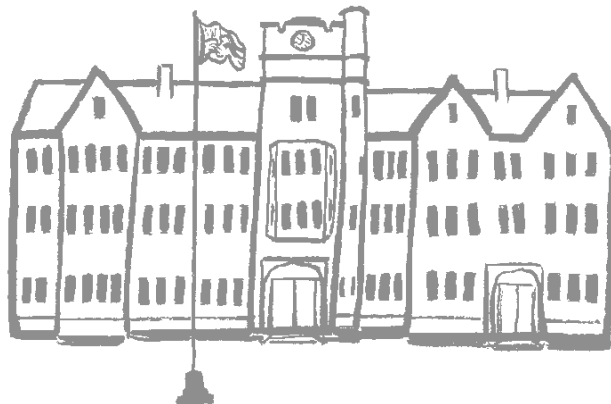




STUDENT HANDBOOK



2023-2024

DOBBS FERRY HIGH SCHOOL



HIGH SCHOOL ADMINISTRATION

Dr. JOHN J. FALINO
Principal

Juliet Gevargis-Mizimakoski
Assistant Principal

DISTRICT ADMINISTRATION

KENNETH SLENTZ
Superintendent of Schools

SHARI KAPLAN
Interim Director of Special Education

DR. RON CLAMSER
*Assistant Superintendent for Finance,
Facilities and Operations*

DR. DARRELL STINCHCOMB
*Assistant Superintendent for
Curriculum, Instruction and Equity*

TERANCE P. HUYTER
Director of Technology

ANDREW KLAICH
*Director of PE, Health, Nursing
And Athletics*

DENIS BRAZIL
*Director of Facilities,
Operations & Maintenance*

JACQUELINE GIBBS
Treasurer

BOARD OF EDUCATION

JEAN LUCASEY
President

BROOK BASS
Vice President

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PAVITHRA NAGARAJAN
DARREN WOOD
SHANNON STRINGER
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Dobbs Ferry High School

505 Broadway
Dobbs Ferry, NY 10522
Tel: 914 693 1500 Fax: 914 693 5227
<https://www.dfsd.org/hs>

Important Information for 2023-24

ACADEMIC STUDIES

Many of our students are enrolled in Academic Studies (“study halls”) throughout the school day. This is an excellent opportunity for students to study for exams, complete class assignments, or simply to take a mindfulness break in the middle of the day. All Academic Studies are held in the commons and attendance is taken and required. For the start of the 2023-24 school year, **only seniors** will be granted open campus privileges during Academic Studies. All seniors must first have attendance taken before taking advantage of this privilege.

BACK TO SCHOOL NIGHT

We are pleased to share that our Back to School Night will be held in-person on Thursday, September 21st starting at 5:45 p.m. This is a wonderful opportunity for parents and guardians to meet our teachers and learn about our classes!

CHROMEBOOK ISSUES

Any student who has a Chromebook issue or problem should bring the device to Room 286 for support.

CLASS SCHEDULE ISSUES

Any students who have an issue with classes and/or needs a schedule change should email their school counselor. All students must follow their current schedule until a change is made and a new schedule is issued. Please note that schedules will be posted to the portal on **Monday, August 28**.

DROPPING A COURSE

The deadline for dropping a course is the last day of Quarter 1. Any student who drops a course after Quarter 1 will receive a “W” on the transcript. For seniors, colleges will need to be notified and an updated transcript will be sent. **If there are extenuating circumstances that require a student to add or drop a course after the deadline, the student must request the approval of the Principal. Changes to schedules will not be made without the Principal’s approval. Students must carry a full course load in their schedules.

ENTERING THE BUILDING

All students must enter the building through the “main” entrance that is located outside of the high school commons. The doors for students to enter will be open at 7:50 a.m. Please note: students are **not** permitted to enter through any other doors, and *any students who open or “prop” other doors will face disciplinary action*. This is an issue that directly concerns the safety and security of our campus.

NO STUDENT PARKING

Students are not permitted to park on campus during school hours. Unauthorized vehicles may be ticketed or towed at the owner’s expense.

OPEN-CAMPUS LUNCH PRIVILEGE

DFHS students enjoy an “open campus” privilege **during lunch periods only**. However, *seniors also enjoy the privilege of having “open campus” during academic studies as well*. During lunch periods, students may choose to eat in the commons (cafeteria) or go off-campus to purchase lunch. All students are required to return from lunch **on time** for their next class. They may also bring their off-campus lunch back to school to eat it in the Dobbs Ferry High School cafeteria. Students are expected to follow the same behaviors off campus as they do on campus during the school day. When off school grounds all students are representatives of our school and must carry themselves as such.

All students are granted this privilege on the first day of school and trusted to follow the rules. **Students who do not follow the rules will have this privilege suspended or revoked**. During periods of need the administration may extend the open campus privilege beyond the lunch periods. **THE HIGH SCHOOL IS A CLOSED CAMPUS AT ALL OTHER TIMES OF THE SCHOOL DAY FOR STUDENTS IN GRADES 9-11.**

OFFICIAL HALLWAY PASS

Each teacher/classroom will have an official hallway pass booklet. Students must have a pass at all times when leaving the classroom. (Bathroom, water fountain, nurse, main office, etc.)

SCHEDULE CHANGES

Students will have the first ten (10) school days to make schedule changes. The add/drop forms can be obtained in the guidance office and must be filled out completely and correctly by the deadline. Students will not be added to new courses after day ten.

T-PERIODS (“EXTRA HELP”)

Teachers are available to meet with students individually and/or in small groups during “T-Periods” to address their academic needs. This is an excellent way for students to receive extra academic support as needed. Teachers will post the hours they are available and provide students with adequate notice if there is a change in their schedules. A copy of this schedule will also be posted to our high school website.



ABOUT THE SCHOOL

Dobbs Ferry High School is a National Blue Ribbon (2020) high school with a strong academic program serving a wide range of students. The school is accredited by the State University of New York and the Tri States Consortium of Secondary Schools. In addition, Dobbs Ferry High School is authorized by the International Baccalaureate Organization as an *IB World School* in both the IB Middle Years Program (MYP) and IB Diploma Program (DP).

The school serves over 450 students in grades 9-12. All of our students enroll in at least two IB DP courses and over 35 percent of the Class of 2023 pursued the full IB Diploma. The faculty is deeply involved in the development and refinement of programs and encourages students to participate in activities that demand high levels of responsibility and commitment.

THE DOBBS FERRY HIGH SCHOOL ALMA MATER

In the midst of nature's garden
Stands our Alma Mater Dear.
Stately edifice of culture,
And of learning through the years.

Past us rolls the mighty river
Wooded acres, on its shores.
God has formed a perfect background
For the school that we adore.

May the Hudson's sparkling waters
Surging onward to the sea
Symbolize the depth and passion
Of our loyalty to thee.

Rugged crags and towering mountains
In the distance meet the sky.
We will climb with you to guide us;
So hail, all hail to thee Dobbs Ferry High.

Mac Wright

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DOBBS FERRY HIGH SCHOOL STAFF

ADMINISTRATION

Dr. John J. Falino
Principal

Juliet Gevargis-Mizimakoski
Assistant Principal

Valarie McCoy
Secretary to the Principal

Caren Valente
Senior Office Assistant

IMPORTANT TELEPHONE NUMBERS

District Offices..... 914-693-1500
High School Principal's Office and Assistant Principal..... 914-693-7645
Athletic Office..... 914-693-3761
Guidance Office—Counselors, Psychologist, Social Worker..... 914-693-7647
Student Assistance Counselor..... 914-693-7648
Attendance Office and Nurse's Office..... 914-693-1742

STAY CONNECTED WITH DFHS

High School Webpage: <https://www.dfsd.org/hs>

High School *Instagram Page*: DFHSVirtualCommons

Follow the *Principal's Blog*: www.johnfalino.com

Follow Dr. Falino on *Twitter* (@johnfalino1)

| Student Support Services | | |
|--|---|--|
| Attendance Joanne Mattina <i>Attendance Clerk</i> | Pupil Personnel Services Chris D'Angelo <i>School Psychologist</i> | Technology Terance Huyter <i>Director of Technology</i> |
| Librarian Ellen Elsen | Michelle Ciccone <i>School Social Worker</i> | Amber Klebenoff <i>District Data Administrator</i> |
| Nurse Cara DeLeon | Shannon Blanch <i>Student Assistance Counselor</i> | Kevin Ridley <i>Cable TV Programming Director</i> |
| Diana Castellano <i>MTSS Coordinator</i> | Scott Patrillo <i>Dean of Student Affairs</i> | Raymond Rivera <i>BOCES Network Technician</i> |

FACULTY AND STAFF BY DEPARTMENT

Email

Extension

ATTENDANCE

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3053

ART

Visual Arts

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DEAN OF STUDENT AFFAIRS

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3027

ENGLISH/FILM

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HEALTH:

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INTERNATIONAL BACCALAUREATE PROGRAM (IB)

Swart, Jessica (IB DP Coordinator).....swartj@dfsd.org

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Fahy, Mary Alice (IB DP CAS COORDINATOR).....fahym@dfsd.org

Hickey, Jennifer (IB MYP COORDINATOR).....hickeyj@dfsd.org

LIBRARY AND MEDIA STUDIES

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PUPIL PERSONNEL SERVICES

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|----------------------------|-------------------|--|

SCHOOL SOCIAL WORKER

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SOCIAL STUDIES

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| Meagh, Michael..... | meaghm@dfsd.org | |
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SPECIAL EDUCATION

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TECHNOLOGY

| | | |
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| Huyter, Terance (DIRECTOR OF TECHNOLOGY)..... | huytert@dfsd.org | |
| Rivera, Raymond (BOCES Network Specialist)..... | riverar@dfsd.org | |
| Klebanoff, Amber (District Data Administrator)..... | klebanoffa@dfsd.org | |
| Ridley, Kevin (Cable TV Station Program Director)..... | ridleyk@dfsd.org | |

HIGH SCHOOL OFFICE STAFF

| | | |
|--|-------------------|------|
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| Valente, Caren (Senior Office Assistant)..... | valentec@dfsd.org | 3057 |



INTERNATIONAL BACCALAUREATE PROGRAM

Dobbs Ferry was the first district in Westchester County to be authorized by the International Baccalaureate Organization as an “IB World School.” DFHS was authorized for the IB Diploma Program in 1998 and the IB Middle Years Program in 2016. All students at DFHS enroll in at least two IB DP Courses and/or may pursue the full IB Diploma by successfully completing all of the DP requirements. For more information, please refer to the DFHS IB DP Handbook that is posted on the High School Website.

