writes up School Bus Incident.
4. Report form and files with the Transportation Department.
5. Parents and Building Administrators will receive written notification from the Transportation Department as to the existing problem and the action the district plans on taking.
6. Each additional referral over three (3) will result in an additional five- (5) school day suspension of bus riding privileges.
7. Severe disruptions (e.g. physically fighting), apparent intentional act endangering the health, safety and well being of others on board the school bus (e.g. throwing articles of an injurious nature) and/or a verbal or physical assault of either the school bus driver or school bus matron will result in an immediate suspension from transportation for a minimum of five (5) school days. Repeat offenders are subject to increased bus suspensions (10 days, 20 days, etc.) or the possible loss of all transportation privileges for the remainder of the school year.
8. Any written referrals received by the transportation department due to misbehavior on a 4:00 p.m. or 5:30 p.m. late bus will result in the loss of the student's late bus riding privilege for a possible indefinite time.
9. Any student found to be involved in vandalizing any bus (e.g. cutting seats, throwing seat foam, using pencils, pens or ink markers on seats, etc.) will be required to pay ALL COSTS for repairs or cleaning. Students will be suspended from transportation for five (5) school days and will be assigned a permanent seat for the remainder of the school year. Repeat offenders are subject to increased bus suspensions (10 days, 20 days, etc.) or the possible loss of all transportation privileges for the remainder of the school year.
10. Any written referrals received by the transportation department due to misbehavior on any school bus just prior to or during exam week at the close of one school year will be carried into the next school year. Any suspensions due will be served within the first two (2) weeks of the new school year.

NOTE: Bus suspension means from ALL aspects of transportation (e.g. late bus, early bus, field trips, sports trips, etc.)

DRIVING AND PARKING REGULATIONS

Students must have a parking lot permit on their cars. Applications for parking permits are to be obtained from the Associate Principal's office. The rules below are for the benefit of all students – those who drive, as well as all others. Your acceptance of these rules is necessary, and your cooperation is expected.

1. Students are to enter the parking lot at the rear of building.
2. Students are not to remain in their cars after they are parked.
3. Cars should be kept locked.
4. Radios are to be kept low while driving in the parking lot.
5. Racing automobile engines, spinning tires, honking horns, and acting in a manner that will disturb the learning environment will not be tolerated.
6. Only emergency repairs are to be done in the lot.
7. Cars must be properly spaced and parked straight.
8. Students may only park in areas designated as student parking.
9. Parking spaces in front of the school are reserved for the faculty and visitors.
10. Students parking in the parking lot must have a sticker adhered to the front window (passenger side) of their automobiles.
11. Parking stickers and parking lot spaces will be assigned after student has completed the appropriate application. (Applications are available in the Associate Principal's Office.)
12. At no time during the school day are students to sit in cars parked on school grounds.
13. Law prohibits possession of alcoholic beverages on school property. Students who violate this law will be suspended and will have their driving privileges revoked.
14. Any actions or behavior, which in any way endangers others, will result in immediate suspension, loss of driving privileges and possible referral to the police.
15. Any student who transports unauthorized students, or who is constantly late to school, will be subject to loss of driving privileges for an extended period of time.
16. Students who possess junior licenses, which enable them to drive to work, **will not** be issued parking permits. New York

State Law dictates that students with junior licenses may not legally drive to school. This rule will be strictly enforced.

17. Vehicles parked on school district property are subject to inspection and search should the building administration have reasonable suspicion that drugs, alcohol, weapons, or any dangerous item may be concealed in that vehicle.
18. Individuals park at their own risk on school property.

Remember that the above rules are for your protection. The attendant is on duty to make things easier for all of us; give the attendant your full cooperation. May we also remind you that he/she receives instructions from the high school administration. If you have any concerns about the rules, bring them to the attention of the administration. **Parking on school property is a privilege; it is guaranteed only by your cooperation and good behavior.**

From 7:00 a.m. – 7:30 a.m. and from 2:00 p.m. – 2:30 p.m. no cars will be permitted to enter the front parking lot for the purpose of dropping off or picking up students or staff. The rear parking lot is to be used for this purpose.

