

Mission Statement

“Our goal is to foster the development of lifelong learners and responsible citizens who are able to make a positive contribution to a changing world.”

STARPOINT HIGH SCHOOL

2018-2019



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To call Starpoint High School, please dial 210 followed by the extension number. The following are the office extensions:

Principal's Office

Mr. Gil Licata, Principal.....2301
Mrs. Susan Graham, Secretary 2301

High School Office

Mr. Joseph DiMaria, Assistant Principal2333
Mr. Michael Moran, Assistant Principal.....2333
Mrs. Kim Gipp2333

Student Services Office

Mrs. Tara Wasilewski (9th Grade)2309
Mrs. Julie vanBourgonchien, (10th Grade)2308
Mrs. Andrea Rodenhaus (11th Grade).....2308
Mr. Clement Smith, Jr. (12^h grade).....2309
Mrs. Marcia Brogan, Secretary.....2308
Ms. Kim Wasko, Secretary2309

Attendance Office

Attendance Office.....2339

Bus Transportation

Mrs. Shar DePriest.....2341

Health Office

Mrs. Jennifer Aksoy, R.N.....2330

Athletic Office

Mr. Tom Sarkovics, Athletic Director2304
Mrs. Jane Wilson, Secretary2307

ADMINISTRATION

Gil Licata.....Principal
Joseph DiMaria..... Assistant Principal
Michael Moran Assistant Principal

ALMA MATER

Proudly stands our Alma Mater, Starpoint, Starpoint, hear our voices,
Starpoint, hail to thee. As thy praise we sing.
Gray and garnet, stately colors, Hail, oh hail, our Alma Mater,
Badge of loyalty. Let our voices ring.

Charles Green - *Retired Starpoint Teacher*

GENERAL POLICY

In developing this introduction to rules, the administration and teachers at Starpoint High School have taken into consideration your participation in this community. We feel you have a solid understanding of the differences between right and wrong, a sense of responsibility, and a commitment to reasonable behavior. However, it is understandable that a society cannot function effectively unless its citizens are aware of their rights, responsibilities, and freedoms. Your rights and freedoms are guaranteed by the Constitution of the United States, the laws of our state, and the education law, as well as the policies established by the Starpoint Board of Education. A student who alleges that an act that violates his/her rights has been committed should immediately notify the principal. In order to guarantee the rights and freedoms to all people, each of us must meet our responsibilities. Hence, there is a need for rules so that all individuals may achieve the maximum benefits of freedom.

The more common rules are listed to provide you with guidelines for proper behavior. More important, the rules maintain order so that you may have a positive experience at Starpoint. In addition, laws and rules are continually changed, modified and created in our society. Therefore, the guidelines in this document may be modified, changed, or even include additions as the year progresses. A copy of the student handbook will be on the Starpoint High School Website and will be updated to reflect any changes that may occur during the school year.

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Code of Conduct Review Team:

- C. Douglas Whelan - Superintendent of Schools
- Sean Croft, Director - Assistant Superintendent of Instruction & Staff Development
- David Ciurczak - Director of Facilities and Operations
- Leon Szczerbinski, - Safety Risk Specialist
- Gil Licata – Principal, High School
- Joseph DiMaria - Assistant Principal, High School
- Michael Moran - Assistant Principal, High School
- James Bryer - Principal, Middle School
- Denielle Ander - Assistant Principal, Middle School
- Monica Daigler– Principal, Regan Intermediate School

- Kathleen Brachmann - Principal, Fricano Primary School
- Students: High School Class Officers, High School Link Crew Members and High School Student Council Members

I. INTRODUCTION:

Reference: Full Version, page 2

The Board of Education is committed to providing a safe and orderly school environment. Responsible behavior by students, teachers, other district personnel, parents and visitors is essential. Board defined expectations for conduct is based on civility, mutual respect, citizenship, character, tolerance and honesty. The Board identifies the possible consequences of unacceptable conduct.

This Board-adopted Code of Conduct applies to students, school personnel, parents and visitors on school property or at a school function.

In accordance with the *Dignity For All Students Act*, school district policy and practice must ensure that no student is subject to discrimination or harassment based on 11 protected classes: actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, and sex. A Dignity Act Coordinator (DAC) consisting of one or more staff members will be appointed by the Board of Education for each school. The DAC will be available to staff, students, and parents, as needed.

The Superintendent, or designee, will be responsible for enforcing conduct required by this Code.

A. Dignity for All Students Act (DASA)

The Starpoint Central School District will not tolerate incidents of discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function by students and/or school employees.

The New York State Dignity for All Students Act (Dignity Act) was signed into law on September 13, 2010 and became effective July 1, 2012. This legislation amended State Education Law by creating a new Article 2 - Dignity for All Students. The Dignity Act states that NO student shall be subjected to harassment or discrimination by employees or students on school property or at a school function based on their actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.

Starpoint's Dignity Act Coordinators

In compliance with Education Law §13(3), at least one staff member at every school must be thoroughly trained in human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (which includes a person's actual or perceived sex, and gender identity and expression), and sex. This staff member should be referred to as the Dignity Act Coordinator (DAC).

If you have been the target of such behaviors listed above or know someone who has, we encourage you to speak to a teacher, principal, or school employee. The following employees have been appointed as Dignity Act Coordinators and are available to help you.

Adrienne Cohan, School Social Worker, Fricano Primary School, 210-2329, acohan@starpointcsd.org

Rose Becerril, School Counselor, Regan Intermediate, 210-2105, rbecerril@starpointcsd.org

T.B.A.

Denielle Ander, Assistant Principal, Middle School, 210-2203, dander@starpointcsd.org

Brenda Angelucci, School Social Worker, High School, 210-2107, bangelucci@starpointcsd.org

Clem Smith, School Counselor, High School, 210-2312, csmith@starpointcsd.org

Additional Resources from the NYS Education Department:

Dignity for All Students Act Webpage: <http://www.p12.nysed.gov/dignityact/>

DASA

Brochure: <http://www.p12.nysed.gov/dignityact/documents/DignityActBrochureUpdateFinal.pdf>

II. DEFINITIONS:

Reference: Full Version, page 4

Controlled substance is a drug or substance having the appearance of a drug identified by the Controlled Substances Act.

“Cyber” violations are inappropriate use of all technology, including but not limited to, cell phones, computers and/or the internet.

Cyberbullying means harassment or bullying as defined in this section where such harassment or bullying occurs through any form of electronic communication.

Dignity Act Coordinator (DAC) means one or more staff member per school appointed by the Board of Education upon the recommendation of the Superintendent who is thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender and sex in accordance with New York’s Dignity for All Students Act (DASA).

Disability means a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrated by medically accepted clinical or laboratory diagnostic techniques.

Disruptive student is a student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.

Employee means any person receiving compensation from the district or through a contracted service provider.

Ethnic Group means a group of people with a common heritage that includes language, culture, and often a shared or common religion or ideology that stresses ancestry.

Gender means actual or perceived sex and shall include a person’s gender identity or expression.

Harassment and Bullying mean the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that: A) Has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional or physical well-being; B) Reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; C) Reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or, D) Occurs off school property

and creates or would foreseeably create a risk of substantial disruption within the school environment where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. Acts of harassment and bullying shall include, but not be limited to, acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. For the purposes of this definition, the terms "threats, intimidation or abuse" shall include verbal and non-verbal actions.

Illegal drugs are the unlawful possession or use of controlled substances.

Informal Conference is a scheduled meeting between principals, parents, and/or students.

Interim Alternative Educational Setting (students with disabilities) is a temporary educational placement for 45 days or less.

National Origin means a person's country of birth.

Parent is the biological, adoptive or foster parent, guardian or person in a parental relation to a student.

PINS means "persons in need of supervision."

Race means a group of persons related by a common descent or heredity.

Religion means specific beliefs and practices agreed to by a group of people.

Religious Practice includes practices and observances; attending worship services, wearing specific clothing or displaying objects, praying, adhering to dietary rules, etc.

Removal from Class is teacher removal of a disruptive student from a specific class for up to two days.

School Agenda/Student Handbook is a booklet provided to students that explains the school day, programs, and student expectations.

School Bus means every motor vehicle owned and operated by the district, or privately owned and operated for compensation.

School Property is anything that is owned, leased, or rented by the Starpoint Central School District, or a school bus.

School Function is any school-sponsored extra-curricular event or activity.

Sexual Orientation means actual or perceived heterosexuality, homosexuality or bisexuality.

Sexual Harassment is inappropriate visual, verbal or physical conduct. It is sexual in nature or gender based, unwanted, severe, persistent, or pervasive; and interferes with work or learning.

Superintendent Hearing is a formal meeting held in compliance with NYS Education Law.

Suspension is a severe penalty imposed upon students who are violent, insubordinate, disruptive, or whose conduct endangers the safety, morals, health or welfare of others.

Violent student is a student, under the age of 21, who:

- Commits an act of violence.
- Possesses, displays, or threatens to use a weapon or object.
- Damages or destroys school district or personal property.

Visitor is anyone who is not a staff member or student of the school.

Weapon is a firearm as defined in 18 USC Section 921 for purposes of the Gun Free Schools Act. It also means any other gun, pistol, revolver, shotgun, rifle, machine gun, metal knuckles, sling shot, metal knuckle knife, box cutters, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or anything that gives the appearance of being harmful, or other device instrument, material or substance that can cause serious physical injury or death when used as a weapon.

III. PUBLIC CONDUCT ON SCHOOL PROPERTY:

Reference: Full Version, page 7

No person will:

- Intentionally injure or threaten a person;
- Damage or remove district property;
- Be disruptive, rude, vulgar, or disrespectful;
- Violate traffic laws or parking regulations;
- Have or use alcohol, drugs, or weapons;
- Gamble;
- Refuse to comply with lawful orders or incite others.

Persons, other than students, who violate this Code may be subject to penalties:

- Visitors: verbal warnings, loss of privileges to be on school property or attend school events.
- Faculty members and staff may be subject to disciplinary action.

IV. PROHIBITED CONDUCT ON SCHOOL PROPERTY OR CONDUCT THAT OCCURS OFF-SCHOOL PROPERTY THAT CAUSES A DISRUPTION IN THE EDUCATIONAL ENVIRONMENT:

Reference: Full Version, page 9

Students may be subject to disciplinary action, up to and including suspension from school, when they engage in:

- **Conduct that is violent, disorderly or disruptive, or insubordinate;**
- **Conduct that endangers the safety, morals, health, or welfare of self or others;**
- **Misconduct while riding a school bus;**
- **Academic misconduct;**
- **Bullying.**

Refer to student handbooks/agendas for examples.