The IB Diploma Program is a two-year program that includes courses in each of the six respective academic groups, TOK, the Extended Essay, and Community/Action/Service (CAS). All students at DFHS enroll in at least two IB courses and over 35% of the Class of 2023 pursued the full IB Diploma. The school's commitment to academic excellence, professional development for teachers, and equity/access for all students has resulted in top national rankings. In 2020, Dobbs Ferry High School was recognized as a National Blue Ribbon School. In addition, in 2022, *U.S. News and World Report* ranked DFHS #43 (out of 1,325) in New York State and #389 nationally (out of 17,843) due to the high number of students who enroll to participate in the IB Diploma Program. In addition, the high school has redesigned its 9th and 10th grade curriculum and is fully aligned with all aspects of the IB Middle Years Program (MYP). ALL students at DFHS fully participate in the IB MYP and all students complete an MYP Personal Project in their sophomore year.

IB DP Standard Level (SL) and Higher Level (HL) courses are equivalent to college level offerings in quality. All IB DP courses at DFHS are offered over two years (except science) and all students take IB DP exams at the conclusion of each course. Students who participate in IB DP courses are expected to take IB exams. It is also advisable that all students discuss their academic goals with their guidance counselors so that an appropriate course of study can be implemented. The IB Head of School is Dr. Falino (falinoj@dfsd.org), the IB Coordinator is Ms. Jessica Swart (swartj@dfsd.org), and the IB Coordinator Assistant is Mr. Jim Cottingham (cottinghamj@dfsd.org) . Please feel free to contact either individual if you have any questions.



THE IB LEARNER PROFILE

The aim of the IB Diploma Program is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

IB learners strive to be:

Inquirers

They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.

Knowledgeable

They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.

Thinkers

They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.

Communicators

They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.

Principled

They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.

Open-minded

They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.

Caring

They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.

Risk-takers

They approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.

Balanced

They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.

Reflective

They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.



Group 1 - Language A

- Language A Literature HL and SL

Group 2 - Language B

- Spanish SL
- Italian SL
- French SL
- Spanish Ab Initio SL

Group 4 - Sciences

- Biology SL
- Physics SL
- Chemistry SL

Group 6 – The Arts

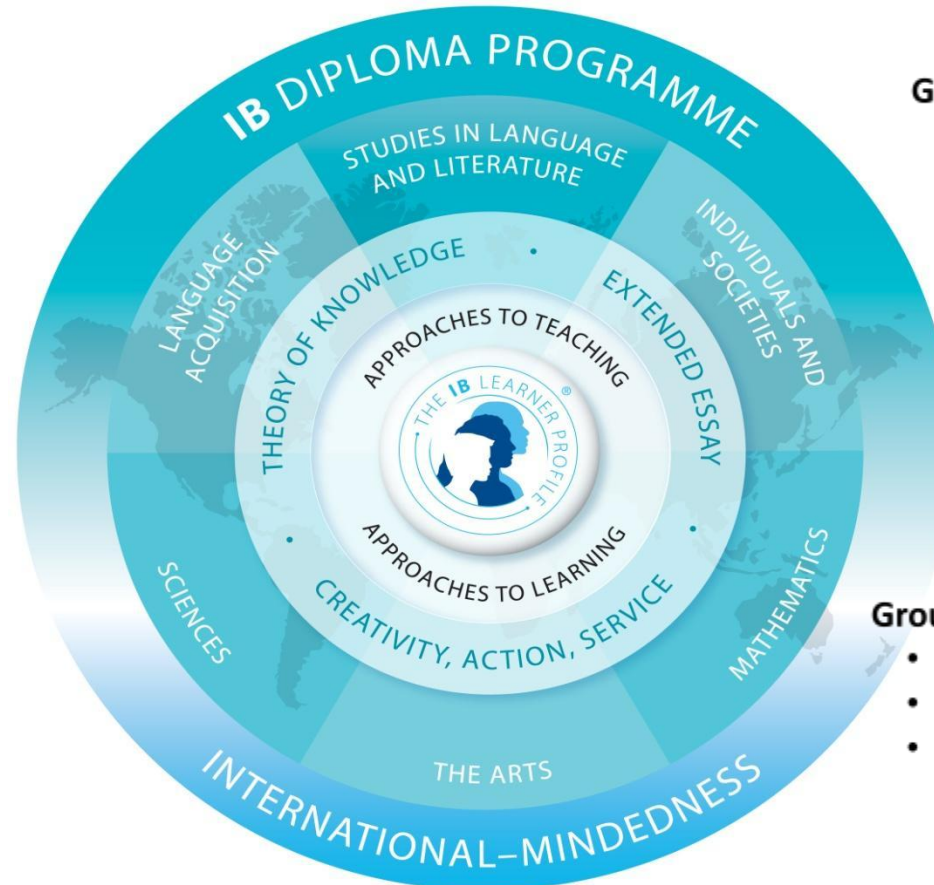
- Visual Arts HL
- Film HL
- Music SL or HL

Group 3 - Individuals and Societies

- History of the Americas – Peacemaking HL
- 20th Century World Topics HL

Group 5 - Mathematics

- Mathematics Analysis HL
- Mathematics Analysis SL
- Mathematics Applications SL



IB Core

- Theory of Knowledge
- Extended Essay
- Creativity, Activity, and Service



ACADEMICS

We value the importance of academic achievement...

DETERMINATION OF GRADE STANDING

TENTH GRADERS

To be considered a tenth grader, a student must have earned at least 5 credits, including the following subjects: **English 9, Global History & Geography 1, and Physical Education 9.**

ELEVENTH GRADERS

To be considered an eleventh grader, a student must have successfully completed the requirements for a tenth grader and have earned at least 10 credits, including the following subjects: **English 10, Global History & Geography II or AP World History, Physical Education 10, one science course, & one math course.**

TWELFTH GRADERS

To be considered a twelfth grader, a student must have successfully completed the requirements for a tenth and eleventh grader and have earned at least 16 credits, including the following subjects: **IB English HL or SL, US History & Government or IB History of the America's, Physical Education 11, two math courses, and two science courses.**

GENERAL GRADUATION REQUIREMENTS

To earn a high school diploma, a student must earn at least 22 units of credit in grades 9 through 12. A unit of credit is granted upon satisfactory completion of a course that meets 5 periods per week for 40 weeks, with equal time given to outside preparation. A half-unit is granted for each 20-week course (e.g. those meeting on alternating days).

Additionally, students must attend a minimum of **90% of the scheduled classes** (that is, no more than 19 unexcused absences in a full year course, and no more than 10 absences in a half-year course). The Principal has the authority to deny course credit for students who fall short of this attendance requirement. ***Please note that students who are enrolled in a course that ends in a Regents exam must take the exam to fulfill the requirements of the course.***

GRADUATION REQUIREMENTS (Credits)

All students graduating from Dobbs Ferry High School must have completed the specified number of credits below in the following required subjects AND successfully pass the NY State Regents exams as specified by the NY State Department of Education.

| Required Subjects | Credits |
|--|-------------|
| English | 4.0 |
| Social Studies | 4.0 |
| Math | 3.0 |
| Science | 3.0 |
| Foreign Language | 1.0 |
| The Arts | 1.0 |
| Health | 0.5 |
| Physical Education | 2.0 |
| Additional Electives and Courses*** Research (Personal Project)--Required Class of 2019 | 3.5 |
| Total | 22.0 |

*** Additional courses may include art and music electives or any other electives.

GRADUATION REQUIREMENTS (Regents Exams)

Recommended State Exams for REGENTS DIPLOMA

(Student must earn a score of 65 or higher)

| SUBJECT AREA | REGENTS EXAM |
|--------------------|---|
| English | Comprehensive English |
| Social Studies | Global History & Geography <u>AND</u> US History & Government |
| Math | Algebra I |
| Science | One Regents Science Exam |
| TOTAL EXAMS | 5 |

Required State Exams for ADVANCED REGENTS DIPLOMA

(Student must earn a score of 65 or higher)

| SUBJECT AREA | REGENTS EXAM |
|--------------------|--|
| English | Comprehensive English |
| Social Studies | Global History & Geography <u>AND</u> US History & Government |
| Math | Algebra I, Geometry, & Algebra II |
| Science | One Regents Exam in Life Science <u>AND</u> One Regents Exam in Physical Science |
| Foreign Language | Local (Level 3) Foreign Language Exam |
| TOTAL EXAMS | 9 |

STANDARDIZED TESTING

SCHOLASTIC APTITUDE TEST (SAT I) AND SUBJECT TEST (SAT II)

The SAT I may be considered in the college application process. Some colleges/universities also request subject tests (SAT II exams). SAT II exams should be taken immediately after the course to which they are most directly related.

Current information on the SAT I and SAT II is available in the Guidance Office. Registration forms for both tests may be obtained in the Guidance Office and are mailed out directly by students along with the appropriate fee. See your guidance counselor if you have any questions.

The Dobbs Ferry High School CEEB test code number: 331630

AMERICAN COLLEGE TEST (ACT)

Some colleges/universities accept the American College Test in the admission process in lieu of the SAT. While Dobbs Ferry is not a test center for the ACT, information regarding the test and registration forms is available in the Guidance Office.

NYS REGENTS EXAMINATIONS

Most courses culminate in either a final exam or a Regents exam. If a Regents exam is given for the course, a student is required to take the exam. Most Regents exams are administered in June; however, some exams can be retaken in January and/or August. The passing of the course and the Regents exam entitles a student to Regents credit. ***If a student is absent for a Regents Exam, the student will receive an incomplete and sit for the exam during the next administration.***

INTERNATIONAL BACCALAUREATE (IB) EXAMS

When students enter grade 11, they have the opportunity to take IB DP courses. IB courses are equivalent to college level offerings in quality, content, and intensity and require that students be highly motivated and able to work independently. In May of each year, the IB administers exams on a worldwide basis. Students who participate in IB DP courses are expected to take IB exams. Many colleges and universities throughout the world will offer college credit to students who take IB courses and meet a particular institution's performance criteria.