CO-CURRICULAR INFORMATION CO-CURRICULAR ELIGIBILITY POLICY

1. THE CO-CURRICULAR ELIGIBILITY CRITERIA AREA AS FOLLOWS:

A. ACADEMIC

1. Eligibility for any activity shall be determined by the achievement grades of the preceding interim period (5 weeks) except that eligibility during the first interim will be determined by the final grade earned by the student from the previous year and any attendance in summer school. All grades must be reviewed at each five-week interim period. If a student should fail more than two courses, the student immediately becomes ineligible for participation.
2. A student who has failed one class (a letter grade of F) shall be given a warning. The student should be counseled by his/her coach/advisor or supervisor to take advantage of extra help. The principal shall make certain that a written

notice recommending the same is sent to the parent/guardian of the student involved. Indeed, extra help and strong communication efforts with the home should be an objective of all faculty members with all students, not only those involved in co-curricular activities.

3. If a student has failed two courses, he/she shall be placed on probation for a three-week period. This probationary period will begin the day after the prior interim review period. The student shall be required to attend extra help for a **minimum of two sessions per week per class**, throughout the probationary period. This may be accomplished before school, during a free period, during a lunch period, or after school. If the student does not attend extra help sessions, the student will be deemed ineligible for the remainder of the interim period. If at the conclusion of the probationary period the student is still failing two course, he/she shall be deemed ineligible to participate in any co-curricular activity for the duration of the review period.
4. Any student on probation shall be given a contract specifying the number of failures and number of times he/she must attend extra help sessions per week in each course failed. The student, parent/guardian, coach/advisor, and the teacher of the course(s) failed must sign the contract. The completed contract must be submitted to the building administrator assigned to administer the policy.
5. If at the end of the three-week probationary period a student is still failing one course, the coach/advisor and/or supervisor should recommend that the student continue to take advantage of extra help.
6. If a student fails more than two courses, said student would immediately be ineligible for participation in a co-curricular activity for the current interim period. The exception of this rule is of the student attends summer school and successfully passes two of the courses previously failed.
7. A student involved in a co-curricular activity shall have his/her eligibility status reassessed at the conclusion of each interim period. If a student is **failing more than two subjects**, the student immediately is ineligible until the next review.

8. **NJROTC Students Participating in Athletics:** NJROTC has an agreement with the RHS Athletic Department. They know 9th period lasts only 40 minutes. With this in mind, all Cadets assigned to 9th period will complete the entire class before reporting to their individual sports. Most, if not all, sport practices last until at least 5:00 PM. That gives Cadets two hours of practice. The only exception to this rule is away games. However, before we grant an excused absence, Cadets must present their entire sport schedule. No schedule, no absences excused!
9. All students involved with interscholastic athletics must have a signed permission slip on file. (see athletic office)

II. **APPEAL PROCEDURE**

A student who believes that the Eligibility Policy and or Administrative Regulation is not being implemented correctly may appeal his/her placement on probation via the following procedure:

- A. Write a letter to the building principal stating the rationale for the appeal and requesting a hearing.
- B. Within five days after receiving the letter the principal will convene an appeal panel consisting of the following personnel:
 1. Assistant Principal (Panel Chairperson)
 2. Guidance Counselor
 3. **Two teachers (not the student's)**
 4. Athletic Supervisor, Coach/Advisor (an athlete will have a non-athletic supervisor on his/her appeals panel and a club/band etc. participant will have the athletic supervisor or coach on his/her appeals panel).
- C. The student may present any evidence he/she desires including witnesses.
- D. The panel may request any information and call any witnesses it believes are necessary to render a fair decision.
- E. A vote of the panel will be taken and the results of that vote will be submitted to the building principal for final action.

