Riverhead High School

STUDENT HANDBOOK

2026-2027

BUILDING ADMINISTRATION		
Mr. Sean P. O'Hara	*Principal*	(631) 369-6723
Mr. Jon LaRochester	*Assistant Principal*	(631) 369-6744
Ms. Dorene Mongiello	*Assistant Principal*	(631) 369-6725
Ms. Nicole Taylor	*Assistant Principal*	(631) 369-6837
Ms. Dena Marie Tishim	*Assistant Principal*	(631) 369-6746
Mr. Charles Gassar	*Director of Guidance*	(631) 369-6730

GUIDANCE DEPARTMENT		DEPARTMENT COORDINATORS	
Anastasia Cobis	631-369-7229	**Laurel Olsen**	English
Nicole Gigante	631-369-7228	**Robert Brandi**	Math
Craig Korobow	631-369-7223	**Brian Cunningham**	Science
Courtney Loizos	631-591-5920	**Jamaal Boyce**	Social Studies
Suzanne Maurino	631-369-7225	**William Casey**	Special Education
Daniela Ramos	631-369-7051	**Janna Florio**	ENL
Christy Salerno	631-369-7226	**Andrea Hernandez Gallegos**	World Languages

Parents can make appointments with guidance counselors by calling the guidance office at (631) 369-6728, (631) 369-6729, (631)369-6730 or (631) 369-6727.

STUDENT SUPPORT SERVICES			
Philip Antz *Social Worker*	631-369-6737	**Sarah Reid** *Psychologist*	631-369-6768
Deborah Nigrel *Social Worker*	631-369-6724	**TBD** *Psychologist*	631-369-7690
Christine Powers *Social Worker*	631-369-6827	**Tara Spinella** *Psychologist*	631-369-5909
Kathleen Timpone *Social Worker*	631-369-5908	**Liane Aviles** *Social Worker*	631-591-5910
Nathaly Ventura *Social Worker*	631-369-6740	*Behaviorist*	

HEALTH CARE SERVICES *(631) 369-6748*		
Cammie Holfelder *Nurse*	**Dan Hull** *Nurse*	**Tia Rissland** *Nurse*

BOARD OF EDUCATION	
Erica M. Murphy	*President*
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CENTRAL ADMINISTRATION	
Robert Hagan, Ed.D.	*Superintendent of Schools*
Laura Arcuri	*Assistant Superintendent for Curriculum and Instruction*
Colleen V. Card	*Assistant Superintendent for Business*
Vincent K. Mulieri, Ed.D.	*Interim Assistant Superintendent for Human Resources*

DISTRICT ADMINISTRATION	
Chris Marino	*Director of Pupil Personnel Services and Special Education Services*
Melissa DeRosa	*Assistant Director of Pupil Personnel Services and Special Education Services*
Tina Marie Rickmers	*Director of Registration and Student Services*
Jason Rottkamp	*Director of Music and Fine Arts*
Melissa Edwards	*Director of Athletics, Health and Physical Education*
	Director of ENL Community Outreach & Special Programing

DISTRICT OPERATIONS	
Nicholas Wong	Director of Safety and Security
Anthony Martino	Director of Facilities
Keith Graham	School Lunch Manager
Robert Hines	Director of Technology
Anthony Reid	Assistant School Transportation

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PHILOSOPHY

Riverhead High School proudly reflects the multi-racial, multi-ethnic community of which we are a part. Our staff and students, along with your parents and community, join together in providing an educational environment, which fosters the growth of all. As expressed in the Riverhead Plan for Education Excellence adopted by the Board of Education in May of 1992, *"We hold the following beliefs about all of our students: each is capable of learning, each can achieve excellence, each needs the support of a nurturing family, a supportive community, and an effective school system."*

Our staff has the responsibility to maintain an educational program of excellence. We attempt to involve the learner - individually, in small groups, and as a whole class - by providing relevant, valid hands-on activities and by encouraging active participation.

Our students have the responsibility to bring to the educational setting their attention, their effort, and their willingness to learn. They are encouraged to share their talents with each other, with their school and with their community.

Our parents and our community have the responsibility to support our staff and students individually and collectively – through their interest, time and resources. They are urged to communicate their ideas and concerns, and to work with staff members and students to solve problems and achieve mutual goals.

The growth of each individual into a self-fulfilled, successful, responsible member of our changing society must be the standard by which our educational efforts are judged.

STUDENT RIGHTS & RESPONSIBILITIES

The administration of Riverhead High School recognizes that students are guaranteed certain rights by law and believes that students are more likely to accept responsibility for following the rules and regulations of the school when these rights are guaranteed and students are treated fairly. Students should work with the administration and the faculty in the development of school policies and should help with their implementation. The school is a community, and the students, as well as the faculty and administration, are responsible for the atmosphere in the school.

With this in mind, the students of Riverhead High School are advised they have the following rights:

- All students have the right to be treated respectfully by everyone in the school community. They, in turn, have the responsibility to respect the rights of others. This includes respecting the ethnic, religious and racial backgrounds of others
- All students have the right to an education. Therefore, students have the responsibility to do their best and not to interfere with or threaten the education of others
- All students have the right to be free from physical harm and verbal and physical

harassment while on school property, while being transported to and from school and any school-sponsored function off school property

- All students have the right to have the rules and policies of the school explained in a written format. Students, in turn, have the responsibility to learn these rules and abide by them while on school property, while being transported to and from school and when they are at any school-sponsored function off school property
- All students have the right to express their opinions in a proper manner. They, in turn, must not infringe upon the rights of others to express their opinions and must not interfere with the educational process
- All students have the right to seek change in school policies and regulations in an orderly manner by using those channels provided for this purpose (e.g., petition, student government, school publications). However, this effort must not interfere with the educational process or the rights of others
- All students have the right to assemble peacefully with the permission of the principal. Such assemblies must not interfere with the educational process or the operation of the school
- All students have the right to protection from unauthorized disclosure of information in permanent records. Access to transcripts and permanent student records is limited to authorized school personnel. Records may be made available to persons or agencies outside the school only with the permission of the student if of legal age, with the consent of parents or guardians if the student is not of legal age, or by court order or subpoena
- All students have the right to have their personal possessions respected. Students, in turn, have the responsibility to respect the personal possessions of others. If there should be reasonable cause for school personnel to suspect that the area assigned to, or items worn by or owned by a student (e.g., locker, shirt, jacket, pocketbook, backpack) contain items which are illegal (e.g., alcohol or other drugs or weapons) or might be used to disrupt or interfere with the educational process, then the area, student or property may be searched and the item seized
- All students have the right to equal access to and responsibility for the proper use of school facilities, equipment and property

Regular Bell Schedule

(Subject to Change)
Warning Bell – 7:10 AM

Period 1	7:15 – 8:01
Period 2	8:05 – 8:46
Period 3	9:35 – 10:16
Period 4	9:35 – 10:16
Period 5	10:20 – 11:01
Period 6	11:05 – 11:46
Period 7	11:50 – 12:31
Period 8	12:35 – 1:16
Period 9	1:20 – 2:01