Dobbs Ferry High School currently offers the following IB Exams: English SL/HL, History SL/HL, Biology SL, Math HL, Physics SL, Chemistry SL, French SL/Spanish SL/Italian SL/Spanish Ab Initio SL, Math Applications SL, Math Analysis SL, Math Analysis HL, Visual Art HL, Music SL or HL, and Film HL.

HONOR SOCIETIES

Dobbs Ferry High School is a charter member of five honor societies: the National Honor Society, the North American Spanish Honor Society, the North American French Honor Society, the North American Italian Honor Society, the Thespian Honor Society, and the Tri-M Music Honor Society. In order to become a member of each of these prestigious organizations, students must meet the criteria for each society. They must also follow the guidelines for the application process when they are announced.

NATIONAL HONOR SOCIETY

Membership in the Phi Delta Chapter of the National Honor Society is both an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership, and character for which they were selected.

Membership is open to juniors who have attended the school for the equivalent of one semester and who have a weighted GPA of 4.12. Students who meet the scholastic requirement are then evaluated by faculty on the basis of leadership and character.

Leadership:

The student who exercises leadership:

- Is resourceful in proposing new problems, applying principles, and making suggestions
- Demonstrates initiative in promoting school activities
- Exercises influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility, conducting business effectively and efficiently, and without prodding.
- Demonstrates reliability and dependability
- Is a forerunner in the classroom, at work, and in school or community activities
- Is thoroughly dependable in any responsibility accepted

Service:

The student who serves:

- Is willing to uphold scholarship and maintain a loyal school attitude.
- Participates in some outside activity: Girl Scouts; Boy Scouts; church groups; volunteer services for the aged, poor, or disadvantaged; family duties.
- Volunteers.
- Provides dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance.
- Works well with others and is willing to take on difficult or inconspicuous responsibilities.
- Cheerfully and enthusiastically renders any requested service to the school.
- Is willing to represent the class or school in inter-class and inter-scholastic competition.
- Willing to serve on committees and work with staff without complaint.
- Shows courtesy by assisting visitors, teachers, and students.

Character:

The student of character:

- Accepts criticism and recommendations well.
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, and stability).
- Upholds principles of morality and ethics.
- Cooperates by complying with school rules and regulations.
- Demonstrates the highest standards of honesty and reliability.
- Shows courtesy, concern, and respect for others.
- Observes instructions, rules, and punctuality, both inside and outside the classroom.
- Avoids cheating in all aspects of academic work.

SELECTION OF MEMBERS:

Consideration for membership in this organization shall be based upon the following requirements:

- a. A member of the **junior** class at the time of selection.
- b. A cumulative minimum GPA of 4.12.
- c. At least one semester's attendance at Dobbs Ferry High School prior to selection.
- d. Verifiable community service (certificates, letters, etc. must be submitted) over the first 3 years in high school. (Parents may not verify service.)
- e. Active participation in school activities.
- f. Favorable faculty recommendations in the areas of character and leadership.
- g. No documented case of cheating.
- h. No suspensions in the current school year.
- i. Mature and responsible conduct.
- j. A completed Student Nomination Packet with Essay.

Notes:

- Candidates shall not be rejected automatically if a failing grade is present on his/her academic record. However, an explanation may be required of the student.
- All candidates will be notified in writing whether they have/have not been selected as new members of National Honor Society.
- Please Note: If you transfer to Dobbs Ferry High School and are already a member of the National Honor Society, that membership **will** be honored.

REQUIREMENTS ONCE A STUDENT IS SELECTED:

Dobbs Ferry High School has embraced the spirit and intent of the ideals and principles set forth by the National Honor Society. Once a student has become a National Honor Society member, there is an ongoing commitment to the standards of the National Organization. Requirements for maintaining membership in good standing is as following:

- Maintain your weighted GPA at 4.12..
- All members must maintain rigor in all core subject areas.
- Online courses are not an acceptable alternative to courses offered by this high school if they cannot count toward your GPA.
- 25 service hours (13 must be community service hours).
- Maintain excellent conduct.
- Maintain active participation in National Honor Society activities (including attendance at meetings and responding to all society correspondence (email)).
- Maintain an academic record that is free of documented cases of cheating or plagiarizing.

WORLD LANGUAGES HONOR SOCIETY

The World Languages Honor Society (Spanish, Italian, French) recognizes those students who have excelled in the study of their chosen world language. To be eligible for membership in the society, the following criteria must be met. Students must:

- Be enrolled in at least a third year language course.
- Have at least a 91% cumulative average in language courses.
- Receive a recommendation from his/her world language teacher.

To be eligible for membership, students must be of exemplary character and must not have displayed any of the following behaviors: cheating, insubordination, or behaving in a way which required disciplinary action by the administration. If this behavior requirement is not met, admission in to that society may not be granted even if the academic requirement is met.

Please contact Maria Addona (addonam@dfsd.org) if you have any questions.

GRADING

GRADE MARKING SYSTEM (Unweighted & Weighted)

Dobbs Ferry High School adheres to a weighted grading system. Course grades will be weighted as follows:

| Non-Weighted | | | Weighted | |
|--------------|-------------|------|---|---|
| Grade | Grade Range | GPA | Weighted GPA for SL Courses & Honors (1.05) | Weighted GPA for HL/AP Courses & TOK (1.10) |
| A+ | 98-100 | 4.50 | 4.72 | 4.95 |
| A | 93-97 | 4.17 | 4.37 | 4.58 |
| A- | 90-92 | 3.84 | 4.03 | 4.22 |
| B+ | 87-89 | 3.50 | 3.67 | 3.85 |
| B | 83-86 | 3.17 | 3.32 | 3.48 |
| B- | 80-82 | 2.84 | 2.98 | 3.12 |
| C+ | 77-79 | 2.50 | 2.62 | 2.75 |
| C | 73-76 | 2.17 | 2.27 | 2.38 |
| C- | 70-72 | 1.84 | 1.93 | 2.02 |
| D+ | 67-69 | 1.50 | 1.57 | 1.65 |
| D | 65-66 | 1.17 | 1.22 | 1.28 |

GRADE FORMULA

The grading formula for the 23-24 academic year will be determined using four quarters (“marking periods) with each earning a weight of 25%. Local midterms and finals may also be administered in classes and teachers will determine the appropriate weight for those exams as part of the respective quarter average. Regents exams will be given a weight of 25% in the Quarter 4 average and will be included on student transcripts starting with the Class of 2028.

VALEDICTORIAN/SALUTATORIAN

The students selected for Valedictorian and Salutatorian are the students with the highest grade point averages over the course of their high school careers. All grades, with the exception of Physical Education and pass/fail are included. The grade point averages are determined at the end of the 7th semester.

PLEASE NOTE: A student who transfers to Dobbs Ferry from another district, and who otherwise qualifies as Valedictorian or Salutatorian, must have been in attendance at Dobbs Ferry High School for 6 semesters by the end of January of senior year.

HIGH HONOR ROLL AND HONOR ROLL

Academic excellence is one of the primary goals of a secondary school career. It is with this in mind that we publicly and individually recognize those students who have studied and worked to achieve academic excellence. High Honor Roll and Honor Roll lists are compiled after each quarterly report is issued. A certificate is given to each student who qualifies. Grades are not weighted for honors, accelerated, IB, or AP courses.

Eligibility is determined as follows:

High Honor Roll= A cumulative average of A- or better with no individual grade below B.
Honor Roll= A cumulative average of B or better with no individual grade below C.

Note: "Pass-Fail" grades and Physical Education grades do not affect the calculations for honor rolls. In addition to the above criteria, students should have:

- No incompletes except for an extended illness.
- No suspensions for the quarter.
- No documented incident of cheating.

ACADEMIC HONESTY

An authentic piece of work is one that is based on the student's individual and original ideas with the ideas and work of others fully acknowledged. Therefore, all assignments, written or oral, completed by a student for assessment must wholly and authentically use that student's own language and expression. Where sources are referenced, whether in the form of direct quotation or in paraphrasing, such sources must be fully and appropriately acknowledged.

The use of generative AI tools (ex. ChatGPT) are now becoming more widespread in all areas of academia. With the understanding that AI can be used as a powerful use for learning, our school will work to ensure that students are informed, responsible, and ethical in the use of AI. Any information obtained via AI **must** be properly cited using the format assigned by a teacher. Please note that each department/teacher may have their own specific rules and expectations when it comes to using AI in their courses. Please be sure to speak with your teacher(s) directly if you have any questions.

As an academic institution, we must enforce academic integrity and with that all forms of plagiarism. For examples of what constitutes academic dishonesty, see Table 6 of the Discipline Code in this handbook.

Additionally, students who are registered in IB courses should read additional guidelines for academic honesty and malpractice in Academic Honesty. This document can be downloaded at <https://ibo.org/research/assessment-research/research-studies/academic-honesty-in-the-diploma-programme/>

GRADE REPORTING

Parent Portal

Parents can now access student grades, progress report comments, and report cards through the Parent Portal and eSchool gradebook. This is an excellent vehicle for monitoring student performance and communicating with teachers. Please contact Amber Klebanoff at ext. 3060 if you are unable to access the Portal.

Progress Report Dates:

- October 6, 2023
- December 15, 2023
- March 1, 2024
- May 17, 2024

Report Card Dates:

- November 9, 2023
- January 26, 2024
- April 12, 2024
- June 25, 2024

STUDENT SUPPORT SERVICES

High School Advisory Program (“Approaches to Learning”)

The Advisory Program is designed for general education students whose performance data suggests that s/he is struggling and/or for students who seek additional support with organizational skills, homework, and test preparation. Students work in small groups with a “mentor” teacher on specific skill development. The “mentor” teacher also works closely with classroom teachers and maintains ongoing contact with parents. All students of all ability levels benefit from this program. Students earn a ½ elective credit for advisory.