- F. The principal will communicate in writing to the student the outcome of the appeal.

B. CONDUCT

- 1. Students are expected to be good school/community citizens. Therefore, conduct expectations will be in keeping with discipline policies established by the Board of Education.
- 2. Students are expected to obey all school rules and regulations outlined in the student handbook of the secondary school they are attending. Should there be a pattern of violations of discipline policies, the student is subject to a probationary hearing, which includes an administrator, student, parent and advisor/coach.

C. ATTENDANCE

- 1. Students are expected to fulfill all school attendance requirements mandated by New York State Education Law and those additional guidelines adopted by the Riverhead Central School District and the secondary school they are attending.

III. IMPLEMENTATION PROCEDURES

- 1. Secondary building principals shall be responsible for implementing the philosophy and purpose contained in the "Student Co-Curricular Eligibility Policy and the Administrative Regulations."
- 2. Secondary building principals shall implement procedures so that all faculty, staff, students and parents are made aware of the existence of the district's Student Co-Curricular Eligibility Policy and the Administrative Regulations annually, and fulfill its intent throughout the school year.
- 3. Secondary building principals, with the assistance of faculty and staff members, as well as others at the discretion, shall establish in-school procedures and practices that will identify the achievement, effort, conduct, and attendance of all pupils. Such procedures and practices, placed in writing to provide consistency in understanding and application, shall be distributed

to all employees and shall be faithfully utilized with all participants in co-curricular activities in the Middle and Senior High Schools.

NATIONAL HONOR SOCIETY – REQUIREMENTS FOR MEMBERSHIP:

1. **Average:** 88.0 Unweighted
2. **Activities – School Related:**
At least 2 different school sponsored activities or clubs.
E.g.: Baseball and Soccer Teams = 1 activity (both are sports)
Music – all music related activities count as 1 activity
Note: In order to be considered an activity, meetings must be held regularly and after school.
3. **Community Service:** Must entail donating of student's time to at least 2 different out of school projects or activities.
E.g.: Religious work or activities, tutoring, book buddies, walk-a-thons **Note: All activities must be verified.**
4. Applications must include four teacher recommendation forms.
5. Names of applicants will be submitted to teachers for their input and recommendation.
6. Both student and parent must sign the application.
7. The Faculty Council will make final selection.

Removal of Members

The Principal has the responsibility for dismissing a member who fails to maintain National Honor Society Standards. These standards are the same as those used for selection. The procedure to be used for dismissal is detailed in the Honor Society Constitution. Once a member has been dismissed, the member is never again eligible for membership.

STUDENT ACTIVITIES CLUBS

The following clubs are open to the general student body:

9 th Grade Choir	Leo Club
Art Club	Literary Magazine
Library Club	Robotics
Bible Club	Cultural Studies Club
Blue Masques	Math Club
Chamber Orchestra	Mentathletes
Chamber Singers	National Honor Society
Class of 2009	Newspaper – Rip Tide
Class of 2010	Peer Mediation
Class of 2011	S.A.D.D.
Class of 2012	Science Club
Business Club	Senior Band
Exchange Program	Senior Choir
Council for Unity	Show Choir
French Club	Spanish Club
HUGS	Stage Jazz Band
Interact	Step & Drill Team
Key Club	Student Council
Leader's Club	Yearbook
Outdoors Club	Youth Court
Photography	Youth Leadership
Council For Unity	

RIVERHEAD CENTRAL SCHOOL DISTRICT STUDENT ACCIDENT INSURANCE PROGRAM

Children enrolled in the Riverhead Central School District are covered against accidental injury under a school-time plan of insurance. A student is covered while participating in a school sponsored and supervised activity. The plan will reimburse claimants for eligible expenses that are not payable by their healthcare plan or any other insurance plan covering the student. The first expense must be incurred within 30 days from the date of the accident. Once the first expense is incurred within the 30-day time frame, additional expenses may be incurred for three years from the date of the accident.