V. STUDENT RIGHTS AND RESPONSIBILITIES:

Reference: Full Version, page 14

It is the student's right to:

- attend school in the district where their parent or legal guardian resides;
- express their opinions verbally or in writing without fear of retaliation;
- express their personalities through dress;
- feel safe and unthreatened in school;
- be given due process for disciplinary action;
- be represented by a student government selected by elections;
- have equal and appropriate educational opportunities;
- participate on athletic teams and in extracurricular activities;
- have their student records available for inspection by parents/legal guardian, or themselves (18 or older);
- be free from discriminatory practices, intimidation, or harassment based on race, color, weight, national origin, religion, religious practices, ethnic group, sex, gender/gender identity, sexual orientation or disability;
- district provided instruction in civility, citizenship and character education in accordance with DASA.
- be respected as an individual entitled to personal dignity and integrity.

It is the student's responsibility to:

- attend school daily, be punctual; and work to the best of their ability;
- express their opinions in a respectful manner;
- dress appropriately as to not distract;
- be aware of rules and expectations for behavior;
- follow school rules and cooperate with school staff;
- take an active part in student government;
- be aware of available educational programs;
- be physically fit, meet team standards; and be aware of rules and expectations of participation;
- be aware of the right to access student records and the guidelines for access;
- not participate in discriminatory practices in accordance with the Code of Conduct and the Dignity Act;
- to report and encourage others to report incidents of intimidation, harassment, and discrimination;
- attend and participate in instruction in civility, citizenship and character education
- appreciate the dignity and integrity of all persons.

VI. EXPECTATIONS OF PARENTS:

Reference: Full Version, page 16

- Recognize that education is the joint responsibility of the parent and the school.
- Send children to school ready to learn, to attend regularly and be on time, and dressed appropriately.
- Help children understand rules and necessity of rules.
- Build good relationships with teachers and school staff and maintain open and respectful communication. Keep school officials informed about home situations that may affect conduct or performance.
- Help children deal effectively with school issues.
- Teach children to have respect and dignity for themselves and others.
- Confront and report issues of discrimination and harassment to the building administrator and the Dignity Act Coordinator.

VII. EXPECTATIONS OF SCHOOL ADMINISTRATION, FACULTY AND STAFF:

Reference: Full Version, page 16

- Recognize that children’s education is the joint responsibility of the school and the parent/guardian.
- Expect students to participate and learn. Require that students attend regularly and are punctual.
- Insist that students dress and are groomed in accordance with the student dress code.
- Know school policies and rules and help students to understand the rules and necessity of rules.
- Convey a supportive attitude towards the school, district, and education.
- Build good relationships with parents, students, and school staff.
- Help students deal effectively with school issues.
- Work to maintain open and respectful communication.
- Be aware of home situations that may affect student conduct or performance.
- Provide a safe and appropriate learning environment.
- Teach students to have respect and dignity for themselves and others.
- Confront and report all issues of discrimination, bullying and harassment to the building administrator and the Dignity Act Coordinator, whether during or after school hours.

VIII. STUDENT DRESS CODE:

Reference: Full Version, page 16

All students are expected to exhibit cleanliness and to dress appropriately. Clothing should not disrupt or interfere with the educational process.

Refer to student handbooks/agendas for further explanation and examples.

IX. STRATEGIES FOR THE PREVENTION OF BULLYING:

Reference: Full Version, page 17

1. School-Wide Interventions:

- Staff and student intervention of bullying
- Staff training
- Student instruction
- Family Involvement

2. Strategies for Classroom Teachers:

- Provide discussion opportunities for students.
- Take immediate action when bullying is observed and privately confront the bully in private.
- Provide protection for bullying victims.
- Listen receptively to parents who report bullying.

X. DISCIPLINARY PROCEDURES AND PENALTIES:

Reference: Full Version, page 18

Disciplinary action must be fair and consistent to be effective in changing student behavior. Discipline will usually be progressive; first violations frequently result in lighter penalties than subsequent violations, except when a violent act has been committed.

A. PENALTIES

Violations of the district’s Code of Conduct and the Dignity For All Students Act may be subject to penalties, including warnings, time-outs, detentions, suspensions, etc.

Consequences and disciplinary actions for staff members will be addressed through Board Policies, applicable collective bargaining agreement and New York State Law and Regulations.

B. PROCEDURES

- The amount of due process a student is entitled to depends on the type of imposed penalty. Students who receive penalties other than a verbal or written warning, or written notification to their parents, are entitled to additional due process rights before the penalty is imposed.
- School personnel must inform the student about the misconduct and investigate the facts.
- Students have the opportunity to present their version of the facts to school personnel.

C. MINIMUM PERIODS OF SUSPENSION

- 1. Students who bring a weapon to school** will be subject to suspension from school for **at least one calendar year.**
- 2. Students who commit violent acts, other than bringing a weapon,** will be subject to suspension from school for **at least five days.**
- 3. Students who are repeatedly disruptive of the educational process or who interfere with the teacher's authority over the classroom** will be subject to suspension from school for **at least five days.**

XI. REPORTING VIOLATIONS OF THE CODE OF CONDUCT and THE DIGNITY FOR ALL STUDENTS ACT:

Reference: Full Version, page 26

Staff members, parents, community members, and students should report violations of the Code of Conduct and the Dignity For All Students Act to the appropriate personnel at the level of occurrence.

XII. DISCIPLINE OF STUDENTS WITH DISABILITIES:

Reference: Full Version, page 27

Students with disabilities have protections, consistent with the law regarding disciplinary actions. If the conduct is related to the disability, the Committee on Special Education will be notified and appropriate action will be taken.

XIII. EMERGENCY INTERVENTIONS WITH STUDENTS WITH DISABILITIES:

Reference: Full Version, page 27

XIV. STUDENT SEARCHES AND INTERROGATIONS:

Reference: Full Version, page 28

- School officials may question a student about a violation of law or of the district Code of Conduct or the Dignity For All Students Act. Students are not entitled to a "Miranda" warning before being questioned and school officials are not required to contact parents before questioning a student.
- School officials may conduct searches of students and their belongings if there is reasonable suspicion to believe that the search will result in evidence. Student lockers and desks are subject to search, without prior notice and without consent.
- Student searches may require a student to remove an outer coat, jacket, or shoes. All search information must be promptly recorded.
- Police have limited authority to interview or search students in school or at functions.
- In all cases of suspected child abuse, neglect, or maltreatment, policy complies with the law.

XV. THE PINS DIVERSION PROCESS AND REFERRAL:

Reference: Full Version, page 30

XVI. PUBLICATION, DISTRIBUTION AND REVIEW:

Reference: Full Version, page 31

A. Dissemination of Code of Conduct

The Board and/or district personnel will:

- Discuss the Code of Conduct each year with the student body in an assembly.
- Post the Code of Conduct and a plain language summary on the district's website.
- Provide a copy of the Code of Conduct to all teachers and staff members.
- Make hard copies of the Code available in each school building.
- Mail the Code of Conduct to parents, once a year, if not included in the school's student handbook/agenda.

The Board will review the Code every year, update it, if necessary, and consider its effectiveness. An advisory committee will be appointed to assist in this review. Committee members will include students, teachers, administrators, PTA members, school safety personnel, and other school personnel.

B. Public Hearing:

A school board can only approve an amended Code of Conduct after at least one public hearing that provides for the participation of school personnel, parents, students, and any other interested parties. Amendments must be filed with the Commissioner of Education no later than thirty (30) days after adoption.



Starpoint High School Positive Behavioral Interventions and Supports (P.B.I.S)

Mission Statement: Improve student behavior with consistent, positive reinforcement in order to create a better learning environment and school community.

P.B.I.S is a decision-making framework that is data driven to guide selection, integration, and implementation of the best evidence-based academic and behavioral practices for improving important academic and behavior outcomes for all students.

P.B.I.S. at Starpoint High School is based on the principles of being a “S.T.A.R. Spartan”:

S-safety

T-take responsibility

A-act positively

R-respect

Components of P.B.I.S.

- Starpoint High School P.B.I.S. Behavior Matrix
- Team-created classroom lessons that teach positive behavioral expectations
- School-wide activities that celebrate positive behavior demonstrated by the student body

Starpoint High School

Behavioral Matrix 2017/2018

Location	Classroom	Hallway/Stairwell	Cafeteria	Bus	Lavatory	Building/Grounds
Safety	<ul style="list-style-type: none"> ★ Keep hands, feet and objects to yourself ★ Clean up after yourself ★ Remain seated during instruction time ★ Remain in the classroom until dismissed by an adult 	<ul style="list-style-type: none"> ★ Keep hands, feet and objects to yourself ★ Stay to the right, keep moving, do not block traffic 	<ul style="list-style-type: none"> ★ Keep hands, feet and objects to yourself ★ Enter & exit cafeteria on time ★ Push in chair when you leave 	<ul style="list-style-type: none"> ★ Remain seated until destination is reached ★ Keep aisles clear 	<ul style="list-style-type: none"> ★ Use lavatory for intended purposes ★ Alert adults to vandalism problems 	<ul style="list-style-type: none"> ★ Listen & follow emergency procedures ★ Keep hands, feet and objects to yourself
Take Responsibility	<ul style="list-style-type: none"> ★ Arrive to class on time with required materials ready to learn ★ Remain quiet and allow others to concentrate while working/testing ★ See teachers for missed assignments ★ Follow PED Guidelines 	<ul style="list-style-type: none"> ★ Go directly to your destination ★ Follow all staff directions/requests ★ Be a positive example for others ★ Follow PED Guidelines 	<ul style="list-style-type: none"> ★ Clean up after yourself ★ Know your student number ★ Keep food, drink, & utensils in cafeteria ★ Follow all staff directions/requests ★ Follow PED Guidelines 	<ul style="list-style-type: none"> ★ Keep hands, feet and objects to yourself ★ Put garbage in garbage can ★ Alert adults to problems ★ Follow PED Guidelines 	<ul style="list-style-type: none"> ★ Take care of your needs and return promptly to your class ★ Keep area clean and litter free ★ Follow PED Guidelines 	<ul style="list-style-type: none"> ★ Remove hats and head coverings when entering the building ★ Be a positive example for others ★ Follow PED Guidelines ★ Keep Building clean and litter free
Act Positively	<ul style="list-style-type: none"> ★ Do your best work ★ Complete your own assignments ★ Meet deadlines ★ Understand & support the needs of others ★ Speak to others without swearing and hateful language 	<ul style="list-style-type: none"> ★ Understand & support the needs of others ★ Speak to others without swearing and hateful language 	<ul style="list-style-type: none"> ★ Speak to others without swearing and hateful language ★ Report any problems to an adult 	<ul style="list-style-type: none"> ★ Assist others who need help ★ Speak to others without swearing and hateful language 	<ul style="list-style-type: none"> ★ Report any problems to an adult ★ Speak to others without swearing and hateful language 	<ul style="list-style-type: none"> ★ Speak to others without swearing, and hateful language ★ Come prepared to actively participate in all educational opportunities ★ Take ownership and Pride in our school
Respect	<ul style="list-style-type: none"> ★ Follow adult requests and classroom rules ★ Use appropriate voice level as directed by adult 	<ul style="list-style-type: none"> ★ Maintain personal space ★ Use a "2" voice level 	<ul style="list-style-type: none"> ★ Demonstrate appropriate table manners ★ Use a "2" voice level 	<ul style="list-style-type: none"> ★ Listen and follow instructions given by the driver and monitors ★ Use a "2" voice level ★ Keep the bus clean. 	<ul style="list-style-type: none"> ★ Honor the privacy of others ★ Use a "2" voice level ★ Wash hands and use proper hygiene 	<ul style="list-style-type: none"> ★ Follow adult directions ★ Use appropriate voice level as directed by adult ★ Be courteous to those around you