MULTI-TIERED SYSTEMS OF SUPPORT (MTSS)

Teachers, School Counselors, Administrators and/or Clinicians have the option to refer a student who is struggling to our Multi-Tiered Systems of Support (MTSS) team. Our MTSS team consists of teachers, support staff, and administrators and focuses on providing individual student support in the areas of academics, behavior, social and emotional needs, and/or absenteeism. The team collaborates with the referring teacher to develop a plan for the student. Follow-up meetings are scheduled in order to monitor the effectiveness of the plan. Parents are notified when the team meets on behalf of their child. Our MTSS Coordinator is Diana Castellano (castellanod@dfsd.org)

SUMMER SCHOOL

Students are encouraged to attend summer school if they fail a course. Although Dobbs Ferry High School does not operate a summer school, course work completed in an approved summer school program will be accepted. Enrollment in summer school is arranged through the student's school counselor. If a student attends summer school, the student must pay the tuition costs at the designated high school providing the course. Any student who must retake a Regents exam must do so at DFHS as opposed to the summer school location.

GUIDANCE DEPARTMENT

Counselors function as the student's advocate in the school. In this capacity, the department offers a variety of services to meet the needs of students, families, faculty, and the school community. Counselors are available to address any issues that may impact the student's development academically, socially or personally. Conferences with guidance counselors can be scheduled by calling 914-693-7647.

2023-2024 High School Counselors:

Mallory Levy (Grades 9-12)

Michelle Propersi (Grades 9-12)

Michelle Tapia (Grades 9-12)

William Palmer (Grades 9-12)

PHYSICAL EDUCATION

New York State Law requires all students to take physical education for the entire time they are in high school. In Dobbs Ferry, each student must successfully complete all 16 quarters of physical education in order to qualify for graduation.

If a student requires a special or adaptive physical education program, his/her parent should notify the Guidance Counselor and Director of Physical Education as soon as possible. A letter from the student's physician is required.

In order to participate in physical education classes, students must wear sneakers and a change of clothing from their daily attire. All students will receive up to five (5) points for each class in which they attend, dress, and **actively** participate. Quarterly grades are based on twenty (20) classes per quarter. Students can attend make-up classes in order to improve their grade. Make-up classes will be conducted during each marking period by the PE teacher during the teacher's T-period.

EXCUSES FROM PHYSICAL EDUCATION

Temporary: Parents who wish to have their children excused from physical education class for a day or so because of a cold or minor illness, must present a written request to the Nurse's office before school. The Nurse will issue a temporary excuse.

Long Term: Students must have written excuses from their physician if they are to be excused from physical education classes for an extended period of time.

Students excused from participation in their physical education class must remain with the class for the entire class period. Students will be responsible for the completion of a written project related to the curriculum.

ATHLETIC OPTION

Students in grades 10-12 who are members of a Varsity interscholastic team, have a grade of "B" or better in physical education, and have a full academic schedule, may request Athletic Option for the purpose of using the time to study or complete written work at the discretion of the Principal and Athletic Director. Athletic Option may not be used to provide a student with a double lunch period. Students are permitted to take Athletic Option for a maximum of two quarters per school year.

To apply for Athletic Option a student must:

1. **Make a formal request on a form provided by the Director of Health, Physical Education, and Athletics. This must be done by the deadline stated on the form and announced in school.**
2. **Meet with the Assistant Principal for final authorization.**
3. **Participate in at least 5 hours of practice/competition each week and attend both home and away contests.**

Students who are on Athletic Option will receive a grade of "P" (pass) or "F" (fail) for their physical education class from their coach. Students must get a passing grade in order to fulfill the New York State Physical Education requirement. If students desire to have a letter grade, they must stay in the regular Physical Education class and attend all classes. Students who do not receive a passing grade from their coaches will not be permitted this option for the next sport season.

The purpose of Athletic Option is to provide students with additional study time during the school day. Students with Athletic Option will report to a designated “Academic Study” room. The student’s name will be added to the Academic Study attendance roster during the Athletic Option period. Athletic Option is a privilege, not a right. The administration holds the right to revoke the Athletic Option privilege.

Students must return to their regular physical education class the day after the sport season ends. If students drop or are dropped from an athletic team, they must return to their regular physical education class on the day of their next scheduled physical education class.

ATHLETICS

ATHLETIC ACTIVITIES

The following sports are offered at Dobbs Ferry High School:

| <u>Male</u> | <u>Female</u> |
|-----------------------|-----------------------|
| Varsity Football | Varsity Cheerleading |
| Varsity Tennis | JV Cheerleading |
| JV Tennis | Varsity Tennis |
| JV Soccer | JV Soccer |
| Varsity Soccer | Varsity Soccer |
| Varsity Basketball | Varsity Basketball |
| JV Basketball | JV Basketball |
| Varsity Track | Varsity Track |
| Varsity Baseball | Varsity Softball |
| JV Baseball | JV Softball |
| Varsity Golf (Co-Ed) | Varsity Golf (Co-Ed) |
| Varsity Lacrosse | Varsity Lacrosse |
| JV Wrestling | Varsity Volleyball |
| Winter Track | JV Volleyball |
| Varsity Cross Country | Winter Track |
| | Varsity Cross Country |

In addition, each grade level hosts a number of class events and fund raising activities that every student is encouraged to become involved in during their four years.

CO-CURRICULAR ACTIVITIES

Dobbs Ferry High School recognizes the inherent educational value innate in student participation in the extracurricular life of the school. We encourage all students to take advantage of the opportunity to become a member of one of Dobbs Ferry High School's extracurricular activities or interscholastic teams. Participation in one of these programs is a **PRIVILEGE AND RESPONSIBILITY**. When students choose to participate in one of these programs we feel that the student and his/her family have committed themselves to certain responsibilities and obligations. All participants are expected to recognize the need and importance of the rules of behavior.

Each member is expected to do the following:

- Maintain positive and appropriate behaviors in relation to school attendance, tardiness, citizenship, and conduct in both school and the community. As you are aware, students in these activities are very visible and we have high expectations of their behavior.
- Demonstrate self control and respect for others at all times. This includes respect for officials, spectators, audiences and opponents.
- Refrain from profane or vulgar language.
- Attend meetings and practices regularly and abide by all club and team training rules/expectations as specified by the coach or advisor.

Co-Curricular offerings from year-to-year are dependent upon a number of factors, including how the club aligns to the vision and mission of an IB World School, the number of students interested in the activity, and fiscal considerations. ***Students who are interested in proposing a new idea of a club should meet with Dr. Falino.***

In addition, each grade level hosts a number of class events and fundraising activities which all students are encouraged to become involved in during their four years.

CO-CURRICULAR ELIGIBILITY

A student's top priority is academic performance. However, participation in athletic and co-curricular activities is also a critical component in the overall development of the student. The Board of Education has adopted the following policy regarding academic performance standards:

Co-Curricular activities are an important part of the high school experience and contribute to physical, mental, social, and emotional growth. It is expected that students who participate in co-curricular activities maintain a favorable academic standing.

ELIGIBILITY STANDARD FOR ATHLETICS and CO-CURRICULAR ACTIVITIES

- I. All students who are failing two or more courses at mid-quarter, or at the conclusion of a marking period, will be identified through progress reports or report cards. In addition, any student who is failing two or more subjects at the end of the school year may try out for a team in the fall but will automatically be placed on academic probation for the month of September.
- II. The Athletic Director will notify the students, and their parents, that they are now on probation. During probation, a student is allowed to continue to participate in his/her activity. Students on probation will have two weeks to improve their status to a passing grade. At the end of the two weeks, if a student is still failing two or more classes, he/she will be referred to the Academic Eligibility Committee.
- III. The Committee will be responsible for collecting all relevant educational and social data regarding the student and will make the final determination about the student's eligibility status. The Athletic Director will notify the student and the student's parents of the decision.
- IV. Parents and students have the right to appeal the committee's decision to the building principal.

DOBBS FERRY HIGH SCHOOL STUDENT DISCIPLINE CODE

(Pursuant to New York State Education Law Section 2801)

**The following is an excerpt from
Article VI of DOBBS FERRY SCHOOL DISTRICT CODE OF CONDUCT
“Prohibited Student Conduct” (p.12)**

“The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, District personnel, and other members of the school community, and for the care of school facilities and equipment... The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior.

The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct are intended to do that and to focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate school rules will be required to accept the penalties for their misconduct.”

DETENTION PROCEDURE

- ☐ Faculty member notices a student disobeying a classroom rule or a building-wide rule.
- ☐ Faculty member explains which rule was disobeyed and how the misbehavior broke the rule.
- ☐ Faculty member writes a discipline referral online.
- ☐ Faculty member notifies the student's parents of the referral and why it was written.
- ☐ Dean of Students/Assistant Principal will assign appropriate consequence.
- ☐ Students must report to Detention on the assigned day NO LATER THAN five minutes from the start of the period.
- ☐ Students who arrive after the five minutes will serve the duration of the detention and make up the time they missed on the next day.
- ☐ Students expected at detention and who do not report will meet with the Dean of Students/Assistant Principal.

DISCIPLINARY CODES

DET/=Detention, Parent Phone Call

MPC= Mandatory Parent Conference

**ISS= In-School Suspension,
Parent notified via US Certified
Mail**

PH= Principal's Hearing

SH= Superintendent's Hearing

**OSS= Out of School Suspension, Letter to
Parent via Certified Mail, Readmit
Conference with Administrator**

= May result in Police contact

&& = Will result in Police contact

☐

TABLE 1 - DISORDERLY CONDUCT

Conduct likely to lead to a disturbance of the public peace, offends public decency, or interrupts instruction in some way.

| <u>Disciplinary Offense</u> | <u>Disciplinary Action</u> | |
|--|--|---|
| | <u>Minimum</u> | <u>Maximum</u> |
| Obscenity, Profanity, Vulgarity: Abusive, obscene, vulgar or disrespectful language/gestures to another person (applicable to classroom, lunchroom, assemblies, and any and all school functions) | DET, ISS | OSS, MPC, PH |
| Engaging in lewd, profane, vulgar, or abusive behavior towards faculty, staff or peers | ISS, OSS, MPC, PH | 2-5 Days OSS, MPC, PH or SH |
| Willful Damage of School Property: intentional destruction of school property – graffiti, vandalism (students and their parents shall be financially responsible for all damages) | OSS, MPC, PH | 2-5 Days OSS, MPC, SH |
| Trespassing | ##, OSS, MPC, PH | &&, 5+days OSS, MPC, SH |
| Littering: School and/or personal (private) property | DET, ISS | OSS, MPC, PH |
| Violation of DFSD “Acceptable Use Policy” for Technology / Computers / Network | Temporary Loss of computer privilege ISD, MPC, PH | OSS, MPC, PH or SH, Loss of computer privilege for remainder of academic year |
| Presence in an unauthorized area | DET, ISS | OSS, MPC, PH |
| Misconduct while riding a school bus – excessive noise, pushing, shoving, fighting | ISS, MPC, PH | 2-5 Days OSS, MPC, PH |
| Parking on school property during school day | ISS | 2-5 Days OSS, MPC, PH |
| Skateboards: Possession of or use on school property | DET, ISS, Confiscation, Parent required to pick skateboard up at office. | OSS, MPC, PH |
| Running in hallway, excessive noise | DET | ISD |
| Disrespect of neighboring property: Excessive noise, loitering, smoking, vandalism. | ##, Conference with Student and parent, DET, ISS, MPC Infraction becomes insubordination (see “Table 2 – Insubordination”), | ##, OSS for insubordination, MPC, PH |
| Gambling | ISS, MPC, PH | 2-5 days OSS, MPC, PH |
| Misuse of HALLWAY PASS (Using another student’s planner, or an unofficial pass), or NO PASS. | DET, ISS | 1-5 days ISS |

The range of penalty references set forth below is to provide District Administrators with flexibility in meting out discipline, in their discretion.