Insurance Program Instructions for Filing a Claim

The Riverhead Central School District's student accident insurance plan is designed to cover all enrolled students of the district while they participate in school sponsored and supervised activities. The plan will reimburse claimants for eligible expenses, which are not payable by your healthcare plan or any other insurance plan covering your child. Therefore, prior to filing a claim against the district's policy, you must first file the claim with your own healthcare plan.

Please observe the following instructions when filing a claim against the district's policy:

1. Obtain a claim form from the High School Nurse's Office. Only one form is needed for each accident, regardless of the number of expenses incurred for that particular accident.
2. Part I of the claim form should be completed and signed by a school official. Part I requests a description of how the accident occurred. Please check to see that a complete description is provided. For example, "Wrestling" is not acceptable; however, "Wrestling and twisted left arm during practice" is acceptable.
3. Part II of the claim form should be completed and signed by a parent or guardian of the student. Part II includes the section entitled "Authorization to Release information."
4. Part III is on the back of the claim form. This section should be completed by the physician providing the treatment or services. Itemized bills may be submitted in place of Part III. Itemized bills provide the dates of service, the procedure codes, the diagnosis and the charges. "Balance Due" bills are not acceptable because they do not provide all of the information needed to properly examine a claim.
5. Submit copies of the Explanation of Benefits (EOB) statements from your own healthcare plan. The EOB's will show how much your healthcare plan paid for the services rendered and the amount, which is your responsibility. There should be an EOB for each Itemized Bill you have submitted for reimbursement.
6. Mail the fully completed claim form, each itemized bill and the corresponding EOB to the following address:

The Allen J. Flood Companies, Inc., Two Madison Avenue
Larchmont, NY 10538

Please remember that the district's policy is an accident insurance policy. It does not provide reimbursement for illnesses or injuries, which did not occur as a result of an accident. The policy is subject to exclusions and limitations:

A summary of the benefits and limits under the policy are as follows:

Accident Medical Expenses: (Excess) \$100,000. (Per injury)
Deductible: \$ 50. (Per injury)
Accidental Death & Dismemberment: \$ 3,000. (Per injury)

The plan of insurance is subject to exclusions and limitations, which are outlined in detail in the policy which is held at the District Office.

HEALTH CARE SERVICES

A full-time school nurse is available for emergency health care. Whenever possible, students should secure written permission from a teacher before visiting the nurse. The school nurse is the only member of the staff who can excuse a student from school during the school day because of illness or injury.

The student should report illnesses or injuries, which occur during the school day, immediately to a teacher or the school nurse. If an injury occurs while participating in a sport, the student must report to the coach and also to the school nurse AS SOON AS POSSIBLE.

There are no medications available in school. Under certain unusual circumstances, when it is necessary for a student to take internal medication during school hours, the school nurse or other school authorities may cooperate with the family physician and the parents. Permission slips are available in the nurse's office, they include:

1. Written request from the physician prescribing the medication stating:
 - a. name of medication
 - b. dosage
 - c. time to be given
 - d. side effects to be observed

2. Written request from the parent.
3. The medication must be in the original container and properly labeled by the pharmacist. A student may carry no medication.
4. It is the student's responsibility to report to the nurse's office for her/his medication.

The school nurse maintains health records for each student and advises staff members of health conditions, which may adversely affect student learning or present a danger to the student.

- a. Parents or guardian are responsible for advising the nurse, in writing, of student health concerns each year in order that health records may be updated.
- b. Health conditions may remain the confidential knowledge of the school nurse if so requested, in writing, by a parent or guardian.

New York Education Law requires medical examinations of students upon entrance to the school at grades 1,3,7,10 and at any other time deemed necessary by school authorities. The school physician provides medical examinations for students before participation in interscholastic athletic competition. The school physician is the medical authority who determines the physical capability of a student prior to participation in the interscholastic sports program. Before a student may re-enter a Sport Program after an injury (or illness lasting 5 days or more) he/she must have a written release from his/her doctor. The school nurse will then schedule a visit with the school doctor who makes the final decision as to the student's eligibility.