SEXUAL HARASSMENT

The Board of Education affirms its commitment to non-discrimination and recognizes its responsibility to provide for all Starpoint students an environment that is free of sexual harassment and intimidation. Therefore, the board will not tolerate, and strictly prohibits, any form of sexual harassment in the educational environment, including sexual harassment by employees and students.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature (generated from either gender) which creates conditions within the school environment that allow or foster obscene pictures, lewd jokes, sexual advances, or where such conduct has the purpose or effect of unreasonably interfering with a student's academic performance or participation in an educational or extracurricular activity, or creating an intimidating, hostile or offensive learning environment.

Any student who believes that he/she has been subjected to sexual harassment shall report all incidents of such conduct to the district's designated complaint officer through informal and/or formal complaint procedures developed by the district. This may be done through the Principal's Office or through the Title IX Officer (School Business Official).

All such reports will be held in strictest confidence. Your school counselor is a source of help on this issue. Upon receipt of an informal/formal complaint, the district will conduct a thorough investigation of the charges. However, if the district has knowledge, or has reason to know, of any alleged sexual harassment, the district is obligated, even in the absence of a complaint, to investigate such conduct thoroughly and promptly.

If the complaint is founded, the offending individual will be appropriately disciplined. If an employee, this would include disciplinary measures up to and including termination in accordance with contractual and legal guidelines. If a student, this would include disciplinary measures up to and including suspension/expulsion.

The board prohibits any retaliatory behavior directed against complainants and/or witnesses. Follow-up inquiries shall be made to ensure that harassment has not resumed and that the victims and/or witnesses have not suffered retaliation.

NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAM AND ACTIVITIES

It is the policy of the Starpoint Central School District not to discriminate on the basis of sex in its education program or activities as required by Title IX of the Education Amendments of 1972.

A student who alleges that any act which violates Title IX, Section 504, rights has been committed shall notify the principal by completing the complaint form located in the Principal's Office.

SECTION I DISCIPLINE CODE

All organizations need rules and regulations in order to function well. Rules and regulations help to guarantee everyone's rights. Four general areas of discipline are outlined. Within each area are listed specific offenses and consequences. The action taken will be in line with the seriousness of the offense. If a student is found guilty at a Superintendent's Hearing, he/she may be suspended from school for the rest of the semester or school year.

Descriptions of Available Discipline

Reprimands-Sometimes just a conversation is enough to steer a student back on track.

Time-Out-Teachers have the ability to remove a disruptive student from his or her class to ensure a proper academic atmosphere for the other students. A student who is sent to time-out by the teacher has to fill out a Time-Out reflection form which is then sent to administration. This gives the student a quiet time to reflect, refocus, and prepare to resume their school day in an appropriate manner. Administration could discipline further, if necessary.

Lunch Detention-A student is removed from the lunchroom for the days assigned. There will still be an opportunity to buy lunch, if necessary.

After School Detention-A student stays with a detention monitor during after-school hours (10th period).

Level II Detention-This runs from 2:25 until 5 p.m. and is proctored by an administrator. Transportation home will be provided, if necessary.

In-school Suspension-A student sits in isolation with an ISS monitor for the entire school day. Teachers are notified so work can be sent down to the student.

Out-of-school Suspension-A student is not allowed onto school grounds on the days OSS is assigned.

Additional administrative action also includes, but is not limited to:

- parent conference
- school counselor intervention
- loss of privilege(s)
- restitution
- Superintendent's Hearing

***If infraction occurs during a Regents exam, Regents sanctions would also apply.**

MEASURES

The high school administration will implement discipline action when the discipline code is violated in a manner that is most immediate, relevant, and effective. The administration will implement measures that are aligned with the S.T.A.R. Spartan (PBIS) philosophy.

I. ATTENDANCE - Starpoint uses an automated calling system that will inform you when your child is absent from school. Teachers take attendance during every period.

A. Truancy

1. not attending school when expected as required by law, and as expected by parent(s) and school authorities;
2. leaving the building without permission of school authorities, going to the parking lot, or loitering outside of the building;
3. not attending both BOCES and Starpoint classes without permission or advance notice.

B. Class Cutting

1. being absent from even part of a class without advance knowledge or permission of the teacher/substitute;
2. going somewhere else other than the Health Office

C. Tardiness

1. to class or homeroom: not being in class or homeroom prior to the bell or beginning of class;
2. not going to homeroom before BOCES or Starpoint classes; and
3. not signing in when returning or arriving late to Starpoint after homeroom

D. Excuses

Written excuses, signed by a parent/guardian, are required for **all** absences and tardiness. Failing to turn in a written excuse within 10 days of absence will result in student being marked truant.

NOTE ON TARDINESS:

Excessive tardiness and/or absences will be reported to the assistant principals and may result in a parent conference. Students who are late, without a valid pass (excuse) from a teacher, will be required to stay for 10th period for the teacher to whose class he/she was late, including homeroom, study hall, and lunch. Students must obtain a tardy pass from the teacher or aide who made them late. **THE OFFICES WILL NOT ISSUE PASSES UNLESS THE OFFICE MAKES YOU LATE.** Students who are continually late to class, homeroom, study hall, or lunch will be assigned administrative disciplinary action.

II. PERSONAL INTEGRITY CODE

A. Stealing

1. unauthorized use, receipt, sale, purchase, or possession of stolen property; reselling or giving away property that is not yours; knowledge of someone else stealing or failure to turn in something that you find on school grounds to the High School Office

B. Dishonesty - would include, but not be limited to:

1. plagiarism; copying previously submitted papers and computer printouts;
2. cheating or attempted cheating;
3. forging parent, teacher or other signatures;
4. lying to teacher or other adult in authority;
5. not identifying him/herself when asked by an adult authority

C. Inappropriate affectionate and/or sexual behavior in school

1. any and all signs of affection of a physical nature are not permitted

D. Pornography

1. pornographic, indecent, or inappropriate materials are not permitted on school property

E. Dress Code (Indecent Exposure)

School is a place to learn. Students who dress inappropriately or provocatively are distracting to the learning process. Students should be dressed in such a way as to not disrupt or interfere with

the educational process, or offend school or community sensibilities.

Due to the constantly changing fashion industry, **guidelines for inappropriate dress include, but are not limited to:**

1. Hats, headscarves, bandannas, hoods, sunglasses, or any other items that cover the head and/or face except if worn for medical or religious purposes
2. Clothing or accessories that display any of the following: lewd, profane, vulgar, obscene language, symbols or pictures, promotes alcohol, tobacco, drugs or weapons, or is considered libelous, or denigrates others based on race, color, creed, religion, gender, sexual orientation, national origin, political affiliation, age, marital status, military status, or disability
3. Pajama pants, slippers, bathrobes
4. Unsafe footwear
5. Clothing that is revealing or suggestive, including, but not limited to:
 - a. brief, see-through, or extremely tight-fitting garments such as strapless tops, tops that expose sports bra, bra or midriff, racer backs, plunging necklines (low-cut) and net tops, or any apparel that is torn or altered to deem it revealing or suggestive
 - b. extremely brief shorts, skirts, pencil skirts, tube skirts and dresses (Appropriate lengths are to be BELOW a student's fingertips when standing or walking. If you need to pull down or shimmy in order to bring your clothing below your fingertips, then it is not appropriate.)
 - c. uncovered yoga pants and leggings
 - d. visible undergarments

F. Lookouts

1. Students may not act as lookouts for other students

G. Student Privileges

1. Students must follow all regulations pertaining to late arrivals, lunch period, and other privileges at the discretion of the administrator.

III. DISORDERLY CONDUCT BEHAVIOR

A. Fighting / Harassment

Students may not:

1. fight verbally or physically
2. abuse one another or staff;
3. speak derogatorily about one another ; or
4. sexually harass another student: in writing, verbally or physically. This may include horseplay or teasing one another.

B. Vandalism

1. Students are to treat the property of others with respect and avoid vandalizing the furniture, building, buses or other material belonging to or located on the Starpoint campus or other areas of school responsibility, such as students on field trips, extracurricular activities, or sports.
2. Students are not to tamper with school equipment or other people's property (i.e., fire alarms, fire extinguishers), run in hallways or classrooms.

C. Banned Items and Illegal Substances.

Students may not bring to or possess at school the following items:

1. stolen property
2. weapons or potential weapons (anything that can be used as a weapon)

3. knives
4. drugs/or look-alike drugs
5. drug paraphernalia
6. alcohol
7. tobacco products including water vapor or e-cigarette products, smoking materials: matches, lighters
8. fireworks
9. smoke or stink bombs
10. hair spray or other aerosol containers, nail polish, perfume and other spray bottles
11. bottles, glass containers
12. energy drinks
13. toys, playing cards, dice, or other gambling items
14. squirt guns/devices, imitation guns, chains
15. noise makers, laser lights or laser pointers
16. pepper spray

D. Running / Throwing

Students may not run or throw things in the building except in physical education classes for instructional purposes.