TABLE 2 - INSUBORDINATION

Conduct that is regarded as disobedient, noncompliant, or resistant to established authority.

| <u>Disciplinary Offense</u> | <u>Disciplinary Action</u> | |
|--|--|--|
| | <u>Minimum</u> | <u>Maximum</u> |
| <i>Dress Code Violation – Willful refusal to comply with the dress code outlined in Article V of the DFSD Code of Conduct, pg 11 and/or obscene, profane, vulgar printing or imagery on clothing</i> | <i>Conference with student, removal/replacement of offensive clothing ISS</i> | <i>OSS, removal of offensive clothing, MPC, PH</i> |
| <i>Failure to stay for assigned detention</i> | <i>DET, ISS</i> | <i>OSS, MPC, PH</i> |
| <i>Lateness to Class</i> | <i>Warning DET, Parental notification</i> | <i>Referral to Administration</i> |
| <i>Insubordination: Willful refusal to follow given directions, and/or willful refusal to express oneself in a way that is respectful and appropriate</i> | <i>DET, ISS</i> | <i>OSS, MPC, PH</i> |
| <i>Cutting Class: Unexcused class absences (cutting, absent without permission or parental knowledge).</i> | <i>DET, ISS</i> | <i>OSS, MPH, PH</i> |
| <i>Violation of the Acceptable Use (Technology) Policy. Includes inappropriate searches, interactions, creation of “ghost” drives, inappropriate pages/content, etc.</i> | <i>DET, ISS</i> | <i>OSS, MPH, PH</i> |
| <i>Truancy: Excessive absence from school for the entire school day.</i> | <i>MPC, Attendance Notification Letter, referral to school social worker MPC, PH, ##</i> | <i>MPH, PH, Attendance Notification Letter, Ref to school social worker, Student Attendance Review Board Meeting</i> |
| <i>Leaving school without permission</i> | <i>ISS OSS, MPC, PH</i> | <i>2-5 days OSS, MPC, PH,SH</i> |
| <i>Leaving class without permission</i> | <i>ISS</i> | <i>OSS, MPC, PH,SH</i> |
| <i>Forgery of parental notes, signatures, or passes from school personnel.</i> | <i>ISS OSS, MPC, PH</i> | <i>2-5 days OSS, MPC, PH,SH</i> |

TABLE 3 - DISRUPTIVE CONDUCT

Students have a right to a safe, healthy, orderly, and civil school environment. Any conduct that interferes with such an environment is considered disruptive.

| <u>Disciplinary Offense</u> | <u>Disciplinary Action</u> | |
|---|------------------------------------|---------------------------------|
| | <u>Minimum</u> | <u>Maximum</u> |
| <i>Disruptive Behavior</i> | <i>DET, ISS</i> | <i>OSS, MPC, PH,SH</i> |
| <i>Inappropriate public displays of affection</i> | <i>DET, ISS</i> | <i>OSS, MPC, PH</i> |
| <i>Inappropriate use of Cell Phones in the Classroom or Hallway between periods</i> | <i>parent notification DET</i> | <i>ISS, parent notification</i> |

The range of penalty references set forth below is to provide District Administrators with flexibility in meting out discipline, in their discretion.

TABLE 4 - VIOLENT CONDUCT

Exerting physical force with the intent to violate, injure, harm, damage, intimidate, or abuse another person or one's self.

| <u>Disciplinary Offense</u> | <u>Disciplinary Action</u> | |
|--|---|--|
| | <u>Minimum</u> | <u>Maximum</u> |
| <i>Committing an act of violence (such as hitting, kicking, punching, scratching, pulling hair, etc) upon any school district employee OR attempting to do so</i> | <i>##, 5+ Days OSS, MPC, SH</i> | |
| <i>Committing an act of violence (such as hitting, kicking, punching, scratching, pulling hair, etc) upon another student or any other person lawfully on school property OR attempting to do so.</i> | <i>##, 5 Days OSS, MPC, PH</i> | <i>##, 5+ Days OSS, SH</i> |
| <i>Possessing a weapon or firearm</i> | <i>&&, OSS, MPC, SH</i> | |
| <i>Displaying what appears to be a weapon</i> | <i>&&, OSS, MPC, PH</i> | <i>&&, 5+ days OSS, MPC, SH</i> |
| <i>Threatening to use a weapon</i> | <i>&&, OSS, MPC, PH</i> | <i>&&, 5+ days OSS, MPC, SH</i> |
| <i>Intentionally damaging or destroying the personal property of a student, teacher, administrator, other District employee, or any person lawfully on school property</i> | <i>##, 5 days OSS, MPC, PH</i> | <i>&&, 5+ days OSS, MPC, SH</i> |
| <i>Intentionally damaging or destroying school district property</i> | <i>##, 1-5 days OSS, MPC, PH</i> | <i>&&, 5+ OSS, MPC, SH</i> |
| <i>##, Fighting: two or more parties <u>contributing</u> to a situation by physical action</i> | <i>##, 1-5 Days OSS, MPC, PH</i> | <i>&&, 5+ Days OSS, MPC, SH</i> |
| <i>Inciting Violence /Menacing: verbally or otherwise encouraging someone else to participate in a physical or verbal altercation.</i> | <i>2-5 days ISS OSS, MPC, PH</i> | <i>##, 2-5 days OSS, MPC, SH</i> |

The range of penalty references set forth below is to provide District Administrators with flexibility in meting out discipline, in their discretion.

TABLE 5A - ENDANGERMENT

Conduct that endangers, imperils, risks, jeopardizes, or compromises the safety, morals, health, or welfare of others.

| <u>Disciplinary Offense</u> | <u>Disciplinary Action</u> | |
|--|--|--|
| | <u>Minimum</u> | <u>Maximum</u> |
| <i>Threatening Language/behavior toward school personnel</i> | <i>1-5 Days OSS, MPC, PH</i> | <i>##, 5+ Days OSS, MPC, SH</i> |
| <i>Possession or release of dangerous or noxious substances (stink bombs, smoke bombs, etc.).</i> | <i>##, OSS, MPC, PH &&, SH</i> | <i>&&, 5+ days OSS, MPC, SH</i> |
| <i>Extortion: Obtaining property or assistance through coercion.</i> | <i>OSS, MPC, PH</i> | <i>##, 5+ days OSS, MPC, SH</i> |
| <i>Theft: Unlawful taking of property</i> | <i>##, OSS, MPC, PH</i> | <i>&&, 5+ Days OSS, MPC, SH</i> |
| <i>Alcohol / Controlled Substances: Possession, use, distribution, and/or under the influence (contact with police depends upon quantity)</i> | <i>##, 1-5 Days OSS, MPC, PH, referral to Student Assistance Counselor</i> | <i>##, 5+ Days OSS, MPC, SH</i> |
| <i>Tobacco/Smoking/Vaping: Use of any type of tobacco product including smokeless tobacco, vaping, e - cigarettes</i> | <i>ISS, OSS, MPC, PH</i> | <i>2-5 days OSS, MPC, PH</i> |
| <i>Explosive Devices: Possession and/or detonation of, or threatening to use fireworks, smoke bombs, stink bombs, snappers, or other explosive/chemical device</i> | <i>&&, 5+ days OSS, MPC, SH</i> | |
| <i>False Fire Alarm / Misuse of 911 / Bomb Scare</i> | <i>&&, 5+ days OSS, MPC, SH</i> | |
| <i>Open Flame: Use of matches or a lighter on school property (unless supervised by staff member, such as use of Bunsen Burner)</i> | <i>ISS, OSS, MPC, PH</i> | <i>5+ Days OSS, MPC, PH or SH</i> |
| <i>Arson: Deliberate setting of a fire</i> | <i>&&, 5+ days OSS, MPC, SH</i> | |
| <i>Reckless Driving: Driving in a way that endangers people and/or property on school grounds (speeding, weaving, burning rubber, etc.).</i> | <i>DET, ISS</i> | <i>OSS, MPC, PH</i> |
| <i>Invasion of Privacy: by recording/transmitting information, photographs, or video</i> | <i>##, ISS OSS, MPC, PH</i> | <i>&&, 2-5 days OSS, MPC, PH or SH</i> |
| <i>Failure to comply with local, state, and/or federal health regulations (ex. wearing facemasks, social/physical distancing, etc.)</i> | <i>DET, ISS</i> | <i>OSS, MPC</i> |
| <i>Propping/Opening Exterior Doors or use of unauthorized building entrances and exits.</i> | <i>DET</i> | <i>OSS</i> |

The range of penalty references set forth below is to provide District Administrators with flexibility in meting out discipline, in their discretion.