Two-Hour Delayed Opening

(Subject to Change)
Warning Bell – 9:10 AM

Period 1	9:15 – 9:45
Period 2	9:49 – 10:17
Period 3	10:21 – 10:49
Period 4	10:53 – 11:21
Period 5	11:25 – 11:53
Period 6	11:57 – 12:25
Period 7	12:29 –12:57
Period 8	1:01 – 1:29
Period 9	1:33 – 2:01

DISTRICT WIDE CELL PHONE POLICY

please click on the link above to access RCSD cell phone policy

As required by Education Law §2803, this policy prohibits student use of internet-enabled devices during the school day (including all classes, homeroom periods, lunch, recess, study halls, and passing time) on school grounds (any building, structure, athletic playing field, playground, or land contained within the boundary of a school or district or BOCES facility), unless under an exception (e.g., IEP/Section 504 or as permitted below). Students are strongly discouraged from bringing other personal electronic devices to school. If students do bring such devices to school, they must be silenced and stored for the entire school day in student lockers, or in other centralized storage containers, caddies, or holders provided by the school or district.

ATTENDANCE

Full time daily attendance is essential for ensuring the academic progress of students. Students must be present in class and actively involved and participate in the learning activities. Students are held accountable for their individual actions including tardiness, cutting, excessive absence and/or truancy that will jeopardize their successful progress, and possibly graduation. The monitoring of attendance requires collaboration between students, parents and school staff.

In the event of excessive absences, parents will be notified via mail and/or electronic correspondence in accordance with the following schedule:

Full Year Course Notification

- 6 absences (excused or unexcused) letter to inform parents that the student has accumulated 6 absences
- 12 absences (excused or unexcused) letter to inform parents; letter will recommend parent/teacher/counselor communication
- 15 absences (excused or unexcused) letter to inform parents
- 27 absences (excused or unexcused) letter (with copy to teacher, administration and counselor) to inform parents. RHS students are notified in person by an administrator of denial of credit unless appealed within one school day of notice. Parents notified by an administrator

Half Year Course Notification

- 3 absences (excused or unexcused) letter to inform parents that student has accumulated 3 absences
- 6 absences (excused or unexcused) letter to inform parents; letter will recommend parent/teacher/counselor communication

- 13 absences (excused or unexcused). letter (with copy to teacher, administration and counselor) to inform parents. Students notified in person by the assistant principal of denial of credit unless appealed within one school day of notice. Parents notified by the assistant principal

Contacting Child Protective Services for educational neglect will be considered anytime a student has missed 20% of instructional days at any time during the school year.

Students may make up any missed daily evaluation within five school days following an excused absence. Students may make up any major evaluations within two school days following an excused absence unless appropriate documentation is provided. It is the students' responsibility to seek out the teacher in order to make up any missed work due to an excused absence. Appropriate documentation is a doctor's note, court appearance, or death in the family. Work submitted beyond this time period will not receive credit. Work specified as a course requirement may be submitted beyond this time period, but it will receive a grade of "0" and will only count to fulfill the course requirement.

***Note:** Scheduled vacations are not an acceptable excuse for making up any missed work or exams.

The attendance office is located directly across from the main office. The attendance office can be reached at 631-369-6745. Excused absences are defined as absences, tardiness, and early departures from class or school due to personal illness or death in the family, religious observance, required court appearances, pre-approved college visits, or attendance at a medical facility, participation in approved school activity/function or other such reason as may be deemed excused by building principal. All other absences are considered unexcused.

Perfect Attendance

For a student to qualify for perfect attendance the student must be present in school every day. They must have zero truancies/cuts to individual classes and will be allowed a maximum of 5 tardies for the entire school year. College visits with written proof from the college, trade school or university, school sponsored field trips, or a death in the family with proper documentation, are the only excused absences that will not count against a student's perfect attendance.

Late to School

All students are expected to arrive at school on time. Students arriving late to school after the first period must sign in at the attendance office and present a note as to the reason why. Upon review of the note, students will be marked accordingly.

Full-Day Absences

Upon returning to school after a full day absence or multiple days, a student must present a doctor, court or parent note to the attendance office. This note must be submitted within five days of the absence. If the attendance office does not receive a note the absence will be deemed unexcused. All unexcused absences will be counted towards the minimum attendance requirement and will be reported to the parent. This also includes class truancies.

***Note:** These notes are legal documents and will be kept on file for three years. They may be admitted in court as documentary evidence.

Class Truancy

Class truancies will be considered illegal absences from class and will be so noted on all attendance records. Parents will be notified of class truancies as outlined above.

Students accumulating more than three class truancies in a quarter may be placed in the In-School-Suspension Program. If a student continues to be truant to that class, it will be considered insubordination and subject to additional penalties at the discretion of the building principal. These may include, but are not limited to, loss of parking privileges, detention, loss of the right to play sports, loss of the right to participate in extracurricular activities, loss of the right to attend social functions (prom, dances, dinners, etc.)

Students identified as chronic in class truancies will be monitored. To ensure the success of these students, referrals to the appropriate forum will be determined by the high school administration and support staff (IST, SST, CSE, Alternative Placement, Family Court).

Parents will be notified of class truancies through the same phone calls that are sent out for full day absences. Class truancies also count toward the total for illegal absences and denial of credit.

Class Lateness

Students that enter the classroom without a pass after the bell signifying the beginning of the period will be deemed by the classroom teacher to be unexcused. A tardy of 20 minutes or more will be recorded as an absence.

Chronic or Extended Illness

Students that are absent due to extended illness or a chronic illness may be entitled to home instruction. Students wishing to be considered for chronic illness must contact the school nurse. Only students under a doctor's care with a written note from that doctor will be considered for placement on the chronic illness list. Absences occurring prior to placement on the chronic illness list must be directly related to the chronic condition to be deemed as an excused absence. Students may be required to provide periodic documentation from his/her doctor in order to remain on the list.

Placement on the chronic/extended illness list does not entitle students to unlimited absences. In order for students to receive credit, they must make up instructional time through the approved home instruction program. Students must also successfully complete all course requirements and earn a passing grade.

Early Departure

A note from a parent/guardian with a contact number listed is required to leave school before 1:20pm There will be no early dismissal between 1:20pm– 2:01pm. Please make every effort to schedule appointments (medical, dental, optical, etc.) during non-school hours. Extenuating circumstances and emergencies will be brought to the appropriate administrator on a case by case basis. All underclassmen (9th, 10th, 11th) must be signed out in person by parent/guardian or authorized person in the attendance office. Students who are emancipated minors may be exempt

at the discretion of the building principal or the appointed designee. Juniors and Seniors seventeen years of age and older will also be granted departure with a note and telephone verification by parent or guardian. All notes must be signed by a parent/guardian with a contact number listed and submitted to the attendance office by 9:00am in the morning. Parent/guardian telephone verification to the attendance office is also required prior to 9:00am on the date of the early dismissal in order for qualifying Junior or Senior to be released. Students must be in attendance for five periods in order to be considered present for the day and to participate in any school activity.
Once a student reports to school, he/she may not leave the school building for any reason. Eleventh and twelfth graders by credit are allowed to leave school grounds during their lunch

period only. A student who becomes ill during the school day should report to the nurse who will, if necessary, telephone the parent. A student who leaves school without permission will be considered as being truant/having cut those classes missed, even if a note is submitted upon his/her return to school. Additionally, a student leaving the building unauthorized will receive disciplinary action from administration.