E. Threatening Behavior

Students may not threaten nor attempt to intimidate other students or adult authority figures with use of verbal or physical harassment: profanity; vulgarity or abusive language or gestures; or extortion.

F. Inappropriate Language

Students may not use profanity on school grounds and on buses during school-related functions.

G. Dangerous Behavior

Student behavior that is potentially dangerous to and/or criminal towards students, the student body and/or staff. This would include starting fires, bomb threats, or activities of this nature; inappropriate use of allowable materials; and horseplay.

H. Cell Phone / Personal Electronic Devices

Student Use of Personal Electronic Devices - Bring Your Own Device (BYOD)

The Board of Education seeks to maintain a safe and secure environment for students and staff. Advances in technology have made it possible to expand the learning environment beyond traditional classroom boundaries. The Starpoint Central School District (Starpoint CSD) grants its students the privilege of using personal electronic devices for academic and personal use within the guidelines as outlined in BOE Policy #7316.

Personal electronic device use by students is permitted during the school day and is expected to be in support of educational activities. The District defines acceptable academic use as activities that directly or indirectly support the instructional practices of our school. District/Building Administrators and teachers will indicate when and if classroom use is acceptable per the following District Wireless Use Levels listed below. Students must act responsibly and thoughtfully when using personal electronic devices. Personal electronic devices must remain in silent mode at all times except when being used for instructional purposes and permission has been granted by the teacher.

District Wireless Use Levels

District campuses utilize four wireless levels. Each of these levels defined below are under the direct supervision and authority of the responsible District/Building Administrator, teacher or staff member.

- Level 1 – All personal electronic device use is strictly prohibited (e.g., privacy areas)
- Level 2 – Personal electronic device use is available only through direct request of the appropriate supervising teacher or staff member for each instance (e.g., classroom)
- Level 3 – Personal electronic device use is available based on check-in with the area supervisor (e.g., study hall, library)
- Level 4 – Personal electronic device use is openly available (e.g., HS lobbies)

I. STUDENT PARKING

In order to drive to school, students must have a school-issued permit. Permits will be issued to seniors on a first-come first-served basis. Juniors may request permits and they will be given to them on an as-needed basis.

1. Students must drive in a safe and orderly manner.
2. Students must obey all traffic signs.
3. Students may park only between lines and in designated area.
4. Students must display parking tag or have administrative permission.
5. Students may go to their cars only with permission of teacher or administrator.
6. Students riding the bus must go directly into the building.

J. Alcohol, Tobacco, Drugs, and other Substances

The Board of Education recognizes that the misuse of alcohol, drugs, tobacco and other illegal substances is a serious problem with legal, physical, emotional and social implications for our students. Therefore, the consumption, sharing and/or selling, use and/or possession of alcoholic beverages, tobacco products, illegal drugs, counterfeit and designer drugs, or paraphernalia for the use of such drugs is prohibited at any school-sponsored function, on school grounds and on school buses at all times. The inappropriate use of prescription and over-the-counter drugs shall also be disallowed. Students engaging in this behavior off campus may be subject to discipline in accordance with the district's Code of Conduct.

Discipline: Students found to be in possession or using any of the above illegal substances, where the principal determines that the situation presents a serious matter, the student shall be suspended for a period of up to five days. This may be followed by a Superintendent's Hearing for further discipline.

K. Smoking

Students may not smoke or chew tobacco products, including water vapor products, on school property, including school buses, parking lots, etc.

L. Chemical Use (including alcohol and unauthorized drugs)

1. Students shall not consume alcohol/drugs **prior** to attendance at school or extracurricular activities held on or off campus.
2. Students shall not consume alcohol/drugs on school property or **at extracurricular activities held on or off campus.**
3. **Selling:** Students shall not sell or give alcohol/ drugs to another student.

IV. RESPECT FOR AUTHORITY

A. Insubordination

1. Students may not be disrespectful to faculty or staff by such actions as talking back or arguing.
2. Students must comply with authority figures in school, on buses, or on school property.
3. Students may not verbally nor physically abuse, or threaten to abuse, teachers or other adults.
4. Failure to report for assigned ASD or to office when called or sent

ATTENDANCE PROCEDURES

The warning bell will sound at 7:38 a.m. At this time, students should report to homeroom. Since the bus generally arrives prior to 7:40 a.m., students are expected to be in homeroom class at **7:40 a.m. SHARP!** Attendance will be taken in homeroom class. A student who is absent from school must bring a signed excuse from a parent or guardian indicating that the absence was with parental permission, and was for a legal reason (see section on *Truancy*). A legal reason constitutes illness, doctor's appointment, court appearance, or driver's road test. In anticipation of a doctor's appointment, court appearance, or driver's road test the excuse should be presented to the Attendance Office before the appointment or date. The excuse for illness may be presented to the homeroom class teacher or taken directly to the Attendance Office on the day the student returns to school.

Any student who arrives late to school (after the 7:40 a.m. bell) **MUST** check in at the Attendance Office or Principal's Office and submit an excuse for his/her tardiness. Continual tardiness is NOT acceptable and will result in administrative action. (See section on *Tardiness*.) Failure to report to the designated offices will be considered truancy since there would be no official record of attendance at school.

PARENTS SHOULD CALL THE ATTENDANCE OFFICE AT 210-2339 ON THE FIRST DAY OF A STUDENT ABSENCE.

Students who are absent from school due to individual or family vacation are reminded that this is NOT a legal excuse from school. Students who miss school under these circumstances will have to take personal responsibility for making up missed work, tests, and assignments. Meeting deadlines for turning work in, or making work up at the end of the marking periods, at the end of the school year, and during final examination periods will strictly be the responsibility of the student. Please note that it is not mandatory for a teacher to give a make-up test or quiz to a student who misses class due to an unexcused absence.

When students are absent due to illness for a period of a week or more, parents may request assignments through the Principal's Office.

ATTENDANCE REQUIREMENTS

It is the policy of Starpoint High School that all students participating in any extracurricular activity including, but not limited to, sports contests, proms, plays, cheerleading, and club activities, must be in attendance for a minimum of five periods of instruction, exclusive of the 10th period. Students not in attendance for at least five periods will not be permitted to attend that evening activity. In the case of a Saturday activity, students must attend five periods on the previous school day. Parents are encouraged to contact the principal in special cases such as a death in the family or medical circumstances. This does not include school-approved early dismissals, such as prom day, when the request is accompanied by a signed school form.

This article includes students who are suspended from school or subject to administrative disciplinary action. They may not attend, practice, or participate in any activity on the evening of the day(s) that they are suspended or assigned administrative disciplinary action.

ATTENDANCE/GRADING POLICY FOR FULL/HALF-YEAR COURSES

The process of education requires continuity of instruction, student interaction, and classroom participation in a well-planned instructional activity. Those students who hope to benefit from their educational experience must, therefore, attend classes regularly.

Effective school attendance programs are the result of cooperation and teamwork on the part of the Board of Education, administrators, teachers, school counselors, parents, students, and community members. As a school community, we also have a responsibility to develop programs and techniques to encourage and maintain regular attendance. It must be recognized that parents have a legal responsibility to have their children in school, and that the individual student has a responsibility to attend and participate in all of his/her classes.

Any student who is absent from school is required to make up the missed work in assigned classes. It is not the teacher's responsibility to seek out the student. The responsibility will lie with the student to contact the teacher to ascertain assignments and missed instruction. This is normally done during tenth period unless other arrangements are made with the teacher. Failure to make up missed work may result in the student receiving "0" for the work not done. Students have 10 days to make up work after an absence.

The person responsible for recording attendance records will regularly generate a report. A student who reaches certain thresholds (below 85%) during any of the four marking periods will be flagged as a possible attendance concern and referral to the Attendance Committee may ensue. Thereafter, the high school Attendance Committee will monitor the student's attendance and appropriate interventions will be taken, including but not limited to:

- Notification letters
- Counselor intervention
- Student-based Intervention Team (SBIT) referral
- Parent conference
- Outside referral

We care about students and want them to be responsible, self-disciplined, and able to make conscientious, effective, positive choices in regard to their education

EARLY RELEASE

A student may be excused from school early if a valid written excuse from the parent/guardian is presented to the Attendance Office before homeroom/first period prior to the absence. Failure to notify the Attendance Office **PRIOR** to homeroom/first period will require the approval of the assistant principal.

Students may not leave the building without permission. If it is necessary to leave for any reason, students must receive permission from the assistant principal, who will review the reason and make the necessary provisions for release, if a release is warranted.

Students who are released early are to wait in the lobby for their ride.

USE OF ELEMENTARY/MIDDLE SCHOOL BUILDINGS

Under **NO** circumstances should students in grades 9-12 enter the middle school or elementary sections without permission of the High School Office. If it is necessary to go to these areas, students should report to the High School Office for a pass **FIRST**, and then sign in at the office of the elementary/middle school.

MORNING ANNOUNCEMENTS

Announcements are made in the morning during homeroom. Each student is personally responsible to pay attention to the information that is presented over the P.A. or T.V. system. Therefore, this should be a period of **SILENCE. NO STUDENT SHOULD BE IN THE HALLWAYS DURING ANNOUNCEMENTS.** If a student is unable to hear the announcements, let the homeroom teacher know so that adjustments may be made.

BUS TRANSPORTATION, DISCIPLINE AND STUDENT RULES

Transport To Locations Other than Home Address (Temporary)

For security and insurance reasons, we do not offer temporary transportation for students. However, if there is an emergency situation that arises and transportation to another location is necessary, the following steps need to be followed:

1. Written permission of the parent/guardian should be presented to the Principal's Office **seven calendar days prior to the effective date of change.** "Request for Transportation" forms are available in the Principal's Office and on the high school Web page, "BUS CHANGE REQUEST."
2. This form **MUST** be approved by the principal or designee and is at the discretion of the person in charge. All requests may not be approved. Students who arrive late on the second bus run will be treated as if they are late to school; discipline will be assigned.