TABLE 5B - BULLYING

Conduct that occurs between individuals and/or groups of people and is defined by the following components:

- 1) it is an intentional, mean behavior;
- 2) it occurs repeatedly, and
- 3) it occurs in a relationship characterized by an imbalance of strength and/or power.

| <i>Disciplinary Offense</i> | <i>Disciplinary Action</i> | |
|---|--|---|
| | <i>Minimum</i> | <i>Maximum</i> |
| PHYSICAL BULLYING <i>Hitting, pushing, shoving, slapping, kicking, spitting at, elbowing</i> | <ul style="list-style-type: none"> • Automatic ISS • Automatic OSS • Parental Notification • Meeting with counselor to complete "Bullying Survey" • 3 mandated meetings with counselor and student • Counselor calls parent to give feedback over phone • Counselor calls feedback meeting with AP, social worker, and parents. <p>Student assigned to an adult mentor.</p> | <p>1-5 days OSS, PH, SH</p> <p>*Bullying Intervention Program (BIP) conducted with student by a Bullying-Intervention Program-trained counselor, social worker, or school psychologist.</p> |
| VERBAL BULLYING <i>Name-calling, hurtful teasing, insulting, humiliating, or threatening someone, obtaining property or assistance through coercion (ie, "If you don't let me copy your HW, I'll hurt you.")</i> | | |
| SOCIAL BULLYING <i>Excluding others from "the group," or activity, gossiping or spreading rumors about others, setting others up to look foolish, making sure others don't associate with someone (ie, "the silent treatment")</i> | | |
| ELECTRONIC BULLYING <i>Sending an email or phone text message or pictures to threaten someone or hurt their feelings; single out, embarrass, or make them look bad; or spread rumors about them electronically.</i> | | |
| GENDER-BASED BULLYING <i>Leaving others out or treating them badly because they are a boy or a girl. Making sexist comments or jokes.</i> | | |
| SEXUAL BULLYING <ul style="list-style-type: none"> • Touching, pinching, or grabbing someone in a sexual way • Making crude remarks or spreading rumors about someone's sexual behavior. • Calling someone "gay" or "fag" or "lesbian" or something similar in order to upset them. • Making sexual gestures at someone | | |
| RACIAL / CULTURAL BULLYING <ul style="list-style-type: none"> • Treating others differently or badly because of their culture, racial or ethnic background, or the color of their skin. • Saying negative things about someone's race, culture, ethnic background, or skin color • Calling someone by a racially or ethnically derogatory term • Telling racist jokes. | | |
| RELIGION-BASED BULLYING <i>Treating others differently or badly because of their religion, saying negative things about someone's religion</i> | | |

The range of penalty references set forth below is to provide District Administrators with flexibility in meting out discipline, in their discretion.

TABLE 5C – HARASSMENT

Behavior that is unacceptable to and diminishes the dignity of the recipient(s), and creates an intimidating, hostile, or offensive school environment for that individual. It may involve single, sporadic, or continuing acts of intimidation, coercion, verbal or physical abuse, or the creation and/or maintenance of an offensive environment for others.

| <u>Disciplinary Offense</u> | <u>Disciplinary Action</u> | |
|---|--|--|
| | <u>Minimum</u> | <u>Maximum</u> |
| RACIAL AND RELIGIOUS HARASSMENT <i>Behavior, deliberate or otherwise, relating to race, color, ethnic or national origin, or religious affiliation that is directed at an individual or group, which is found to be offensive, objectionable, to the recipient, and which creates an intimidating, hostile, or offensive environment. Some examples include:</i> <ol style="list-style-type: none"> 1. Physical attack 2. Verbal abuse, threats, derogatory name-calling, racial insults and jokes. 3. Ridicule of an individual on racial, religious, or cultural grounds (ie, clothing, food, etc). 4. Exclusion from normal school interactions or social events. 5. Unfair allocation of work and/or responsibilities 6. Racist graffiti/insignia or display of racist material 7. Inciting others to commit any of the above | <ul style="list-style-type: none"> • Automatic ISS • Automatic OSS • Parental Notification • Meeting with counselor to complete "Bullying Survey" • 3 mandated meetings with counselor and student • Counselor calls parent to give feedback over phone • Counselor calls feedback meeting with AP, social worker, and parents. • Student assigned to an adult mentor. | 1-5 days OSS, PH,SH *Bullying Intervention Program (BIP) conducted with student by a Bullying-Intervention Program-trained counselor, social worker, or school psychologist. |
| SEXUAL HARASSMENT <i>A form of sexual discrimination and involves unwanted and unwelcome attention of a sexual nature. This may be physical or verbal or involve the denigration of an individual on sexual grounds or by sexual means. Some examples include:</i> <ol style="list-style-type: none"> 1. Indecent assault (ie, pinching or smacking someone on their body in a private area or pulling someone's clothes that would expose a private area) 2. Deliberate physical contact to which the individual has not consented or had the opportunity to object to (ie, fondling, kissing, hugging, etc) 3. Offensive or derogatory language alluding to a person's private life, sexual behavior, or orientation by innuendo, jokes, or remarks. 4. Provocative suggestions (ie, inappropriate in a sexual nature). 5. Pressing an individual to accept unwelcome invitations. 6. The display of suggestive or pornographic material 7. Unwelcome repeated telephone calls, letters, or emails 8. Behaviors directed at individuals/groups based on sexual orientation. 9. ANY UNWELCOME BEHAVIOR OF A SEXUAL NATURE WHICH CREATES AN INTIMIDATING, HOSTILE, OR OFFENSIVE ENVIRONMENT FOR THE RECIPIENT MAY BE REGARDED AS SEXUAL HARASSMENT. | | |
| APPEARANCE-BASED / DISABILITY HARASSMENT <i>Repeated comments in respect to personal traits or appearances, practical jokes or invasion of privacy, any or all of which may cause physical or psychological distress. Some examples include:</i> <ol style="list-style-type: none"> 1. Making fun of someone because of his or her size, weight, height, looks 2. Making fun of someone because of a disability 3. Making fun of someone because of learning needs and/or disability, learning performance, and/or achievement. | | |

The range of penalty references set forth below is to provide District Administrators with flexibility in meting out discipline, in their discretion.

TABLE 5D – HAZING

Any willful action taken or situation created, alone or acting together, which recklessly, intentionally, or through coercion endangers the physical or mental health of another. The individuals may be willing or unwilling to participate. Hazing is an activity that in some way humiliates another person who lacks the power to resist because he or she wants to be admitted to the group. It can be any action taken or situation created intentionally to produce mental or physical discomfort, humiliation, harassment, or ridicule.

| <u>Disciplinary Offense</u> | <u>Disciplinary Action</u> | |
|---|---|---|
| | <u>Minimum</u> | <u>Maximum</u> |
| <p>PHYSICAL ENDANGERMENT Striking, bruising, maiming, or creating physically dangerous situations in order for the participants to gain approval/access into the groups and/or clubs as a rite of passage.</p> | <ul style="list-style-type: none"> • Automatic ISS • Automatic OSS • Parental Notification • Meeting with counselor to complete “Bullying Survey” • 3 mandated meetings with counselor and student • Counselor calls parent to give feedback over phone | <p>1-5 days OSS, PH, SH</p> <p>*Bullying Intervention Program (BIP) conducted with student by a Bullying-Intervention Program-trained counselor, social worker, or school psychologist.</p> |
| <p>MENTAL ENDANGERMENT Fears, embarrassment, or intimidation to gain approval/access into groups and/or clubs as a rite of passage.</p> | <ul style="list-style-type: none"> • Counselor calls feedback meeting with AP, social worker, and parents. • Student assigned to an adult mentor. | |

RESPONDING TO ALLEGATIONS OF BULLYING, HARASSMENT AND/OR HAZING

When staff or adults observe incidents of bullying, harassment, and/or hazing, the adults are mandated to respond in accordance with the Dobbs Ferry Code of Conduct. Even if the recipient of the bullying, harassment, and/or hazing behaviors requests that no action be taken or reports not being bothered by the incident, the school is obligated to follow the consequences of bullying, harassment, and/or hazing as delineated in the Dobbs Ferry Code of Conduct.

The range of penalty references set forth below is to provide District Administrators with flexibility in meting out discipline, in their discretion.

TABLE 6 - ACADEMIC MISCONDUCT

Definition: Conduct that:

- a. Compromises the authenticity or originality of any academic exercise or assessment, including but not limited to, class work, homework, quizzes, exams, essays, lab reports, standardized tests, projects, and presentations.
- b. Violates copyright law.
- c. Demonstrates the intent to harm or diminish another student's academic record for the purpose of self-advancement.

| <u>Disciplinary Offense</u> | <u>Disciplinary Action</u> | |
|---|--|---|
| | <u>Minimum</u> | <u>Maximum</u> |
| <u>Cheating:</u> any attempt to <u>give or obtain</u> assistance or unfair advantage in a formal academic exercise (eg, cheat sheets, looking at, copying, or paraphrasing someone else's work, using electronic or computerized technology to give or obtain information). | DET, zero for assignment ISS, MPC | OSS, MPC, zero for assignment, PH |
| <u>Plagiarism:</u> the adoption or reproduction of ideas or words or statements of another person without due acknowledgment (eg, cutting/pasting from the internet or a database, attributing a particularly apt phrase, quoting/paraphrasing/summarizing an author's work without citation, or "work-for-hire cheating."). It includes omitting of quotation marks when references are copied directly, improper paraphrasing, or inadequate referencing of sources. | DET, zero for assignment ISS, MPC | OSS, MPC, zero for assignment, PH |
| <u>Self-Plagiarism:</u> the submission of the same work for academic credit more than once without permission. For instance, submitting the same paper for credit in two different courses is an example of self plagiarism. | DET, zero for all applicable assignments ISS | OSS, zero for all applicable assignments, MPC, PH |
| <u>Fabrication:</u> the falsification of data, information, or citations in any formal academic exercise (eg making up citations to back up arguments, invent quotations, change numbers to make experiments or equations "work," make false claims about research performed, or include/exclude selective information in order to generate bogus data). It includes forgery, lying, and changing academic documents. | DET, zero for assignment ISS | OSS, zero for assignment, MPC, PH |
| <u>Deception:</u> providing false information to a teacher concerning a formal academic exercise (eg, taking more time on a take-home test than is allowed, giving a dishonest excuse when asking for a deadline extension, or falsely claiming to have submitted work). | DET, ISS | OSS, MPC, PH |
| <u>Sabotage:</u> preventing others from completing their work (eg, cutting/ripping pages out of library books, willfully disrupting the experiments or classwork of other students, or attempting/ introducing computer viruses). | Administrative discretion depending upon circumstances of alleged situation. | |

The range of penalty references set forth below is to provide District Administrators with flexibility in meting out discipline, in their discretion.