Before a student is released to anyone appearing at a school requesting permission to take a student from the school, the following procedure shall be followed:

- The person requesting permission to take a student from the school must present photo identification and report to the attendance office or a designated administrator's office
- The person must be listed as having the authority to take the student from the school as specified by the custodial parent or guardian
- The student will be sent to the office and visually identify the person making the request
- When all conditions have been met, the student will be released by the office to the person making the request
- High school students may be released from school with a note from the custodial parent or guardian only after the attendance office has verified the note with the parent or guardian through direct or telephone contact
- Students must be in attendance for four periods in order to be considered present for the day and to participate in any school activity

Excused Absences from Class/School		
Administrative Counseling/Mediation Death in Family Family Emergency/Illness Illness Nurses' Office Visit Resource/Related Service Signed Out Early	Appt. (Court, legal) Chronic Illness Doctor's Appointment Guidance Office In/Out of School Suspension Religious Rotary/Interact Temp. Alt. Placement	Assist. Prin. Office College visit Extracurricular Activity Home Instruction Music Lessons Testing School Field Trip
Unexcused Absences Class/School		
Absent – No reason given Overslept Vacation	Car Trouble Personal Reasons Truant	Family Obligations Missed Bus

GUIDANCE AND ACADEMIC INFORMATION

High School Graduation Requirements

Advanced Regents, Regents and Local Diplomas: In order to participate in the graduation ceremony, the Principal must certify that students have met the requirements for either a Regents Advanced Diploma, Regents Diploma or a Local Diploma. Students are advised to enroll in courses that are academically challenging and will prepare them for the future. Discussion with parents, teachers and guidance counselors should precede the selection of courses.

Graduation Requirements

(Subject to change based on NYS Board of Regents approval)
Class of 2026 through 2029
(Entered 9th grade in September 2022-2023)*

REGENTS DIPLOMA Required Courses		**REGENTS ADVANCED DIPLOMA** Required Courses	
English	4 credits	English	4 credits
Social Studies	4 credits	Social Studies	4 credits
Math	3 credits	Math	3 credits
Science	3 credits	Science	3 credits
Foreign Language	1 credit	**Foreign Language	3 credits
Art/Music	1 credit	Art/Music	1 credit
Health	.5 credit	Health	.5 credit
Physical Education	2 credits	Physical Education	2 credits
Electives	3.5 credits	Electives	1.5 credits
Total	**22 credits**	**Total**	**22 credits**
Required Exams **(Passing score of 65 and above)** Comprehensive English Regents Mathematics Regents Global History & Geography Regents U.S. History & Government Regents Science **Foreign Language CheckPoint A Exam		**Required Exams** **(Passing score of 65 and above)** Comprehensive English Three Regents Mathematics Exams Regents Global History & Geography Regents U.S. History & Government Two Regents Science Exams-1 Life & 1 Physical **Foreign Language CheckPoint B Exam	

***Note:** Students are required to have completed one unit of credit in a Foreign Language by the end of their freshman year or pass the Foreign Language CheckPoint A Exam Proficiency exam.

The High School Administration expects and recommends that every child will take 4 years of English, Math, Social Studies and Science.

Academics

Academic growth is a primary purpose of attendance at Riverhead High School. It involves acquiring knowledge and making wise and worthwhile use of that knowledge. One component of academic development is the daily classroom interaction among students and between students and teachers. Students contribute to and benefit from these interactions through regular attendance and involvement and participation in classroom activities.

Each marking period is 10 weeks in duration. Your report card will be posted on the parent/student portal and mailed home at the end of each marking period. Expect to receive the report card approximately one week to 10 days after the close of the marking period. Interim reports are mailed after five weeks of each marking period.

Grading Policy

- The minimum passing grade is 65%
- Absences from class whether excused or unexcused may have adverse effects on quarterly grades. Class participation constitutes a portion of the grade for each quarter therefore; regular attendance and completion of regular course assignments will have a significant influence on quarterly grades
- Due to the difference in the nature of the various disciplines, each department has determined a grading policy for their area. However, there are standard practices and guidelines, which will apply to all subject areas. These general practices and guidelines are as follows:

Final grades will be calculated as follows unless otherwise noted by teacher:

Full-Year Course		**Half-Year Course**	
Quarter 1	22.5%		
Quarter 2	22.5%		
Quarter 3	22.5%	Quarter 1 or 3	45%
Quarter 4	22.5%	Quarter 2 or 4	45%
Final Exam	10%	Final Exam/Project	10%
	100%		100%

***Note:** Projects must receive the approval of the department, Regents Exams are NYS requirements and must be taken and AP Courses: In lieu of final exams, a project may be given which will count no less than 25% of the fourth quarter grade.

- Students may make up any missed daily evaluation within five school days following an excused absence. Students may make up any major evaluations within two school days following an excused absence unless appropriate documentation is provided
- It is the students' responsibility to seek out the teacher in order to make up any missed work due to an excused absence. Appropriate documentation is a doctor's note, college

- visit, court appearance, or death in the family. Work submitted beyond this time period will not receive credit. Work specified as a course requirement may be submitted beyond this time period, but it will receive a grade of "0" and will only count to fulfill the course requirement. Scheduled vacations are not an acceptable excuse for making up an exam
- Any requirement that is specified by the course must be met in order to receive credit for the course
- Passing the regents examination is no guarantee that a student will pass the course. Satisfactory completion of the course requirements must be met if school credit is to be granted
- Grades will be based on a variety of factors. There will be a minimum of 10 grades per student per marking period. These will be determined by teachers and their departments.
- College or university courses will be graded as required by the university granting credit. Students may not audit these courses per the university's requirements
- A grading floor of 50 for the first two quarters will be applied. For the third and fourth quarters, teachers may issue the actual grades. Half-year courses – first quarter floor of 50, second quarter and final quarter will be the actual grade. The final grade for each course is a combination of quarterly grades, local final or Regents examination and professional judgment

Explanation of Marks

Numerical grades between 0 and 100 are generally used. "65" is the minimum passing grade. Where letter symbols are used, they can be interpreted as follows:

P= Pass
F= Fail
WF= Withdrawn, failing
W= Withdrawn
A= AUD= Auditing class, no credit
ME= Medical, excused
NS= New Student

Class Standing

Class rank for college transcripts will be computed early in the senior year. Final class rank will be computed after the 7th semester. All subjects graded on a numerical basis, excluding physical education, will be used to determine the rank with grades in half year courses considered as final grades and with full year course grades projected based on average of first two quarters.