No telephone calls to the home to request permission for a bus change will be honored unless extenuating circumstances prevail.

Transportation to Locations Other Than Home Address (Yearly)

The district shall provide transportation to any child attending a school within the district in grades kindergarten through twelve between the school a child legally attends and another address located within the district.

1. Transportation of this nature which occurs before and/or after school requires a written request from a parent/legal guardian no later than July 31 preceding the next school year or within thirty days after establishing residency in the district.
2. Requests received after July 31 of each year must be submitted to the principal or their designee for approval seven calendar days prior to the requested date of change.
3. Parents may specify a maximum of two locations (home and one other location) at the time the request is submitted. Parents will be notified of the approval/disapproval.
4. There must be space available on the bus.
5. The locations must be on a regularly scheduled bus route established for each building and be within the school district.
6. The provision of transportation shall be offered equally to all children in similar circumstances residing in the district.

Students may be picked up/discharged at another location from their assigned bus by adhering to the aforementioned.

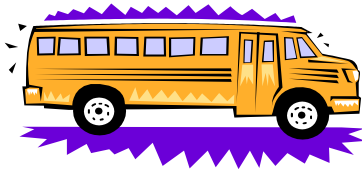
SCHOOL BUS SAFETY AND DISCIPLINE **GENERAL OVERVIEW**

Each human element of the transportation system must perform its responsibility or duty conscientiously and contribute to the safe, daily transportation of every student. Common courtesy, common sense, mutual cooperation, and a general respect for property and other individuals are desirable, if the relationships are to be fruitful.

School bus transportation is an integral part of our educational program and, as such, it involves more than a shuttle service from the home to the school. Riding on a school bus is an extension of the

school day. Therefore, it is deemed appropriate that "in school" be defined as that period of time when a student embarks on a bus in the morning and disembarks in the afternoon.

Two words synonymous with effective transportation are "discipline" and "safety." Lack of discipline is definitely a cause of accidents. Safety, in school bus transportation, means perfection. There is no room for error.



The following chart represents a range of infractions, which will result in a referral to the principal.

Minor Infractions	More Serious Infractions	Major Infractions
<ol style="list-style-type: none"> 1. Standing, not sitting 2. Pushing, shoving or jostling on the bus 3. Eating, drinking on bus 4. Littering 5. Leaving your seat while bus is moving 6. Possession and/or use of distracting items such as radios, tape players, Walkman, CD's, iPods, squirt devices, firecrackers 7. Excessive noise 	<ol style="list-style-type: none"> 1. Spitting 2. Swearing, abusive language 3. Extending body parts, such as arms or heads, outside bus window 4. Uncooperative with driver 5. Bringing an item on the bus that endangers the health/safety of another 6. Throwing an object inside/outside of the bus 7. Unauthorized use of emergency door or windows 	<ol style="list-style-type: none"> 1. Fighting 2. Provoking a fight 3. Smoking 4. Using/possession of drugs or alcohol 5. Insubordination 6. Disorderly conduct 7. Vandalism

STUDENTS' RESPONSIBILITIES

The students' responsibilities to the bus driver are as important as the driver's responsibility to the students. A responsible student will:

1. Be on time at the scheduled stop or when going home at the close of school.
2. Wait until the bus comes to a full stop before attempting to enter or get off the bus.
3. Go directly to his/her seat, sit down and stay there.
4. Observe exemplary conduct while riding the bus.
5. Be courteous; use no profane language.
6. Not eat or drink on the bus.
7. Keep the bus clean.
8. Cooperate with the driver and bus aide.
9. Not smoke.
10. Not be destructive.
11. Keep head, hands, and feet inside the bus.
12. Be aware that the bus driver and/or bus aide is authorized to assign seats.

BUS CONDUCT AND SAFETY

Good student conduct contributes to safety. It helps to prevent accidents that may result from the distraction of the driver. It also reduces the number of accidents in which students injure themselves or each other. The student who has been successfully oriented to good bus conduct will observe the following:

1. The student enters or leaves the bus only when the door is fully opened.
2. The student takes his/her turn and avoids pushing upon entering or leaving the bus.
3. The student takes his/her seat promptly and remains in it.
4. The student keeps his/her feet under the seat.
5. The student keeps his/her hands off the person and property of others.
6. The student keeps his/her books, lunch bag, etc., out of the aisle.
7. The student avoids loud, boisterous talking and other noises which might distract the driver.
8. The student's conversation is polite.
9. The student never tampers with the emergency door or windows.
10. The student conscientiously observes all rules and responds promptly to the driver's and or bus aide's instructions.

The extent of the cooperation between the bus driver and the students will determine the kind of relationship that will develop between the bus driver and the student passengers, and how the bus driver performs his/her duties. A sound relationship with student passengers will allow the bus driver to maximize student safety and minimize supervision.

Bus Dismissal after 10th Period

Students staying for 10th period must obtain a bus pass from the teacher in order to ride the bus.

SUBJECT: STUDENT COMPUTER USE (Acceptable Use Policy) Program Implementation

The Starpoint Central School District recognizes that effective use of technology is important to our students and will be essential to them as adults. Consequently, the school system will provide access to various computerized information resources through the district's computer system (DCS hereafter) consisting of software, hardware, computer networks and electronic communications systems. This may include access to electronic mail, so called "on-line services" and "Internet." The district will provide personnel support for such usage.

The DCS is for educational and/or research use only and must be consistent with the goals and purposes of the Starpoint Central School District. The standards of acceptable use as well as prohibited conduct by students accessing the DCS, as outlined in district policy and regulations, are not intended to be all-inclusive. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. In addition to the specific standards of student conduct delineated in this regulation, the general requirements of acceptable student behavior expected under the district's school conduct and discipline policy and the Code of Conduct also apply to student access to the DCS. Communications on the network are often public in nature. General school rules for behavior and communications apply.

Use of the DCS that violates any aspect of Starpoint Central School District policy, the Code of Conduct, and federal, state or local laws or regulations is strictly prohibited and may result in disciplinary action in compliance with applicable district guidelines and/or federal, state and local law including, but not limited to, suspension and/or revocation of access to the DCS. In addition to the district's general requirements governing student behavior, DCS users will reference the district's **Acceptable Use Procedure for Technology** for specific guidelines. General guidelines include:

1. Using the DCS to obtain, view, download, send, print, display or otherwise gain access to or to transmit materials that are unlawful, obscene, pornographic or abusive.
2. Use of obscene or vulgar language
3. Harassing, insulting or attacking others
4. Damaging, disabling or otherwise interfering with the operation of computers, computer systems, software or related equipment through physical action or by electronic means
5. Using unauthorized software on the DCS
6. Changing, copying, renaming, deleting, reading or otherwise accessing files or software not created by the student without express permission from the computer coordinator
7. Violating copyright law
8. Employing the DCS for commercial purposes, product advertisement or political lobbying
9. Disclosing an individual password to others or using others' passwords
10. Transmitting material, information or software in violation of any district policy or regulation, the school behavior code, and/or federal, state and local law or regulation
11. Revealing personal information about oneself or of other students including, but not limited to, disclosure of home address and/or telephone number

Sanctions

- 1) Violations may result in suspension and/or revocation of student access to the DCS as determined in accordance with appropriate due process procedures.
- 2) Additional disciplinary action may be determined at the building level in accordance with existing practices and procedures regarding inappropriate language or behavior, as well as federal, state and local law.
- 3) When applicable, law enforcement agencies may be involved.
- 4) Please check the Starpoint web site for additional information on acceptable computer use expectations.

HOMEWORK GUIDELINES

Philosophy

Homework is essential to student growth as it reinforces and supports skills previously learned, prepares the student for new learning, and encourages creativity. It provides the student with an opportunity to develop self-discipline and responsibility, which in turn leads to improved self-esteem through success. Homework allows the teacher to monitor student progress.

Responsibility for homework involves the active participation of teachers, students, and parents. Teachers assign homework that is appropriate to student skill levels and abilities that provides

students the opportunity to successfully complete assignments. Parents provide children with encouragement, as well as the environment and materials to complete assignments.

Types of Assignments

There are various assignments, each with its own purpose that students can anticipate. These include the following:

1. Preparation homework that helps students inform themselves about the next day's lesson.
2. Practice homework that provides students with the needed review and reinforcement about material presented in a previous lesson.
3. Extension homework that guides students so they expand on concepts taught in class.
4. Creative homework that lets students use their skills of analysis, synthesis, and evaluation. This type of homework is inventive and resourceful.

While it might be true students may have no written assignment in any given subject, this does not mean they have no homework. The following are a few examples of homework study activities:

- Study class notes; reorganize them or re-write them. Class notes written in October may not make sense in June when studying for finals. Some students find typing their notes is an asset. Computers with word processing capabilities are available in the LMC and Student Services Center during study hall periods or 10th period by appointment.
- Read current or former chapter(s) or area(s) of the textbook; read ahead when the teacher announces that the class is going to start a new unit, area, or lesson.
- Study before tests, quizzes, and exams. While this may seem obvious, some students forget to study for tests.

Time Allotments/Suggestions **Grades 9 – 12**

The total number of minutes of homework for grades 9 – 12 should be in the range of 90 – 120 minutes per night for practice and preparation. Relevant homework that indicates sufficient student understanding of concepts or skills is a goal of such assignments. Time restrictions do not apply to extended projects such as essays, research reports, labs, term reports, etc. These assignments are rigorous applications of skills and concepts acquired in the learning environment and require students to work for the completion of the performance task. Consideration for flexible due dates may apply for some students. Parents are expected to encourage and monitor homework assignments and provide conditions that are conducive to their successful completion.

HOMEWORK POLICY

In an ongoing effort to assist students academically, the high school administration will reinforce the established homework policy through a monitoring system that emphasizes the importance of completing homework assignments when due. Students who fail to complete any homework assignment may be subject to teacher and/or administrative discipline.

It is our intent to provide our students with every opportunity to succeed. Enforcement of our homework policy will remind students of its importance in helping them reach their academic potential.

SCIENCE LABORATORY REQUIREMENTS

Some science courses have New York State mandated laboratory requirements that students must complete in order to be eligible to take the Regents exam in June. Currently, these subjects include Physics, Chemistry, Living Environment/Biology, and Physical Setting/Earth Science. The following laboratory policy will cover all courses with an associated lab component.