OTHER IMPORTANT INFORMATION

FIRE DRILL PROCEDURES

During the school year, fire drills will be conducted a minimum of 12 times. Please acquaint yourself with the entire exit instructions posted in your classrooms. Drills are to be taken seriously. It is vital that students adhere to the following regulations during all drills:

1. There must be no talking after the drill begins.
2. Move through the hall and away from the building in an orderly fashion
3. Remain with your class throughout the drill and take attendance.
4. Re-enter the building when directed by faculty.

LUNCH PERIODS – OPEN/CLOSED CAMPUS REGULATIONS

Only those students who are bona fide juniors and seniors may leave the building during their lunch period. Such students must use the doors across from the auditorium to leave and re-enter the building and must present a school ID card to the staff member on duty at the exit each day. No students may leave the building during study hall/unassigned periods. Violators will be subject to disciplinary action as indicated on the Discipline Chart.

FOOD/DRINK IN THE HALLWAYS

Students are not permitted to bring food or drink in the hallways or classrooms. The only exception is for students who do not have a scheduled lunch period

LUNCH/EATING AREAS

1. Lunches (bought or carried) are to be eaten only in the cafeteria
2. Trays, bags, papers, and milk cartons are to be deposited in trash containers.
3. Students who leave the building during their lunch period accept the responsibility of returning on time.
4. Students may not loiter in the front of the building or in hallways during the lunch periods.
5. Congregating or eating is not allowed in the halls.

LOCKERS

Lockers are considered to be the property of the Riverhead Central School District and can be searched at any time by the school administration. All students will be assigned hall lockers at the beginning of the school year. The lockers are to be kept clean on the outside as well as on the inside. The security of the locker is also the responsibility of the students since only they

should know the combination. CAUTION: Be sure to turn the knob three turns to ensure that the lock is secure, and be sure not to share your combination with other students. All students will be responsible for cleaning out their lockers at the end of the school year.

LOST AND FOUND

Students who find lost articles are asked to bring them to the main office. Items, which are not claimed within a reasonable length of time, are donated to local charities.

PASSES

Once the first bell rings at the beginning of the formal school day, students traveling from one destination to another must have a pass other than during the four minutes allotted for passing between periods. Passes are required whenever students are given permission to leave the classroom.

MONEY & VALUABLES

No office in the high school is authorized to hold cash, checks, money orders, etc. left for students by parents, guardians, friends or siblings. Therefore, students should be sure to bring money for lunch, trips, rings, caps and gowns, yearbooks etc. that may be need on any given day. If a parent or guardian needs to deliver money to a student will be paged only during passing time when the money may be hand delivered. Students are cautioned not to carry excessive cash, valuables or wear expensive jewelry in school.

VISITOR POLICY

Although we are always pleased to speak with alumni of our high school, unannounced visitations to our school often can be disruptive to the instructional atmosphere, which our students and faculty work so hard to maintain. Visitors who have not attended our high school are even more difficult to host since we are not familiar with their background or current school placement. Therefore, as a general rule, visitor passes will **not** be issued for the purpose of visiting teachers or students while school is in session.

LOST BOOK POLICY

Students who lose a book may not obtain a new one unless they pay for a replacement. You may be given access to one for use in the classroom only – book cannot be taken home.