Class Rank

Preliminary class rank is based on three years' average of all subjects listed on the high school transcript. Physical Education and pass/fail classes are not included. The transcript reflects a weighted grade point average and class rank. In order for a student to be included in final student rank they must be enrolled at RHS prior to the start of his/her junior year.

The following scale will be used for weighting purposes only:

Courses with no level designation	**1.00**
Regents	**1.04**
Honors	**1.08**
College Level/Advanced Placement	**1.18**

AP courses conclude with an AP Exam. Weighting is based upon students sitting for an AP Exam. Students who enroll to receive the college credit in the ACE College and SUPA Courses will receive the weighted average of 1.18.

Grade Promotion

To Be Promoted To	A Student Must Have
10th Grade	6 Credits
11th Grade	12 Credits
12th Grade	18 Credits

Passed all graduation requirement courses and NYS exams

Principal's Honor Roll

Any student achieving an overall grade point average of 90% or better and no less than an 80 in any course will be placed on the Principal's High Honor Roll.

Honor Roll

Any student achieving an overall grade of 80% through 89%, with no less than a 70 in any course will be placed on the Honor Roll.

The above recipients will receive recognition on the "Wall of Fame."

Homework and Extra-Help Policy

The level of work required at the high school is rigorous. Parents can expect that students will have homework on a daily basis, usually requiring a minimum of 20 minutes per subject area. Homework reinforces and enhances the knowledge learned during the school day. Students are responsible for completing these assignments to the satisfaction of the individual subject teachers. Parents are encouraged to provide the time and a conducive environment in which homework can be effectively completed. Homework Club is available to all students from 2:15-4:00pm, Monday through Friday.

Extra Help

Students are encouraged to seek extra help from their teachers either before or after school or at some mutually convenient time during the school day. In addition, all teachers have the right to ask a student to report after school for extra help, provided that the student is given 24 hours notice.

Illness and Homework Requests

If it appears that an illness is going to extend beyond five days, parents are requested to contact their child's guidance counselor. Home instruction may be appropriate, based upon a doctor's note stating the expected length of an illness. Because consistent attendance is essential to academic success, please contact the school to discuss procedures for managing an extended absence.

The Four–Year Plan

The four-year plan is an individualized tentative schedule for each of the freshmen, sophomore, junior and senior years. The four-year plan must be reviewed and revised each year with adjustments being made for academic performance, revised career plans, personal interests, and/or changes in curriculum offerings. This will be reviewed each year with your guidance counselor during scheduling.

Off Campus Courses

The high school supports any student who wishes to supplement his/her high school studies with college-level courses. However, when a student wishes to supplement high school studies with courses taken outside of the high school, the situation requires careful consideration and review by the high school principal.

The principal considers requests to grant credit for courses taken outside of the high school on an individual basis. Guidelines for this process are:

- A student must get approval from the principal prior to enrolling in a course he/she wishes to submit for high school credit
- The course taken outside of the high school must have a course content which closely parallels the high school curriculum
- Students must receive a passing grade in the course in order to receive high school credit. The grade earned will not be placed on the student's transcript. A pass (P) or fail (F) will be placed on the transcript. These marks do not affect class rank
- High school credit may be awarded for a 3 or 4 credit college course, pending Principal's approval in advance of the student registering for the class
- The principal makes a determination in special circumstances not covered by these guidelines

Summer School Registration

A student who fails a course with a numeric grade may be eligible to attend summer school to earn credit or retake a Regents exam. Traditionally, a student can take up to two academic courses during the six-week summer school program. Students may go to summer school to make up for a failed course or a failed state examination. Students can attend summer school for a Regents Preparation course to improve their grade in August. Transportation is not provided for summer

school.

EXAMINATION PROCEDURES

Class examinations are given at the discretion of the individual teacher throughout the year. Mid-term, final and/or Regents examinations are given in almost all-academic courses. To be admitted to a Regents examination in a laboratory science course, students have to complete the required 1200 minutes of laboratory exercises.

Students are responsible for being in their seats 15 minutes prior to the start of all school-wide Regents examinations. Students will be told the times of exams and assigned to the exam room by their subject teachers at least one week before the test. Any student who becomes aware of a conflict (two exams scheduled during the same period of time) must report this conflict immediately to both subject teachers. The teachers involved will then resolve the conflict with the assistance of the administration. In all cases, the exams will be taken on the scheduled day and in the presence of a proctor. Once in the examination room, the proctor will assign seats to students.

Specific entry and departure times are established for all state and school exams. Students are not permitted to bring papers, notes, books or other materials into the examination room except for pens and pencils or mathematical necessities such as a ruler or compass. After a student enters the examination room, talking must stop. During the course of the examination, carefully read and follow all directions. Blue or black ink should be used and corrections should be made crossing out incorrect responses with a single line. A student who gives or receives assistance during a test will be removed from the examination and their parents will be notified. The academic penalty for cheating may be a grade of zero for the examination. Electronic devices, such as cell phones and apple watches, are not permitted in any examination room. Use or possession of electronic devices may nullify a student's exam.

College Testing Registration

Step 1: Online registration is also available at http://www.collegeboard.com

Step 2: Double check fees and code #s on the form. Be sure to include HS CEEB Code # 334750 and appropriate test center number. Riverhead SAT Test Center Code #33-802 and Riverhead ACT Test Center Code #181430

Step 3: Credit/Debit Card, Check, money order payment or fee waiver (if eligible) must be included

STUDENT SERVICES

Guidance Services are designed to assist all pupils in making a satisfactory adjustment to school to plan educational programs and to make sound educational/vocational choices. To achieve these goals, the guidance staff provides a variety of services, which include individual and group guidance. When students enroll in the high school, they are assigned to a guidance counselor. Parents and students should get in touch with their counselor to discuss academic concerns, educational plans, and to plan their schedules.

Guidance counselors are available to meet with students throughout the school day. Students who

wish to speak with their counselors should make an appointment in the guidance office. Student appointments with counselors should be made during their lunch period or free time. Should the need arise to speak with a counselor during a regularly scheduled class, prior approval of the classroom teacher is necessary

Parents are encouraged to work with their youngsters and guidance counselors in the college planning process, and can also use Career Center materials.

Guidance Counselors	
Anastasia Cobis	Suzanne Maurino
Nicole Gigante	Christy Salerno
Courtney Loizos	Daniela Ramos
Craig Korobow	

Parents can make appointments with guidance counselors by calling the guidance office at 369-6728, 369-6729, 369-6730

STUDENT SUPPORT SERVICES			
Philip Antz *Social Worker*	631-369-6737	**Sarah Reid** *Psychologist*	631-369-6768
Deborah Nigrel *Social Worker*	631-369-6724	**TBD** *Psychologist*	631-369-7690
Christine Powers *Social Worker*	631-369- 6827	**Tara Spinella** *Psychologist*	631-369-5909
Kathleen Timpone *Social Worker*	631-369-5908	**Liane Aviles** *Social Worker*	631-591-5910
Nathaly Ventura *Social Worker*	631-369-6740	*Behaviorist*	

School Social Workers

Students are free to speak with a social worker if they have concerns about or need help with a personal or a family problem, or a drug or alcohol concern. The school administration and faculty will also make appropriate referrals to the social worker, who is committed to respect the rules of confidentiality in dealing with students and families.