The New York State Board of Regents requires all Regents science students to attend a minimum of thirty, 40-minute lab classes. In addition, a satisfactory written report must be completed for each lab experiment performed. To meet this minimum requirement, the following lab policy applies to all science courses with an associated lab component:

1. All lab students must attend a minimum of 85% of the scheduled lab classes for the course. In no case will this minimum be allowed to fall below 1200 minutes (30 lab classes) of total lab time.
2. A satisfactory written lab report must be submitted for each lab experiment performed.
3. ANY lab report not submitted by the indicated due date will be assigned a zero (0) grade and designated as a lab report not completed. The first one is known as strike 1.
4. Any lab class not made up by the indicated due date will be designated as a lab class not completed. The first one is known as strike 1.
5. A progress report will be sent to the parent/guardian of any student that reaches either of the following levels known as strike 2:
 - Fails to complete two (2) lab reports and/or two (2) lab classes for courses with one (1) lab class per week or,
 - Fails to complete three (3) lab reports and/or three (3) lab classes for courses with two (2) lab classes per week.
6. A second progress report (and/or telephone call) will be sent (made) to the parent/guardian of any student that reaches either of the following levels referred to as strike 3:
 - Fails to complete three (3) lab reports and/or three (3) lab classes for courses with one (1) lab class per week or, fails to complete five (5) lab reports and/or three (3) lab classes for courses with one (1) lab class per week or lab classes for courses with two (2) lab classes per week.
7. A student will be immediately removed from his/her science course known as strike 4:
 - **For courses with one (1) lab class per week**
The student fails to complete a total of four (4) lab reports and/or four (4) lab classes during the course of the academic year.
 - **For courses with more than one lab class per week**
The student fails to complete a total of six (6) lab reports and/or six (6) lab classes during the course of the academic year.

Students will be given two (2) weeks beyond the specific experiment time frame, as determined by the teacher, to make up the lab class AND submit the lab report. The only exception to this make-up rule is for extended legitimate absences.

LOCKS AND LOCKERS

Each student is provided with a hallway locker. Hallway lockers have built-in locks. This locker is for storage of books, clothing, and other miscellaneous personal belongings. Students keep the same locker for grades 9-12. Combinations will not be changed each year. **Do not pre-set the combination. Do not give your combination to anyone.**

Students **DO NOT** have exclusivity over lockers from search by school officials. Student lockers are subject to administrative search as limited by law.

Students **ARE NOT** to share lockers, nor to move from their assigned locker. If your locker needs repair, please report it to the High School Office as soon as possible. Students should keep lockers neat and should discard old lunches, waste paper, and items not needed at school. Gym clothes and towels should be laundered regularly at home, and not left in student lockers for long periods of time.

LOCKERS - PHYSICAL EDUCATION

Similar to hallway lockers, each student will be issued a small physical education locker to store his/her physical education attire. Students must provide their own lock and have the sole responsibility for the contents of the locker. Physical education lockers are also subject to administrative search. Students should remove the contents from their lockers after each class. Lockers should be locked during class. Valuables should not be left in lockers. **The school is not responsible for lost and/or stolen property. Students are advised to leave valuables at home.**

TIPS ON LOCKERS

1. Keep your locker locked at **ALL** times.
2. Do not leave valuables in your lockers.
3. Do not give your combination to anyone.
4. Do not pre-set your combination so there is only one turn to go or jam it so it will not lock.
5. **DO NOT** share your locker with anyone.
6. Spin the dial several times upon locking the lock.
7. Always check your lock before leaving it.
8. Report any vandalism or locker in need of repair to the High School Office. Do not buy binder type notebooks that do not allow the locker door to close properly.

USE OF TELEPHONES

Students may use the phones in the offices in case of emergency. Permission must be granted by office personnel in order for office phones to be used.

HEALTH OFFICE

The school nurse is available to assist students in case of emergency or illness. Passes are required to visit the Health Office, except in cases of extreme emergencies. Should it be close to bell time, a pass must be obtained from your **NEXT** class. **DO NOT** go between classes. You must sign in upon arrival.

ALL MEDICATIONS, including prescription and over-the-counter medications, must be kept in the Health Office, **NEVER on your person or in your locker**. These medications, which must be provided by your parent/guardian, will be dispensed by the nurse with written consent obtained from your parent/guardian and doctor. Inhalers and Epi-pens may be carried by the student with proper consent forms on file in the Health Office.

STUDY HALLS

1. All study halls are designated "quiet" study halls; constructive work must take place. This may include homework, a book or magazine, or a school-related project. Senior study halls are exempt from this.
2. Students are assigned to study halls during their "free period(s)."

3. Students are expected to report to study hall on time.
4. Card playing, radio playing, tape playing, iPod or MP3 use, or non-constructive use of time is strongly discouraged. Teachers may use their own discretion regarding disciplinary actions.
5. Students wishing to work together on homework or a project must get study hall teacher approval.
6. Materials needed from a locker should be secured **BEFORE** reporting to study hall.
7. Students reporting late to study hall must have a pass.
8. Students should report to their study hall before reporting to the library where they should sign in. Only students with a character pass or a project pass will be allowed to sign out of study hall before going to the library.
9. Students are expected to remain in their assigned study hall during the entire period unless excused by the teacher. Students will not be excused from study hall except in cases of emergency.
10. The teachers and staff in the LMC have the authority to remove students for the period and also to revoke attendance privileges.
11. The high school administration may revoke a student's LMC privileges due to insubordination, damage to property or unacceptable behavior.

10th PERIOD

10th period each day is available to students as an opportunity to get extra help from a teacher. Otherwise, if requested by a teacher, students **MUST** stay 10th period. (Violation of a teacher's request to stay will be considered insubordination [see "*Insubordination*" under **Discipline**]). Students *may* stay for 10th period only under one of the following conditions:

1. Teacher Request (due to instructional or disciplinary reasons)
Students remain in the class for the period under the teacher's supervision.
2. Administrative Request (due to instructional or disciplinary reasons) Students remain in the class for the period under the teacher's supervision.
3. Student Request - with teacher permission and supervision for the period. Students should follow the Teacher Office Hours Schedule posted in their classrooms.
4. Library Media Center - Students must remain the entire period under the librarian's supervision.
5. Extracurricular Activity - under direct supervision of a teacher.
6. Students authorized to stay for the 10th period will be issued a bus boarding pass. Students **WILL NOT** be permitted to board the bus without a bus pass. **STUDENTS WHO ARE NOT AUTHORIZED TO STAY, AND WHO DO NOT HAVE A BUS PASS, WILL NOT BE ALLOWED TO RIDE THE BUS.**

The school day is from 7:40 a.m. to 3:10 p.m. Students who have no obligations may be excused at the end of 9th period.

RULES FOR LUNCH AND THE CAFETERIA

- Lunches are served during four lunch periods. Students are assigned a lunch period for thirty-nine minutes and must eat **IN** the student dining hall during the assigned time.
- Eating in the halls or outside on the grounds is prohibited, unless authorized by the lunch monitor.
- Lunchtime is a time to eat and relax. Socializing is allowed, but students should be seated and orderly.
- Horseplay is **NOT ALLOWED**.
- **Students are not permitted to order food from outside of the school for delivery.**
- Students are to report to lunch on time.
- Students are not to stay in hallways during lunch.

Monitors and aides are assigned supervisory responsibility in the student dining hall. **THEY ARE IN CHARGE!** Proper respect and compliance with requests are expected. The student dining hall is **YOUR** dining area. Keep it clean. Those students not able to conduct themselves properly in the student dining hall will lose the privilege of eating there.

CAFETERIA RULES (Abbreviated)

1. Obey and respect the teacher/monitor/lunch servers.
2. Do not cause unnecessary noise; use only acceptable language.
3. Do not throw anything! Stay in your seat; push chair in when leaving.
4. Clean up table, chair, and floor in your area.
5. Do not take food or drink from the student dining hall.
6. Be on time.

FREE AND REDUCED LUNCH PROGRAM

The Starpoint Central School District has a free and a reduced lunch program for those students who qualify.

Application forms are available from the Student Services Office. Parents who are eligible for participation in this program should properly complete the forms, and return them to the Student Services Office. An incomplete, unsigned, or improperly executed application cannot be processed.

The cafeteria personnel will maintain a list of those students eligible for the free and reduced lunch program. Once students have been approved for this program, they may secure their lunches and identify themselves to the cashier. (A few days after presenting the application to the Student Services Office, a student may check to see if the application has been processed.)

SCHEDULE AND CYCLE OF DAYS

2018-2019 BELL SCHEDULE

Period	Time
HR	7:40 – 7:49
1	7:49– 8:29
2	8:33 – 9:13
3	9:17 – 9:57
4	10:01 – 10:41
5	10:45-11:25
6	11:29-12:09
7	12:13-12:53
8	12:57-1:37
9	1:41-2:21
10	2:30 – 3:10

Starpoint High School is on a cycle of days, which are labeled A, B, C, D.

For example, during second period, a student may have study hall on “A” and “C” days and physical education on “B” and “D” days.

The days will be announced over the P.A. in the morning.

LISTEN TO ANNOUNCEMENTS!!

For example:

Mon.	A	Mon.	A
Tues.	B	Tues.	Holiday
Wed.	C	Wed.	B
Thurs.	D	Thurs.	C
Fri.	A	Fri.	D

TEACHERS' OFFICE HOURS

Teachers are available two days per week to give students the opportunity to make up missed work or tests and seek extra help. The schedule of the days when teachers will be available will be posted in homeroom and all classrooms. Students should make appointments with teachers if they need to stay during 10th period.

Students may not stay in the building during 10th period unless they have a definite appointment with a teacher or are requested to stay by a teacher or administrator. Some extracurricular activities and most intramurals will begin at the end of 10th period. In some cases, advisors and coaches are not available until after 10th period and, in that case, 10th period study halls will be provided. If coaches arrive during the 10th period, they will personally pick up their students in the study hall.

Under no circumstances should students be in the hallway, lavatory, or lobby during 10th period.

Afternoon BOCES students will need a pre-signed pass to re-enter the building after P.M. BOCES. Long-term afternoon BOCES pre-signed passes are available in the High School Office for students participating in sports.