Dignity for All Students Act (DASA)

Dobbs Ferry High School is committed to providing an educational and working environment that promotes respect, dignity and equality. A safe and supportive learning environment is essential for promoting student achievement. Incidents of discrimination and harassment, including, but not limited to, bullying, taunting, and intimidation, can interfere with students' ability to learn. DFHS is committed to creating an environment free of discrimination and harassment.

DFHS prohibits all forms of discrimination and harassment of students by school employees or other students on school property, at school-sponsored activities and events that take place off school property. DFHS will investigate reported incidents of discrimination and harassment including cyberbullying. Students who fail to act in a respectful, dignified, and civil manner toward others may be subject to formal disciplinary action, including loss of privileges, detention, in-school suspension, or out-of-school suspension. Disciplinary consequences will be assigned as appropriate according to the District Code of Conduct.

The district prohibits all forms of discrimination and harassment based on actual or perceived:

- race
- color
- weight
- national origin
- ethnic group
- religion or religious practice
- disability
- sexual orientation
- gender

Student Rights and Responsibilities

Students have the *right* to be protected from intimidation, harassment or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion or religious practice, disability, sexual orientation or gender, by school employees or other students.

Students have the *responsibility* to respect one another and treat each other fairly, civilly and with dignity according to the Code of Conduct, other district policies, and the Dignity for All Students Act.

Students have the *responsibility* to promote an environment that is free from intimidation, harassment or discrimination.

Students have the *responsibility* to report incidents of discrimination and harassment that are experienced, witnessed, or otherwise brought to their attention. Incidents are to be reported in a timely manner.

Incidents may be reported to the classroom teacher, the guidance office, the main office or on Anonymous Alerts.

SAFETY

ENTERING THE BUILDING

A school's number one priority at all times is the safety of all students, employees, and visitors. Therefore, from 7:38am until 3:05pm, the only entrance and exit to the building that will be open will be at the student drop-off/pick-up location in the Athletic Wing of the building. Students are not permitted to open a locked door for other students or adults during the school day.

FIRE DRILLS

All public school buildings are inspected regularly by the Dobbs Ferry Fire Department. Recommendations as to the number and type of fire extinguishers, maintenance of emergency lighting, evacuation of students, or other safety practices are carefully observed. In addition, fire drills are held on a regularly scheduled basis. During these fire drills, students are to stay with their teachers so that attendance may be taken. Students should follow all directions given by their teacher. They are to remain at least 100 feet from the building and keep clear of driveways. Students should return to the building when told to do so by their teachers.

LOCKDOWN DRILLS

In addition to fire drills, our school will conduct lockdown drills to further enhance our safety procedures. Students are provided with specific instructions of how to conduct themselves during lockdown drills.

EMERGENCY PROCEDURES

The Crisis Intervention Team of Dobbs Ferry High School, in accordance with the District Safety Plan, has developed procedures for emergency situations, such as an Evacuation or a Lock Down (should such procedures be required). During any emergency situation it is expected that students will follow the explicit directions of the administrators and the faculty.

EMERGENCY CLOSING OF SCHOOL

The Superintendent makes the decision to close school. The decision is made based upon safety factors. A K-12 Alert is used also for all emergencies and closings and the District home page will reflect the closing as well.

STUDENT ATTENDANCE

The correlation between student attendance and academic performance cannot be overemphasized. An abundance of research shows that students who attend school regularly tend to perform better academically than those who don't, have a heightened sense of well-being and self-esteem compared with those who don't, and develop habits that positively serve them throughout their lives. According to New York State Education Law, under Section 104.1(i) of the Commissioner's regulations, attendance at school is compulsory.

REPORTING STUDENT ABSENCES

Each time a student is absent, parents/guardians must call the attendance office at 914-693-1742. Additionally, the student MUST submit written documentation to the attendance office, signed by their parent or guardian, which explains the reason for the absence, on the day s/he returns to school. If the school is not notified by the parent within 24 hours, the absence will be recorded as a "cut." (AU-absence unexcused)

REQUESTING EARLY DISMISSAL

If a student needs to leave school, s/he must provide a written request from her/his parent or guardian stating the reason why permission is requested. Students are NOT to leave campus for any reason (except during lunch periods) without permission.

EXCUSABLE REASONS FOR ABSENCE

- Sickness
- Sickness or death in family
- Religious holidays
- Dental and medical appointments
- Approved school-sponsored trips
- Visits to colleges
- **OTHER REASONS ARE NOT EXCUSABLE.**
- To earn course credit, a student must attend each a minimum of 90% of the time the class meets during the school year. EXCUSED AND UNEXCUSED ABSENCES CONTRIBUTE TO THE ATTENDANCE AVERAGE.

CUTTING, TRUANCY, AND TARDINESS

CUTTING

- Cutting is defined as a student's unexcused absence in a particular class or classes.
- Cutting is a form of insubordination and students who choose to cut classes will be subjected to progressively severe consequences (see Discipline Code)

TRUANCY

Students who are absent from school for an entire day, for extended periods of time, without notifying the school, are considered truant. Truancy is very serious because the school cannot account for the student's whereabouts. The school will make continued attempts to notify parents, locate the student and motivate the student to attend school. These attempts may include police involvement as well as social agencies when necessary. Students who are truant will be subjected to possible disciplinary action as well as referrals to counseling, either internally at the school, or to an external agency if necessary.

TARDINESS

Students who arrive late to class are "Tardy." If a student arrives with a signed "official pass" by a teacher, the attendance record will reflect an "Excused Tardy." If the student arrives late without a pass, it is recorded as an unexcused tardy. Every 3 tardies counts as an unexcused absence that contributes to the student's attendance average for the year.

CORRECT TARDINESS PROCEDURE

WHEN A STUDENT IS LATE TO SCHOOL:

1. Before going to your locker or class, you must report immediately to the Attendance Office.
2. Submit written documentation from a parent/guardian explaining the reason why you are late. If the reason is excusable, it will be recorded as an "Excused Tardy." If it is not excusable, it will be recorded as "Unexcused."
3. If the reason is not excusable or if no documentation is submitted, the attendance record will show "UNEXCUSED ABSENCE" for each class missed, and the student will be referred to the Dean of Student Affairs.
4. Students who are chronically late to school will be subjected to additional disciplinary consequences to be assigned by the Assistant Principal.

DISCIPLINE PROCEDURE FOR TARDIES:

1ST and 2ND OFFENSE: Verbal Warnings from Teacher.

SUBSEQUENT: Teacher contacts parents, teachers referral to administration, administration contacts parents, an absence is counted against the student's attendance average (every 3 tardies).

PARENTAL NOTIFICATION

Parents will automatically receive daily automated attendance reports at the end of each school day if and when there is an unexcused absence. Parents will receive written notification from the Administration as students accrue excessive absences in a class. If absences continue, a Parent/Student/Administration conference will be held delineating consequences. If the number of absences exceeds that allowed by Board of Education policy, then the student may not be permitted to submit graded work or take examinations, including the final examination and parents will receive written notification of denial of credit. Students must remain in classes all year in order to qualify for summer school. Students and parents who have questions about their status should contact Guidance.

PARENTAL NOTIFICATION SCHEDULE

Step I: After five (5) absences, parents will receive written notice from the administration via certified US Mail.

Step II: After eight (8) absences, the Administration will send written notification a second time via certified US Mail.

Step III: After twelve (12) absences a parent conference with the Assistant Principal will occur, followed by a letter summarizing the meeting.

Step IV: At fifteen (15) absences, a parent conference with the Principal and/or Assistant Principal, the student, and the counselor is mandatory, followed by a letter summarizing the meeting.

COURSE CREDIT

REQUIREMENTS

To earn course credit, two criteria must be met:

- A passing academic average, AND
- 90% attendance average or higher. A 90% attendance average means that the student:
 - o Must not exceed 19 absences in a full year course.
 - o Must not exceed 10 absences in a class that meets on alternating days.

STUDENTS WHO DO NOT MEET ATTENDANCE REQUIREMENTS:

- May be referred to the school social worker, psychologist, or outside agency, depending upon the frequency and reasons for accumulated absences.
- May not be permitted to submit any further graded work or take examinations, including the final examination, whether the absences are excused or unexcused.
- May be denied course credit. The principal has the authority to make this decision and will do so by considering all factors on a case-by-case basis.
- May have to attend summer school.
- May not be able to participate in the graduation ceremony (seniors only).

TARDINESS

Every three tardies counts as one class absence, which contributes to the student's attendance average.

MISCELLANEOUS INFORMATION

SEXUAL HARASSMENT

The Board of Education affirms its commitment to non-discrimination and recognizes its responsibility to provide for all District students an environment that is free of sexual harassment and intimidation. Sexual harassment is a violation of law and stands in direct opposition to District policy. Therefore, the Board prohibits all forms of sexual harassment by employees and students. Generally, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. See Discipline Code for additional information.

STUDENT SEARCHES

Under special circumstances, school officials may search students, particularly if there is a **reasonable suspicion** that a student possesses anything illegal, for example, a dangerous weapon or illegal drugs. Students must be aware that such items are forbidden both on school property and at school-related activities.

SMOKING, TOBACCO PRODUCTS, and VAPING

Dobbs Ferry High School is a smoke free campus. Students are not allowed to smoke anywhere in the building or on school grounds including the front sidewalk, the aqueduct, or any area visible from the school. This includes vaping of any kind. Students caught violating this policy will be referred to an administrator and the Code of Discipline will be followed.

SUBSTANCE ABUSE

It is the goal of Dobbs Ferry High School staff to maintain a healthy learning environment. This goal includes keeping the Dobbs Ferry School environment drug and alcohol free. To achieve this goal, the school and community will continue to work together and utilize various services and personnel to assist in "Awareness Programs" for Dobbs Ferry staff, students, and parents. A student may be referred to the Nurse if there are concerns that he/she is under the influence of a substance. Dobbs Ferry High School has zero tolerance for possession/usage of drugs/alcohol.

Students involved in possession/usage of drugs/ alcohol are subject to disciplinary sanctions outlined in the DFHS Discipline Code. Parents will be contacted and asked to take their child home. A conference with a building administrator will be necessary before a student returns to school. Students engaged in supplying/ selling drugs will receive a five-day external suspension and will be referred for a Superintendent's Hearing. The Dobbs Ferry Police Department will also be informed of such incidents. Any student involved in a drug/alcohol related incident will be referred to the Student Assistant Counselor.