School Psychologists

Our school psychologists complete psychological evaluations, when appropriate, and refer families

or students to other professionals in the community for additional support and/or services. Also, the school psychologist provides information regarding Special Education programs.

Instructional Support Team

The high school has an Instructional Support Team (IST) composed of administrators, guidance counselors, social workers, psychologists and teachers. The IST will meet by referral to discuss student/parent academic concerns and evaluate students. Any referrals for evaluation, counseling, or a change of placement go through this committee. Please call your guidance counselor for more information.

Student Support Team

The high school Student Support Team (SST) is composed of an administrator, a guidance counselor and school social workers. The SST will meet by referral to discuss student/parent psychological and emotional concerns of students. This committee with parent/guardian consent may recommend support services.

SCHEDULING

Riverhead High School offers its students a comprehensive and varied curriculum in preparation for college, technical school, and other types of post-high school education, the armed forces or employment.

A great deal of time, care, and effort is devoted to assuring that each student is placed into an educational program that will best meet his or her individual needs. Input is sought from students, parents, teachers, and counselors. The scheduling process is a lengthy one, extending from December through the summer. It is the goal of the staff, through this process, to ensure a smooth opening of the new school year, one marked by a minimum of disruptions due to schedule changes. All students will be enrolled in a full schedule including physical education.

Schedule Change Policy

- Once school begins, schedule changes will be honored only for educational reasons (i.e. graduation requirements, sequence requirements and incorrect placement.) To be honored, a schedule change must have written approval by a student's parent/guardian, teacher and department supervisor. The window for students to initiate schedule changes is within the first 5 weeks of school. *Students must report to their originally scheduled class until a change is formally approved*
- At no time will a schedule change be made merely to effect a teacher change or a class period change
- Students who drop a course after the first 5 weeks of school without enrolling in another course will receive a "WF" (Withdraw Failing) on their permanent transcript
- Extenuating circumstances will be reviewed by the guidance department and the high school administrator

Time Limit In Regard To Students Withdrawing From A Course

Withdrawal from a class will only be considered during the first five weeks of school and the first five weeks of the second semester for spring courses. Students may withdraw from a course only with written parental permission. Another class will be added in its place where possible and appropriate. Grades and attendance will be transferred from the course the student is exiting to the course the student is entering provided the course is in the same subject area. A grade level administrator and/or department supervisor must approve all withdrawals from courses once the school year has begun.

OCCUPATIONAL EDUCATION

Students who are interested in attending occupational programs at the BOCES H.B. Ward Technical Center and the Gary D. Bixhorn Technical Center can apply in the winter of their sophomore or junior year. Each year, interested students are offered the opportunity to attend the BOCES Visitors Day Field Trip which is held at the Riverhead and Bellport BOCES campuses. After the field trip, interested students must complete an application, review it with their parents and guidance counselor, and meet the following criteria for eligibility:

A. Students in the graduating classes of 2026 and 2027 must have 12 credits completed prior to beginning a BOCES program and be able to fit the occupational programs into the four-year plan.

B. Students must have and maintain a school attendance rate of at least 90% and demonstrate a serious commitment in attending occupational courses. Students with 19 or more absences (excused or unexcused) at Riverhead High School and/or BOCES, (if already enrolled) will be ineligible to participate in the BOCES program. If a student is absent for 5 or more periods on any school day, it constitutes a full-day absence.

C. 10th grade applicants (entering as 11th graders): Must have passed a minimum of 3 Regents examinations, including at least one mathematics and one science exam, plus Global History and Geography. Passing scores: 55 for students with disabilities; 65 for general education students

   11th grade applicants (entering as 12th graders): Must have passed a minimum of 4 Regents examinations, including English Language Arts, one mathematics, one science, and one social studies exam. Passing scores: 55 for students with disabilities; 65 for general education students

D. Students must exhibit positive behavior and maintain good disciplinary standing at RHS. Students with ongoing behavioral or disciplinary concerns may be denied admission.

E. Students will be dropped in mid-October, or at any other time during the school year, if he/she fails to satisfy Riverhead High School's attendance requirements. This includes attendance at Riverhead High School as well as at the BOCES Center they are attending.

Students attending BOCES programs may apply their □arned program credits as RHS elective course credits. They may not be used for Riverhead High School core academic course credits. (Math, Science, Social Studies, English, Health, Phys. Ed).

Eligibility for all occupational education programs is subject to change each school year. Please talk to your guidance counselor if you have specific questions.

RECORDS AND TRANSCRIPTS

- Your final transcript contains only the name of the course, weighting of the course, your final average, the amount of credit, and a Regents grade if given
- If you retake a Regents examination, both grades are recorded. However, only the highest grade is posted on the student's transcript. A Regents retake does alter the final average of the course provided it results in a higher score
- If you retake a course (for example, in summer school) the new final average is used for average and ranking purposes
- Official transcripts and unofficial rank in class are usually available by the end of October of the senior year. Before that time, only unofficial transcripts of grades are available, not rank
- Final official senior rank will be available/recalculated after the 7th semester with grades in half year courses considered as final grades and with full year course grades projected based on average of first two quarters

LIBRARY & MEDIA CENTER

Hours: Monday through Friday: 7:10 – 2:00

Students are required to present their I.D. card and have a valid pass in order to enter the Library. Students and staff are invited to use the library for quiet reading, writing, or independent research. Students who wish to use the library during the school day must have a pass. Students must sign-in upon entering the library and are expected to stay until the end of the period. If a student needs to return to class, they must sign-out with a library staff member in order to have their pass signed. Everyone is expected to be quiet and orderly at all times.

Circulation of Materials

All Fiction and Non-Fiction books may be borrowed for two weeks. Magazines, pamphlets and any other special reserve materials may be borrowed overnight or for an agreed amount of time if needed longer. Student I.D. cards are required to sign out materials.

A "reserve" may be placed on library materials not found on the shelves. Teachers and students may renew materials if they are needed for an extended time period. Students are responsible to pay for lost or damaged library materials. Failure to pay for lost or damaged items may result in

the loss of certain student privileges such as clubs, athletics, music programs, proms, field trips, walking in graduation, etc.

Computer Resources

Computer and internet use in the library/media center is for schoolwork and research only. Students are directed and instructed to use specific electronic databases, indexes and web sites, when using the library computers. These resources have been selected and purchased to support the school curriculum.

Web sites selected by students, must be approved by the respective subject teacher for appropriateness and use. Social media websites are prohibited.