SCHOOL CLOSING

Whenever it becomes necessary to close school because of extreme weather conditions or other emergencies, announcements will be made on Channel 12 News, “Connect Ed” phone call and the following radio stations:

WRIV -	Riverhead (1390 AM)
WBAZ -	Southold (101.7 FM)
WALK -	Patchogue (1370 AM, 97.5 FM)
WBLI -	Medford (106.1 FM)
WRCN-	Riverhead (104 FM)
WLNG-	Sag Harbor (92.1)

WORKING PAPERS

According to New York laws, any minor between the ages of 12 and 18 must have working papers in order to secure employment. To obtain working papers, a student must apply in person at the high school main office. Students must bring proof of their age. A parent must sign the application. The student must have a social security number and, if he/she has not had a sports physical performed by the school doctor, the student must have had a physical examination conducted by the family physician or the school physician within the past six months. Listed below are the kinds of working papers available:

1. *Student Non-Factory Employment Certificate* - for boys and girls 14 and 15 who plan to work during vacation or after school hours.
2. *Student General Employment Certificate* - for boys and girls 16 and 17 who attend school and plan to work during vacations or after school hours.
3. *Full-time Employment Certificate* - for boys and girls who are not attending school or who are leaving school for full-time employment.
4. *Newspaper Carrier Certificate* – for boys and girls from 12 to 18 who deliver, or sell and deliver newspapers, shopping papers or periodicals door-to-door.
5. Modeling working papers.
6. Farm Work Permit.

RENAISSANCE

The goal of the Renaissance Program is to encourage and recognize academic achievement and improvement by providing qualified students with meaningful school and community incentive awards EACH QUARTER.

The criteria for eligibility, established by a committee of teachers, students, parents, community members and administrators, is listed below:

Gold Card

90 + Average
No Incompletes

No Failures
No NG Status
in any class

No more than a
Combination of 4
lates or excused or
unexcused absences
to school

No disciplinary actions

Silver Card

80-89 Average
No Incompletes

No failures
No NG Status
in any class

No more than a
combination of 4
lates or excused or
unexcused absences
to school

No disciplinary actions

Blue Wave Card

6 pt. Improvement
in overall average in
1 qt. No Incompletes

No Failures
No NG Status
in any class

No more than a
combination of 4
lates or excused or
unexcused absences
to school

No disciplinary actions

RENAISSANCE PROGRAM INCENTIVES

Listed below are sample incentives that **may be** offered to qualified students:

1. Invitation to quarterly Renaissance Celebration
2. Discounts from participating local merchants
3. Name displayed on Wall of Fame in cafeteria
4. Reserved parking spots
5. Trip to movie theater
6. Snacks from the cafeteria
7. Discount on admission to dances
8. Discount on purchase of junior and senior prom tickets
9. Discount on purchase of graduation cap and gown
10. Discount on purchase of class ring
11. Free yearbooks raffled
12. Senior scholarships
13. Medallions at graduation for students with gold cards all quarters every year.

MAKE A COMMITMENT TO JOIN THE RIVERHEAD HIGH
SCHOOL "RENAISSANCE:"
STRIVE TO REACH YOUR POTENTIAL – "BELIEVE AND
SUCCEED"!

**BELL SCHEDULE (Subject to Change)
2008-2009 SCHOOL YEAR
Warning Bell – 7:11 AM**

Period 1	7:16 – 8:01 AM
Period 2	8:05 – 8:46 AM
Period 3	8:50 – 9:31 AM
Period 4	9:35 – 10:16 AM
Period 5	10:20 – 11:01 AM
Period 6	11:05 – 11:46 AM
Period 7	11:50 – 12:31 PM
Period 8	12:35 – 1:16 PM
Period 9	1:20 – 2:01 PM

**2 – HOUR DELAY (Subject to Change)
BELL SCHEDULE
2008-2009 SCHOOL YEAR
Warning Bell – 9:15 AM**

Period 1	9:20 – 9:50 AM
Period 2	9:54 – 10:21 AM
Period 3	10:25 – 10:52 AM
Period 4	10:56 – 11:23 AM
Period 5	11:27 – 11:54 AM
Period 6	11:58 – 12:25 PM
Period 7	12:29 – 12:57 PM
Period 8	1:01 – 1:29 PM
Period 9	1:33 – 2:01 PM