IT IS ILLEGAL TO POSSESS OR USE DRUGS OR ALCOHOL ON THE DOBBS FERRY SCHOOL CAMPUS AT ANY TIME.

STUDENT DRESS CODE

STUDENT DRESS CODE

The Board of Education of the Dobbs Ferry Schools District believes that the responsibility for student dress and general appearance rests with individual students and parents. However, the Board requires

students to attend school in appropriate dress that meets health and safety standards and does not interfere with the learning process.

Appropriate school dress has a positive impact on student behavior and increases the esteem in which students and the community regard the school. Students have the responsibility to use discretion and common sense in their choice of clothing. Students are expected to wear clothing appropriate to the school.

Students Cannot Wear:

- Violent language or images on clothing
- Images or language depicting drugs or alcohol (or any illegal item or activity) or the use of same.
- Clothing with hate speech, profanity or pornography.
- Images and/or language that create a hostile or intimidating environment based on any protected class.
- Helmets, hoodies which cover the head or other headgear that obstructs the face.
- Clothing or footwear that could pose a safety hazard.
- Visible underwear or bathing suits of similar design

Please Note: Visible waistbands or straps on undergarments worn under other clothing are not a violation. Administrative personnel have the authority to require a student to change his/her attire should it be deemed inappropriate according to the guidelines.

VISITORS

Parents are encouraged to visit the school throughout the year. However, in order to maintain an educational environment free from disruption, we ask that you schedule an appointment ahead of time with approval by the Principal. **All visitors must enter the building at High School Entrance near the athletic/commons area. Please report to the reception area to sign in and obtain a visitor pass.**

PLEDGE OF ALLEGIANCE

As per New York State Education Law, Section 802, we are required to recite the Pledge of Allegiance. Each day, a student will read the pledge over the loudspeaker at the beginning of second period. If a student chooses not to stand and/or recite the pledge, he/she must be quiet and respectful during this time.

NON-DISCRIMINATION CLAUSE

Any discrimination based on any ground such as sex, race, color ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation shall be prohibited.

SCHOOL LIBRARY

Students are urged to use the library for research purposes, studying, and reading. The borrowing time on most materials is two weeks. Records, computers, and audiovisual equipment are also available. Students may go to the library during posted library hours.

LOST AND FOUND

All articles found by students, teachers or custodians should be turned in to the Main Office. To assist in returning such items that are found, students should have their belongings well marked.

SUMMARY OF ACCEPTABLE USE POLICY FOR INTERNET ACCESS

The Dobbs Ferry Union Free School District (DFUFSD) has actively pursued making advanced technology and its accompanying resources available to our students and staff. The purpose of computer resources and Internet use is to support research and education by providing access to unique resources. Use of these powerful communication and research tools is a privilege which may be revoked at any time for any activity constituting a Policy Violation. With this educational opportunity also comes responsibility, and users must understand and practice proper and ethical use of the online resources. Inappropriate use is a violation of School Board Policy and DFUFSD will interpret this policy and will determine whether a Policy Violation has occurred and the appropriate sanction.

All students along with their parents must sign an "Acceptable Use Policy" before students have access to the District's electronic resources. Students are expected to abide by these generally accepted rules of usage. They include (but are not limited to) the following:

1. All use of telecommunications must be in support of education and research and be consistent with the educational purposes of Dobbs Ferry High School.
2. Any use of the network for commercial or profit purposes, product advertisement or any unrelated school purpose is prohibited. The district shall not be responsible for any financial obligation arising from the unauthorized use of the network for purchasing any commercial products.
3. Users shall not tamper with, vandalize, read, modify, edit, delete, download, print or otherwise engage in unauthorized use of other users' computer files, including but not limited to electronic mail. Users shall not re-post personal communications without the original author's consent. Users shall not misrepresent themselves or other users on the network.
4. Users shall not send, download or copy communications, files, information or materials that contain defamatory, hate-promoting, anti-social, abusive, threatening, pornographic, violence-promoting, age-inappropriate, profane, obscene, or otherwise offensive language.
5. Use of the network to intentionally download files dangerous to the integrity of the LAN is prohibited.
6. Users shall not use the network for any activity or purpose that would violate any Board policy and/or rule or regulation, including, but not limited to, the District's code of conduct or violate any state or federal laws and/or regulations.

Student users who violate these rules and regulations may have their Internet use privileges suspended or revoked and may be subject to appropriate school disciplinary action consistent with the Code of Conduct and state and federal laws and regulations. Any user who is suspected to have engaged in an illegal activity while using the network may be referred to the appropriate legal authorities. A copy of the complete policy is available in the high school main office.

FIELD TRIPS

All students participating in a field trip must return to their teacher written parental consent. Permission slips will be distributed by teachers well in advance of any scheduled trip. Students must be a "Student in Good Standing" in order to attend field trips. **Students are reminded that, while on a field trip, the same rules of conduct apply as when they are in school.**

LOCKS AND LOCKERS

High School students will have a school locker assigned to them. The locker should be kept locked at all times, and is not to be shared with other students. **Locks are not provided by the school.** Students are encouraged to purchase locks.

It is expected that all students will keep their lockers clean, both inside and out. Should there be any problems with the locker, immediately report the problem to the High School office.

GYM LOCKERS

A gym locker is assigned to each student taking Physical Education. **THIS LOCKER IS TO BE USED EXCLUSIVELY TO STORE PHYSICAL EDUCATION AND ATHLETIC CLOTHING/ EQUIPMENT. BOOKS, NOTEBOOKS, ETC., SHOULD NOT BE STORED IN THIS LOCKER.** Students will not be allowed to go to the physical education lockers other than during their regularly scheduled physical education class. The school does not provide locks.

Students should not keep money or other valuables in their lockers, as the school cannot assume responsibility for any loss. Students may deposit valuables (in emergency situations) in the Principal's office for safekeeping or with their P.E. teacher during Physical Education classes. School lockers, desks, and other equipment are not the private property of students but the property of the school district, and as such may be opened and subject to inspection from time to time by school officials.

TEXTBOOKS

Textbooks used by students are distributed by classroom teachers. Students are expected to report to their teachers any damage found in textbooks issued to them. Students must not write in the textbooks. Students who return damaged books will be fined. If, in the opinion of the teacher, a book is not usable as a result of carelessness or a deliberate act, or if it is lost, the student shall be required to pay the replacement cost. All payments should be brought to the secretary in the High School/Principal's office. A receipt will be issued at the time the student pays for the lost book. If a book is found after payment is made and is returned to the Principal's office in good condition, a total refund will be made.

Lost and damaged book fines must be paid prior to issuance of schedules and/or caps and gowns. Please note: Textbooks are to be kept at home, in lockers, or in book bags. Textbooks left in classrooms are the responsibility of the student.

STUDENT IN GOOD STANDING

A Student in Good Standing is defined as a student who is attending all classes, is on time to all classes, shows academic effort, is respectful to all members of our school community, makes good choices and decisions, and has adhered to the guidelines listed in this code of conduct. When a student is NOT in Good Standing that student may lose the privileges that comes with being a Dobbs Ferry High School

student. These may include but are not limited to: Off-Campus Lunch, Late-Arrival/Early Dismissal, Co-Curricular Activities, Athletics, Field Trips, Participation in Special Events (MAC Field Day), Junior Formal, Senior Prom, Senior Internship, Senior Week, Graduation Ceremony.

STUDENT HEALTH INFORMATION

NURSE'S OFFICE AND HEALTH SERVICES

THE SCHOOL NURSE

The Nurse's office is adjacent to the Guidance office. The nurse is available all day, but students must obtain a pass from their classroom teacher before going to the Nurse's office. The Nurse may be reached by calling (914) 693-1500, ext 3046.

PHYSICAL EXAMINATIONS and HEALTH INFORMATION

All 10th grade students and all new students are required by New York State Law to have a physical examination. It is recommended that your own healthcare provider (MD, NP or PA) perform this evaluation, as he/she is most familiar with your child's health history. The physical examination is accepted if completed not more than 1 year prior to the start of the current school year. If your child has a physical from their primary care provider, then the completed, required forms should be returned to the Health Office within 30 days of school entrance for returning students or before the first day of school for new students. Effective September 2008, NYS law requests a dental certificate for students new to the district and entering 10th grade.

All students participating in any sport, including cheerleading, must have their complete physical exam form, health history form and emergency/permission card turned in to the Health Office **BEFORE** practice begins in a particular sport. Sports physicals are done by the School Physician in August. An updated health history and emergency/permission card is required for each sport. Sports participation physical exams are valid for a period of 12 months through the last day of the month in which the physical was conducted.

New York State Education Law requires that all students in grade 9 be screened annually for scoliosis (curvature of the spine). Girls and boys will be screened separately in physical education classes. Boys will be required to remove their shirts and girls should wear appropriate undergarments or bathing suit tops. As is also required by NYS Education Law, the nurse conducts vision and hearing screening for all students in 10th grade. You will be notified if any possible problems are found.

IMMUNIZATIONS

NYS Public Health Law states that all children attending public school must be immunized against diphtheria, polio, measles, mumps, rubella, Haemophilus influenza Type B (Hib), hepatitis B, pertussis, tetanus and varicella. This law further defines requirements for admission into kindergarten, elementary and secondary schools. Examples of acceptable proof of immunization include a certificate of immunization from a physician or health care facility or a signed transcript of the immunization portion of the health record from the previous school. Students will be excluded from attending school until the appropriate documentation is completed.

MEDICATION ADMINISTRATION

No medication should be brought to school without knowledge of the health office. Only those medications which are necessary to maintain a student in school and must be given during school hours should be administered. A written order from a licensed examiner (MD, NP, PA) **and** written parent/guardian permission to administer the medication is required. This includes **BOTH** prescription and nonprescription (OTC) medications. The parent/guardian must assume responsibility to have the medication delivered to the health office in a properly labeled, original pharmacy container. OTC medications must be in the original manufacturer's container/package with the student's name on the container. The Health Office will **only** stock Tylenol, Advil, Benadryl or the generic equivalent.

Medications should not be transported daily to and from school. Parents should ask the pharmacist for two containers, one to remain at home and one at school. Students may be permitted to carry and self-administer their own prescribed medication (i.e. Asthma inhaler, Epi-pen), if the school nurse receives written permission from the student's healthcare provider and parental consent.