ASSEMBLIES

Assemblies are an important part of the educational program at Starpoint. In order for each student to get the most as possible out of each assembly program, it is necessary to implement the following rules for assemblies:

1. Students will have assigned seating and must sit with their class.
2. Students should enter the auditorium quickly and quietly, listening for instructions.
3. Book bags, jackets, etc., are not permitted in the auditorium.
4. Cell phone, Smartphone and use of any other personal electronic device are NOT permitted.
5. Applause is the accepted form of public approval. Stay seated during the assembly and refrain from whistling and yelling.
6. Keep your feet on the floor.
7. Give your attention to the people presenting. This shows respect and responsibility. Talking during the assembly is inappropriate.
8. At the conclusion of the assembly, wait for dismissal. **DO THE RIGHT THING!**

SCHOOL CLOSINGS

IN THE EVENT CLASSES HAVE TO BE CANCELLED DUE TO UNFORESEEN EMERGENCIES OR INCLEMENT WEATHER, AN ANNOUNCEMENT WILL BE MADE ON THE LOCAL RADIO STATIONS AND ALL TV STATIONS. INFORMATION WILL ALSO BE AVAILABLE ON OUR WEB SITE, TWITTER, AND FACEBOOK.

WE ASK THAT YOU PLEASE DO NOT CALL THE SCHOOLS OR ANY ADMINISTRATORS, AS ALL PHONES WILL BE BUSY.

PLEASE LISTEN FOR RADIO OR TV ANNOUNCEMENTS ONLY!!

SCHOLARSHIP AND FINANCIAL AID OPPORTUNITIES

Education beyond the high school level, regardless of the college chosen, is an expensive proposition. Students who have established above-average high school records should try to become familiar with scholarship opportunities. Furthermore, students unable to attain scholarships and who are financially unable to attend college should investigate thoroughly the possibility of a loan. Information concerning various scholarships, loan opportunities, and other financial aids are available in the Student Services Center.

THE GRADING SYSTEM AND FINAL MARKS

The grading system at Starpoint represents an attempt to report to students and parents what each student has earned during the marking periods. All tests and work must be turned in before the end of the current marking period to be included in grades for that marking period. The Starpoint marking system is as follows:

LETTER GRADING PROGRAM (OTHER SCHOOL DISTRICTS)

A
B
C
D
F
S
U
INC

STARPOINT MARKING SYSTEM

90 - 100 Superior
85 - 89 Above average
75 - 84 Average
65 - 74 Below average
0 - 64 Failing
S Satisfactory
U Unsatisfactory
INC Incomplete

Formula for Full-year Course

$$(10 + 20 + 30 + 40 + \text{final exam}) \div 5 = \text{Final Average.}$$

Formula for Half-year Course

$$2(10 + 20) + \text{Final Exam} \div 5 = \text{Final Average}$$

Therefore, in both cases, the final mark is composed of final average (80%), and final exam or Regents (20%). If the Regents exam is passing and the final average is 64 or below, the student will receive a passing grade on the Regents exam but fail the course and lose local credit. Local credit is required for graduation.

DURING THE 2018-19 SCHOOL YEAR, MARKS WILL TENTATIVELY CLOSE
AS FOLLOWS:

November 9, 2018	April 5, 2019
January 25, 2019	June 25, 2019

MEDICAL EXCUSE

When a student is absent for medical reasons and alternative instruction is not provided, the student may receive a medical on the report card. A doctor's note is necessary to verify the instance or instances of absences. A student's average for the year will be calculated by omitting the periods during which the medical is given. For example, if a student receives a medical for the first 10-week marking period, the average is calculated by using only the 20, 30, and 40 week grade as the full year's average. This should be multiplied by four and the final exam added and divided by five to ascertain the final average in the course. See below:

	MARKING PERIOD					
COURSE	1	2	3	4	FINAL EXAM	FINAL AVE.
English 9	Med	80	85	90	90	86

$$80+85+90=255/3=85 \text{ average for the year}$$

$$85 \times 4 = 340$$

$$90 \times 1 = \underline{90}$$

$$430/5 = 86 \text{ FINAL AVERAGE}$$

RANKING PROCEDURE

Students must accumulate 22 academic course units (including physical education) to be eligible for ranking purposes. All Starpoint-approved courses taken by a student will be ranked. This includes, but is not limited to, college courses, UB Advanced Math, Independent Study courses, etc. All students will be ranked on the basis of final course average times the weighting factor for specified courses. Rank and GPA will be based on a weighted percentage of all credit-bearing courses. Final ranking will be computed in February of a student's senior year.

Students who enter Starpoint from another school after the beginning of the second semester of their junior year (grade 11) will receive a parallel rank with other Starpoint students. Therefore, it is possible that two students can be parallel-ranked number one, two, four, etc. Students ranked or parallel ranked one and two would be invited to speak at graduation. In any school year, where it is necessary to use parallel rank, the students in question will be referred to as Starpoint's "Top Senior Scholars" rather than the "Top Ten Scholars."

PROGRESS REPORTS

Progress reports are issued by teachers to report to parents on student progress or lack of progress. Generally, these reports are issued between report card periods and are available on Parent Portal.

HONOR ROLL AND MERIT ROLL

The Honor and Merit Rolls are published at the end of each marking period. In order for students to be eligible for the Honor Roll, they must earn an average of 90% for that particular marking period. To be eligible for the Merit Roll, students must earn an average of 85% for the marking period. An "Incomplete" or a mark below 65% in any subject, including physical education, causes a student to become ineligible for either the Honor or Merit Roll for that particular marking period. At the end of the fourth marking period, the Honor and Merit Rolls are calculated by using the fourth marking period grades, not the final averages. All student work must be in prior to marks closing in order for a student to make Honor/Merit Roll regardless of the reason

COURSE FEES

Certain courses, such as Art and Technology, require students to provide material fees. These fees are to be paid in advance, and projects remain the property of the school until they are paid for in full. Fees are charged when students are working on a project that becomes their property.

BOOKS AND FINES

Students are issued books and other materials for their use. It is extremely important that the greatest care be taken not to damage these items so that others may have the opportunity to use them. They are a major expense for Starpoint taxpayers and parents. Students will be assessed for loss of or damage to school property. Disputes over assessments, such as missing library materials, should be settled prior to the last day of school. It is expected that all obligations are met before graduation.

LOST AND FOUND

Lost and found articles are kept in the Principal's Office. At the end of the school year, articles that have been lost and not retrieved are turned over to various organizations. If you have lost something, check in the Principal's Office several times.

INDEPENDENT STUDY PROGRAM

The Independent Study Program is coordinated by the Assistant Principal. Applications are available in the Student Services Center and may be obtained only with written approval from the teacher.

Students will not be permitted to take regularly scheduled courses through independent study unless there are unavoidable conflicts in students' schedules. Independent study is primarily for students who have a serious academic interest in areas that are not covered by the Starpoint curriculum. A student must work with his or her counselor to fill out the application forms and process them. Those students who do not follow independent study project rules or live up to the contracts will not receive credit for their work. The student will receive only a final average, not a grade each marking period.

POLICIES REGARDING SCHOOL DANCES AND PARTIES

Since dances and parties have come to be accepted as part of school life at Starpoint, it is desirable to have some general statement regarding policies and practices to observe:

1. A dance or party may be held by and for a particular class or group. Grade restrictions may be applied if it is necessary to limit the size of the attending group. Some dances such as the prom may be limited to certain grade levels.
2. Students in grades 9-12 may **NOT** bring a date who is not a student at Starpoint except with special permission, in advance, from the Assistant Principal.
3. Alcohol, drugs, and tobacco are not acceptable in school, nor on school property, nor are they acceptable at any extracurricular functions such as dances, parties, and games. Furthermore, anyone under the influence of alcohol or drugs is **NOT** permitted to attend such school functions. Violation of these rules may result in suspension from school or school activities and legal action.
4. All in attendance at such extracurricular activities must remain in the area designated for the events, and are not to go to other parts of the building.
5. Students attempting to enter an event without paying, or presenting an invalid ticket, will be subject to school discipline and possible legal action. Tickets are not transferable, and each individual must purchase his/her own ticket and that of a guest (grades 9-12).
6. No refreshments shall be taken into the gymnasium or auditorium.
7. Students are to have transportation arranged so they may leave **immediately when the event is over.** Students who are not picked up within 20 minutes of the end of the event may lose privileges to attend future dances and parties.
8. Students may not leave and re-enter extracurricular events. Once a student leaves an event, **HE/SHE MAY NOT RETURN** without permission of the Assistant Principal in charge.
9. A student arriving after one hour after starting time will **NOT** be permitted admission unless previous permission is granted by the Assistant Principal.

DRIVING TO SCHOOL

By law, the school has the right to regulate traffic and parking on school property. The school reserves the right to determine the rules and regulations under which students are permitted to operate motor vehicles on school property. The faculty and staff have first priority in the use of the parking lot, since each student is provided with bus transportation. Driving to school is limited to seniors and approved juniors.

Driving to school is a privilege. Rules and regulations are at the discretion of the administration. Students are not to park nor drive on the grass, sidewalks, etc.

1. Students who desire to apply for a parking permit should fill out the application available at the Starpoint Website. There are two forms that need to be filled out - the online "survey" and a copy of the rules/regulations that require a parent signature.
2. Those students issued a parking permit will be subject to all the rules and regulations issued at the time of obtaining the permit. Violation of the rules will result in immediate revocation of the permit and the privilege of driving to school and possible suspension from school.
3. Any student driving to school whose car is not registered is in violation of school rules and regulations and will be considered insubordinate.
4. Any student with a parking permit who abuses the privilege will lose the permit and should be aware that the permit could be revoked for the balance of the school year at the discretion of the administration. Students should drive carefully and walk carefully in the parking lot, especially during congested hours.
5. Students are not to park nor drive on the grass, sidewalks, etc. Students may park only in the designated student parking lot.
6. Students with excessive tardiness will lose the privilege to drive and park.

NOTE: ILLEGALLY PARKED CARS MAY BE TOWED AWAY AT THE OWNER'S EXPENSE. STUDENTS SHOULD NOT PARK ON MAPLETON ROAD.

FIRE AND CIVIL DEFENSE PROCEDURES

- A. **FIRE DRILLS** - Students sometimes look upon fire drills as a casual event. However, the need to evacuate the building as quickly as possible in case of emergency is extremely important. Lives may depend on it.

STUDENTS MUST TAKE FIRE DRILLS SERIOUSLY.

Your teachers will explain fire drill procedures to you in detail.