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 – books cannot be taken home.

CO-CURRICULAR INFORMATION

Eligibility Policy

The co-curricular eligibility criteria area as follows:

- 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
- 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
- If a student has failed two courses, he/she shall be placed on probation for a five-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 courses, he/she shall be deemed ineligible to participate in any co-curricular activity for the duration of the review period. 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
- If at the end of the 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. 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 if the student attends summer school and successfully passes two of the courses previously failed
- 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

All students involved with interscholastic athletics must have a signed permission slip on file (contact the Athletic Office).

APPEAL PROCEDURE

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:

- Write a letter to the building principal stating the rationale for the appeal and requesting a hearing
- Within five days after receiving the letter the principal will convene an appeal panel consisting of the following personnel: Assistant Principal (panel chairperson), guidance counselor, one teacher (not the student's teacher) and athletic supervisor, coach or 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)
- The student may present any evidence he/she desires including witnesses
- The panel may request any information and call any witnesses it believes are necessary to render a fair decision
- A vote of the panel will be taken and the results of that vote will be submitted to the building principal for final action
- The principal will communicate in writing to the student the outcome of the appeal

Conduct

- Students are expected to be good school/community citizens. Therefore, conduct expectations will be in keeping with our Code of Character and Conduct policies established by the Board of Education
- Students are expected to respect and abide by 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

Attendance

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.

Implementation Procedures

- Secondary building principals shall be responsible for implementing the philosophy and purpose contained in the "Student Co-Curricular Eligibility Policy and the Administrative Regulation
- 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
- Secondary building principals, with the assistance of faculty and staff members, 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

NCAA REQUIREMENTS CORE COURSES

To play sports as a freshman in NCAA Divisions I & II, you must meet specific standards. You must graduate from high school and receive and maintain the NCAA established grade point average (based on a 4.0 scale) in all core academic courses. See your guidance counselor for more details.

DIVISION 1 – 2026-2027

Qualifier Requirements
**Athletics aid, practice and competition*

- 16 core courses
- Ten (10) core courses completed before the start of the seventh semester. Seven (7) of the 10 must be in English, Math or Natural/Physical Science
- "Locked in" for core-course GPA calculation
- Corresponding test score (ACT sum score or SAT combined score) and core-course GPA (minimum 2.3) on Sliding Scale
- Graduate from high school

DIVISION I -2026-2027

Academic Redshirt Requirements
**Athletics aid, and practice (no competition)*

- 16 Core Courses
- No grades/credits "locked in" (repeated courses after the seventh semester begins may be used for initial eligibility)
- Corresponding test scores (ACT sum score or SAT combined score) and core-course GPA (minimum 2.0) on Sliding Scale
- Graduate from high school

DIVISION II 2026-2027

16 Core-Course Rules

- 16 core courses
- 3 years of English
- 2 years of Mathematics (Algebra I or higher)
- 2 years of Natural/Physical Science, (1 year of lab if offered by the high school)
- 3 years of additional English, Mathematics, or Natural/Physical Science
- 2 years of Social Science
- 4 years of additional courses (from any area above, foreign language or comparative religion/philosophy)
- Earn a core GPA of at least 2.2

***Note:** Meeting the NCAA academic rules does not guarantee your admissions into a college. You must apply for admission.

STUDENT ACTIVITIES & CLUBS

There are many opportunities for students in good standing to engage in extracurricular activities. The following list includes some clubs that are open to the general student body:

3D Printing Club	Cooking Club	Mentathletes	Spanish Club
Art Club	Council for Unity	Outdoor Club	Stage Jazz Band (Varsity)
Athletes Helping Athletes	DECA	National Honor Society	Strategic Card Gaming
Bible Club	ENL Support Club	Pep Band	Student Government
Blue Masques	French Club	Pit Orchestra	Un Model Club
Blue Wave News	Future Medical Physicians	RHS Kick line Club	Video Games Club
Ceramics Club	G.S.A. Club	Riverhead Cap	Women's Empowerment Club
Chamber Choir	Healthy Youniversity	Robotics Club	Yearbook Club
Chamber Orchestra	Fishing Club	School Store	Symphony Orchestra
Chess Club	Hispanic Leadership Club	Science Olympiad	Tri-M Music Honor Society
Class Of 2030	Interact Club	High School Orchestra	Wind Ensemble
Class Of 2027	3D Maker Club	Jazz Ensemble	Senior Mixed Choir
Class Of 2028	Key Club	North Star Club	Senior Symphonic Band
Class Of 2029	Literary Magazine	Sewing Club	Set Design

NATIONAL HONOR SOCIETY

Requirements

Induction: *Min. 30 Hours Community Service*
88 Unweighted Gpa

- Average: 88 Unweighted
- Activities (School Related/After School Job): At least 2 different school sponsored activities or clubs or an after school job. 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
- Community Service: Must entail donating of student's time of at least 30 hours and must complete 10 hours during years as a member and participate in at least two NHS activities All activities must be verified
- Applications must include four teacher recommendation forms

- Names of applicants will be submitted to teachers for their input and recommendation
- Both student and parent must sign the application
- The Faculty Council will make a 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

FIELD TRIPS

Our students are afforded many opportunities to participate in educational field trips. In most instances, these trips are optional, not mandated; therefore, students are urged to use discretion when they choose to attend field trips that require absence from other classes.

Student Expectations

- It is imperative that students understand that they are required to make up all missed work
- All school rules are applicable to field trips
- Students will be accountable for their behavior on a field trip in the same way they are accountable in school
- Students who were assigned to in school suspension must receive special permission from their Assistant Principal to be allowed to participate in the class sponsored trips
- Students who have been suspended outside of school (OSS) within the last 60 days may not attend school sponsored field trips. Any special circumstances must be approved by the building Principal
- It must be noted that field trips are excused absences and are not subject to penalties under the attendance policy
- Any student wanting to attend a field trip must be in good academic standing, as specified in the extracurricular policy

STUDENT CODE OF CONDUCT

please click on the link above to access the RCSD Student Code of Conduct

At Riverhead High School, it is recognized that student conduct is an integral part of the total development of students as they progress through school. A major goal for the staff is to provide a safe and healthy learning environment for the students in our charge. Students have the responsibility to examine the behavior choices they make and to be participants in a structure that maintains students' accountability.

Education Law §3214 provides teachers with the power to remove both substantially disruptive students and violent students from their classes. A student who is disruptive in a class must be informed that they are being disruptive and given the opportunity to explain or stop this behavior.

A disruptive student is defined as a student who substantially interferes with the learning process in a classroom.

School-Wide Rules

The atmosphere of our school is, in large part, determined by the conduct of students in the public or common areas. The following behaviors are expected in the hallways, lobbies, cafeteria and on campus grounds of Riverhead High School:

- Cooperation with other students, faculty, and staff
- Courteous and moderately-toned conversation
- Respect for school property and the property of others
- Punctuality
- Politeness and good manners
- Electronic devices are only permitted in designated locations

Students will be held accountable if the following behaviors listed below are observed at Riverhead High School:

- Fighting and horseplay
- Foul and abusive language
- Destruction of school and/or personal property and littering
- Loitering and/or lateness
- Disrespect for others, including bullying/harassment based upon actual or perceived race, color, weight (size), national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender identity or sex

Lunch Periods: Open/Closed Campus Regulations

Only those students who are credit bearing 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. Students 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

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

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:

- Arrive to class on time, prepared to work
- Follow directions the first time given
- Act courteously and cooperatively
- Behave in a way which does not interfere with or threaten the education of others

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

- Verbal warning
- Parental contact
- Classroom removal and/or a conversation with an administrator
- Assignment to lunch detention/after-school teacher detention
- Referral to administration for further action

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

Assemblies

In the auditorium during assemblies, these behaviors are expected:

- Enter in an orderly manner
- Take a seat promptly
- Be quiet and attentive to the speaker and/or performers applauding politely –the appropriate manner for demonstrating appreciation of an assembly performance
- Keep food and/or drinks out of the auditorium

STUDENTS AND PERSONAL ELECTRONIC DEVICES

Please click on the link above to view the RCSD Internet Use Agreement

DRIVING AND PARKING REGULATIONS

Students must have a valid parking sticker displayed on their vehicle to park on school property. Parking sticker applications are available on the Riverhead High School website. Once all required documentation is submitted and approved, students may pick up their parking sticker in Room 125, Ms. Mongiello's office. Students must have a valid parking sticker displayed on the rear passenger window of their vehicle to park on school property. By applying for a parking sticker, students agree to follow all rules listed below. Parking privileges are for students in good standing only and may be revoked if academic or behavioral expectations are not met.

Driver Expectations

Entering & Exiting

- Enter the parking lot from the rear of the building
- Follow all posted traffic directions and drive slowly

Parking & Vehicle Conduct

- Park only in designated student parking areas
- Vehicles must be parked straight and within the lines
- Lock your car after parking, and students may not remain in or sit in parked cars during the school day
- Radios must be kept low while driving in the lot
- Racing engines, spinning tires, honking horns, or any disruptive behavior will not be tolerated
- Only emergency vehicle repairs may be performed in the lot
- Student parking stickers must be adhered to the rear passenger-side window. Stickers are assigned after your application is approved

Safety & Behavior

- Possession of alcohol on school grounds is illegal. Violations will result in suspension and loss of parking privileges
- Reckless driving or behavior endangering others will result in immediate loss of driving privileges and possible police referral
- Transporting unauthorized students or consistent tardiness may result in an extended loss of privileges
- Students with junior licenses are not eligible for parking stickers. NYS law prohibits driving to school on a junior license
- Vehicles on school property are subject to inspection and search if there is reasonable suspicion of drugs, alcohol, weapons, or other dangerous items
- Parking is at your own risk

Security & Cooperation

Security staff are on duty to maintain a safe parking environment. Please cooperate fully with all security personnel.

Parent Pick-Up & Drop-Off:

To maintain safety and traffic flow, parents should use designated drop-off and pick-up areas from 7:00–7:30 AM and 2:00–2:30 PM.

***Note:** These rules exist for everyone's safety and protection. All questions about parking stickers or procedures can be directed to Ms. Mongiello, Assistant Principal.

BEHAVIORAL GUIDELINE CHART

Please click on the link above to view the chart

The behavioral guideline chart contains examples of infractions and corresponding actions. It does not contain all possible infractions. The administration reserves the right to modify or exceed any of the disciplinary actions based upon the nature or seriousness of the offense. Students will be afforded an opportunity to maintain educational progress by completing all coursework during the period of their suspension under the supervision of certified teachers.

Student Policy Drugs, Alcohol Use, Possession or Distribution

To ensure 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, 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.

Drugs and/or Alcohol

- Possession and/or sales- suspension of more than 5 days
- Law enforcement notified
- Counseling evaluation- If counseling is mandated, it becomes a condition of re-entering/staying in school
- 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
- Police are called
- 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

- 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

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.

Detention

Detention, when assigned by either the classroom teacher and/or the administration, is mandatory. After-school detention will be held from 2-5pm. Students assigned to after-school detention 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)

- Students may be sent to the in-school suspension classroom only by the high school administration and/or staff
- Assignment to ISS will be recorded on a student's permanent record as a suspension
- The daily absentee list will include those students in ISS
- Suspension letters regarding ISS will be sent to parents
- Students will be required to complete all assignments sent to ISS by the classroom teacher
- 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
- 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
- Any student placed in ISS on multiple occasions during the academic year may be referred to Administration for a conference
- Students placed in ISS will not be permitted to leave the room by themselves at any time. Students will eat their lunches in the ISS. room. Lunches may be brought from home or students may purchase school lunches. ISS personnel will escort students to the lavatory
- 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 (OSS)

Serious infractions may result in out-of-school suspension. Parents will be contacted when students are suspended from school and may be required to meet with an administrator during the school day. 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. All suspended students are required to attend the Alternate Learning Center (ALC) tutorial program (2-5 pm) 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.

STUDENT DRESS CODE

Please click on the link above to view RHS student dress code

Guidelines For Appropriate Attire

- Skirts may be no shorter than 5 inches above the knee cap
- Shorts may be no shorter than 6 inches above the knee cap
- Shoulder straps on shirts must be at least two fingers in width (no spaghetti straps, halter tops)
- Plunging necklines in front or back are not permitted (this includes halters and tube tops).
- See-through garments are not permitted
- Pants must be worn at the hips or waist
- Leggings may be worn as pants if shirt length is a minimum of 5 inches from the knee cap
- Ensure that underwear is completely covered with outer clothing (ex: bra straps, boxers, boys sleeveless undershirts)
- Midriff (belly, abdomen, stomach) may not be exposed
- While in the school building, hoods are not to be worn (ex: bandanas, hats)

The following are not appropriate for the learning environment and may not be worn:

- Items that are vulgar, obscene, libelous, or defame others on account of race, color, religion, creed, national origin, gender, sexual orientation or disabilities are not permitted
- Spiked belts, collars, cuffs, chains, or wallet chains of any length are not permitted
- Items that promote and/or endorse or advertise the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent acts are not permissible
- Students are prohibited from carrying or wearing material devices, identifying markings, or paraphernalia that may indicate membership or support for gangs and/or violence)
- Proper footwear must be worn at all times (no bedroom slippers please)

The school administration may disallow other types of clothing that may jeopardize a safe and orderly environment for the students and school staff. Students are expected to exercise good judgment regarding their attire and grooming so as not to disrupt the educational atmosphere and to ensure a healthy school climate.

Students who do not respect the student dress code will be asked to modify their appearance by covering or removing the offending item. Any student who refuses to abide by the dress code will be subject to disciplinary actions, up to and including in-school suspension. Any student with subsequent offenses will be subject to further disciplinary action, up to and including suspension out of school.

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/her designee shall be responsible for investigating and remedying allegations of sexual harassment.

The following are examples of sexual harassment:

- 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
- A female student in a predominantly male class subjected to sexual remarks by students or teachers who regard the comments as joking and part of the usual classroom environment
- 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

- purposefully limiting or denying any students access to educational tools, such as computers
- Teasing a male student about his enrollment in a home economics class

DIGNITY FOR ALL STUDENTS ACT (DASA)

The goal of the Dignity for All Students Act is to create a safe and supportive school climate where students can learn and focus, rather than fear being discriminated against and/or verbally and/or physically harassed. All public elementary and secondary school students have the right to attend school in a safe, welcoming, considerate, and caring environment. The Dignity Act states that NO student shall be subjected to harassment or discrimination by employees or students on school property or at a school function based on their actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.

As per NYS Regulation, one administrator in every school is designated as the Dignity Act Coordinator (DAC) and is trained in methods to respond to human relations in the areas of race, color, weight, national origin, ethnic, group, religion, religious practices, disability, sexual orientation, gender, or sex.

Riverhead High School Dignity Act Coordinators	
Sean O'Hara *Principal* (631) 369-6723 Sean.O'hara@g.riverhead.net	
Jon LaRochester *Assistant Principal* (631) 369-6744 Jon.laRochester@g.riverhead.net	Dorene Mongiello *Assistant Principal* (631) 369-6725 Dorene.mongiello@g.riverhead.net
Nicole Taylor, *Assistant Principal* (631) 369-6837 Nicole.taylor@g.riverhead.net	Dena Marie Tishim, *Assistant Principal* (631) 369-6746 Denamarie.tishim@g.riverhead.net

If a student f vitnessed a discriminatory act against another student, they should report this information to any administrator, guidance counselor, social worker or faculty member for further assistance.

TRANSPORTATION

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.

Bus Behavior Guidelines

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

Process for Student Accountability

The transportation department will initiate all restorative action arising from student misbehavior on a school bus.

- Driver warns the student verbally
- Driver moves the student to an assigned seat
- Driver provides written record of the School Bus Incident and files with the Transportation Department
- Parents and building administrators will receive written notification from the transportation department as to the incident and the action the district plans on taking
- Each additional referral over three will result in an additional five school day suspension of bus riding privileges
- 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 school days. Repeat offenders are subject to increased bus suspensions or the possible loss of all transportation privileges for the remainder of the school year
- Any written referrals received by the transportation department due to misbehavior on a 4:00pm or 5:30pm late bus will result in the loss of the student's late bus riding privilege for a possible indefinite time

- Any student found to be involved in vandalizing any bus will be required to pay all costs for repairs or cleaning. Students will be suspended from transportation for five school days and will be assigned a permanent seat for the remainder of the school year. Repeat offenders are subject to increased bus suspensions or the possible loss of all transportation privileges for the remainder of the school year
- Any written referrals received by the transportation department due to misbehavior or 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 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.)

DRILLS

Fire Drill Procedures

During the school year, fire drills will be conducted a minimum of 8 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:

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

Lockdown Drill Procedures

During the school year, Lockdown Drills will be conducted a minimum of 4 times. Drills are to be taken seriously. In the event that there is an immediate danger to the school staff and students, it is vital to adhere to the following regulations when a Lockdown is in effect:

- Teacher/Staff members will direct all students away from all doors and windows
- Once secure, do not open the door for anyone under any circumstance unless instructed to do so by the Incident Commander or confirmed First Responder
- Under no circumstance will students be allowed to leave the classroom

- Students and staff outside the building must listen to commands given by Incident Commander under the Chain of Command
- Stay safe and secure in your classroom until an “All Clear” signal is given by First Responders

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.

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 needed on any given day. If a parent or guardian needs to deliver money to a student the 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.

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 will not be distributed for the first and last ten minutes of each period. Students must utilize the hallway passport section of their agenda books. Passes are required whenever students are given permission to leave the classroom.

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:

- Student Non-Factory Employment Certificate - for boys and girls 14 and 15 who plan to work during vacation or after school hours
- Student General Employment Certificate - for boys and girls 16 and 17 who attend school and plan to work during vacations or after school hours
- Full-time Employment Certificate - for boys and girls who are not attending school or who are leaving school for full-time employment
- 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
- Modeling working papers
- Farm Work Permit

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:

- Written request from the physician prescribing the medication stating: name of medication, dosage and time to be given
- Side effects to be observed
- Written request from the parent
- The medication must be in the original container and properly labeled by the pharmacist. A student may not carry any medication
- 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. Parents or guardians are responsible for advising the nurse, in writing, of student health concerns each year in order that health records may be updated. 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.

2026-2027 New York State Immunization Requirements

please click on the link above to access the most recent immunization requirements

Student Accident Insurance Program

Children enrolled in the Riverhead Central School District are covered against accidental injury under Student Accident 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. No benefits will be paid unless the first treatment has been provided within ninety (90) days from the date of injury. No benefits will be paid for treatment after three (3) years have elapsed from the date of injury.

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:

- 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
- The "SCHOOL SECTION" of the claim form should be completed and signed by a school official. This section requests a description of what the student was doing and how the injury 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
- Below that section, please either have the physician or parent/guardian fill out the attending physician's information who provided treatment/services (address, phone number). 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. 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
- The "PARENT SECTION" on the back of the claim form is to be completed by the parent or guardian. Please make sure to fill in all the information. For example, if there is no insurance, write "NONE" or if one or both of parents/guardians do not have jobs, write "NOT EMPLOYED". Please be sure to sign the form

- It is the parents and/or guardian's responsibility to send fully completed claim form, each itemized bill and the corresponding EOB to the following address

Health Special Risk, Inc.
P.O. Box 250649, Plano, Texas 75025-0649
Fax: 972-512-5818 / Email: k12claims@hsri.com
Customer Service: 866-409-5734

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.

SCHOOL CLOSING

During the winter months it may be necessary to close school as a result of weather conditions or other emergencies. When a decision to close school is reached, announcements will be made on Channel 12 News, the district's website, www.riverhead.net, and on the following radio stations:

WALK	97.5 FM
WBLI	106.1 FM
WBAB	95.3 FM
WJVC	96.1 FM

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 rule, visitor passes will not be issued for the purpose of visiting teachers or students while school is in session.

WITHDRAWAL FROM THE DISTRICT

Students leaving the district must obtain a Withdrawal from the District Checklist from the Main Office. All items on the checklist must have appropriate signatures. Paperwork may NOT be processed without this completed form. These items include:

- Complete "Student Withdrawal Form" and hand it into the school office.
- Turn in all school books. Textbooks must match the schedule.
- Turn in all library books/materials/calculators.
- Clean out the locker.
- Clean out the gym locker.
- Turn in all sports uniforms.
- Check with the cafeteria for money owed or reimbursement on account.
- Turn in all NJROTC uniforms and equipment