Basically, the rules are simple:

1. Leave the building through the nearest posted exit or alternative exit if the nearest exit is blocked.
2. **NO TALKING** during the drill. (In case of a real fire, directions will be given over the P.A. system, so **SILENCE IS ESSENTIAL**).

B: **LOCKDOWN AND LOCKOUT** – In the event of a lockdown or lockout, follow the directions of the teacher or adult in authority.

Other types of drills may be implemented from time to time.

STUDENT SERVICES CENTER

The purpose of the school counseling staff is to help students select courses, plan academic schedules and careers, plan for college and the world of work, and to help students solve personal problems.

Except in cases of emergency, students should make appointments with their school counselors 24 hours in advance through a "Request for Appointment" form available in the counseling office. Counselors must be consulted in this fashion to change a schedule or to drop or add a course. Students must complete the interview with the counselor and secure the necessary administrator and/or teacher signatures to drop a course.

DROPPING A COURSE

Established policy at Starpoint dictates that students may not drop a course (or change to a lower level). To maintain the integrity of our academic programs, students must attend and complete the courses for which they were originally scheduled and/or to which they have been assigned. Students and parents are advised that they should carefully consider these issues at course selection time and that selection of courses at that time represents a firm commitment to scheduling decisions.

Counselors are independently authorized only to make changes involving errors, voids, or additions to a student's schedule.

Periodically there are valid academic reasons for a student to drop a course. However, a student must stay in a course he or she has selected for at least the first marking period for a full-year course (5 weeks for a half-year course). Furthermore, a student cannot drop a course once the third marking period has begun (the second marking period for a half-year course). Therefore, there is a 10 week window (5 week for a half-year course) during the school year to drop a course if the student, parent, and counselor all agree that it is the best course of action moving forward.

Procedures to follow when requesting a drop (or change to a lower level):

- A conference will be held with the counselor, teacher, and parent to explore the reasons for a drop, and if all parties agree, then the change will be processed.
- If no change is recommended, the counselor will refer the request to the appropriate building administrator who will consult with the parties involved and render a decision on the proposed drop.

REQUIREMENTS FOR HIGH SCHOOL GRADUATION (9-12)

The Student Services Office will have all information pertaining to each student's requirements for graduation. Students should meet with their counselor on a regular basis. Students are encouraged to take as many courses as they can successfully pursue to enhance their educational background, and to provide for a "cushion" in the event they fail a subject near graduation time. All requirements must be met prior to the first day of Regents exams in June, with the exception of final exams themselves. Twenty-two (22) credits are required for graduation.

STUDENTS WHO DO NOT MEET REQUIREMENTS WILL NOT GRADUATE

Students must complete all academic requirements for graduation prior to participating in the formal graduation ceremony. Students who wish to participate in graduation exercises must report to commencement practice as directed during the week of final exams. Individual exceptions should be cleared in advance with the assistant principal. Also, all fines and assessments must be paid prior to graduation.

WEIGHTED FINAL AVERAGE/RANKING POLICY

Students' report cards will have actual grades posted, but the final average will be weighted. The weighted average will appear only on the bottom of the report card. This weighted average will be used to calculate student rank in class for college admissions and determination of valedictorian and salutatorian. Courses taken by seniors during their senior year will be weighted in January, which is the last grade used for determining rank in class. Students will receive extra weighting for the following courses:

Weighted Courses

Factor 1.0 – all Regents Level Courses

Factor 1.03 – all Honors Courses

English 9 Honors
English 10 Honors
Geometry Honors
Pre-Advanced Placement Global Studies 9
Biology Honors
Chemistry Honors
Spanish 4
Spanish 5
French 4
French 5

Factor 1.06 – all Advanced Placement Courses

AP English 11
AP English 12
AP US History
AP Government
AP European/Global Studies 10
AP Biology
AP Chemistry
AP Physics
AP Studio in Art
AP Computer Science
AP Calculus/NUSTEP
SUNY at Buffalo Math
College Accounting

STUDENTS ENTERING STARPOINT FROM ANOTHER SCHOOL

Students entering Starpoint from another school will have their grades transferred in the following manner:

- a. from any school in New York State with any of the above courses, their final average will be weighted in each applicable course. Advanced placement or equivalent college-level courses not described above will also be weighted.
- b. from any school outside of New York State, the actual grade given, either weighted or un-weighted will be accepted. Advanced placement or equivalent college-level courses, un-weighted, will be weighted as per the Starpoint system described above.

NOTE: Students must earn sixteen credits to be considered a senior.

PHYSICAL EDUCATION REQUIREMENTS

All students in grades 9-12 are required under New York State regulations to successfully complete two (2) units of physical education to be eligible to receive a high school diploma. Students on a long-term medical excuse will be assigned an alternative program by the physical education teacher.

Physical education grades will count for class rank and Honor and Merit Rolls.

PHYSICAL EDUCATION AGREEMENT

The following is a sample of the Physical Education Agreement signed by the student:

I have been informed of the rules, regulations, grading procedures, etc., as they pertain to my physical education course.

These include, but are not limited to, the following:

- *I understand I am expected to obey all safety rules and conduct myself in a safe and appropriate manner at all times in physical education class.*
- *I understand I must be in the gym hallway or locker room before the bell rings ending the change of classes.*

PHYSICAL EDUCATION/ATHLETIC DRESS CODE

I understand that the appropriate gym attire is shorts (or athletic pants), t-shirt or sweatshirt, socks, and tied sneakers. Unacceptable attire includes:

- *boots or sandals*
- *open-back sneakers*
- *pajama pants*
- *jeans*
- *other unacceptable attire as outlined in this Student Handbook, page 25, Code D.*

JEWELRY POLICY

I understand all jewelry must be removed before class and locked in my gym locker. In the interest of the safety of all students, the following policy is in effect.

The Starpoint Physical Education Department will follow the guidelines of the NEW YORK STATE PUBLIC HIGH SCHOOL ATHLETIC ASSOCIATION with regards to wearing jewelry:

NO JEWELRY WILL BE WORN AT ANY TIME

Tape over jewelry is unacceptable.

“Districts may regulate students’ dress when such rules relate to a specific educational purpose, such as teaching students socially appropriate behavior, or health, safety, or full participation in school activities, such as in science laboratories and physical education classes (Matter of Scally,

LOCKERS

- *I understand that I am expected to use a lock and locker to store my clothes. I am not to share lockers or clothes with other students.*
- *I understand I should not leave any valuables (money, jewelry, etc.) in the locker room unless I lock it in my gym locker. **LOST OR STOLEN ITEMS ARE THE STUDENTS' RESPONSIBILITY!***
- *I understand I must wait in the gym hallway locations designated by my teacher until the bell rings ending the period.*
- *I understand I will not use any equipment until given permission by my teacher.*
- *I understand I will be required to take written tests and may be required to complete written homework assignments for some units.*

MEDICAL

- *I understand a doctor's medical excuse is needed if I will miss class for more than three consecutive classes. Unless the medical excuse has a "return to class date," I must have a release from the doctor before I may resume participation in class.*
- *I understand I will be required to do alternate assignments (which will be graded) when on a long-term medical (lasting 5 or more classes). I must report to class as scheduled and do the alternate work or activity.*
- *I understand I may be excused from no more than three consecutive classes for a medical reason when I present a note from my parent/guardian.*
- *I understand I must participate in 75% of classes each marking period. Absence from school counts against this participation.*
- *I understand make-up classes are available most days of the week. The schedule for these classes will be posted on the door at the entrance to the gym hallway. Make-up classes must be done within two weeks of the absence. Classes that are missed for the following reasons may be made up:*
 - a. absence from school*
 - b. field trip*
 - c. music/chorus lesson*

Any “unprepared for class” MAY NOT be made up for credit.
- *I understand a semester final grade of 65% or higher is needed to pass or I will be required to repeat the entire semester.*
- *I understand that I must complete the Fitness Gram Assessment to pass that marking period.*
- *I understand that I must participate in physical education in order to participate in all school sports including practice and games.*

NATIONAL HONOR SOCIETY

Membership in the National Honor Society is based upon high standards of academic achievement, character, service, leadership, and citizenship. While a minimum average opens the door to this honor, a balance of all criteria is an absolute requirement.

Students who have a minimum cumulative unweighted grade point average of 88% and above are eligible to apply for membership in their junior and senior years. In addition to grade point average, community service, demonstration of leadership, and students' character are considered by the faculty when accepting new members.

A list of eligible students is given to the faculty committee for recommendation on individual students. Candidates are notified and must submit an application to the selection committee that reviews and selects members based upon the ideals of this honorary organization. Once members are inducted, they are expected to maintain their academic averages. If their average drops significantly below the minimum required, their membership will be withdrawn if improvement is not made within a probationary period. Similarly, serious character violations such as significant discipline referrals may also result in probation or revoked membership if deemed appropriate by the faculty committee. Each National Honor Society member must complete at least 20 hours of community service each year, and must participate in an annual fundraiser.

Any student who fails to maintain minimum selection criteria may lose membership. Participation in NHS activities is required for continuous membership. Please see NHS Bylaws on our webpage for complete rules and regulations.

NATIONAL MATHEMATICS HONOR SOCIETY

Membership in the Math Honor Society highlights a student's dedication to academic excellence and pursuit of mathematical enrichment. Students are selected based on having both an 85% overall and math average, completion of high school math through Algebra2/Trig, and two math faculty recommendations. Induction is held mid-year for students that meet the requirements while still enrolled in the next math course in the sequence. As a member, they are required to participate in meetings on a monthly basis, maintain the required standards, and continue to be enrolled in a math class. School activities and community service will center on math-related topics and are designed to generate interest in future careers in mathematics. Examples of math activities include tutoring fellow students, participation in the PTA math and science night, math contests, painting of the math hallway, Pi day scavenger hunt and assembly during tenth period. Awards are given to students who achieve a 100% on a Regents exam or a 5 on an AP exam. Students will have the opportunity to participate in collegial collaboration, mathematical investigation, competition, and camaraderie of divergent thinkers.

NATIONAL SCIENCE HONOR SOCIETY

Science Honor Society is an academically and service oriented group. In order to apply to be in Science Honor Society you must be a junior with an overall academic average of an 85, and also meet this grade requirement for the science classes you have already taken. Students must also take a science class every semester while they are in high school. Its purpose is to encourage an interest and understanding of science and science related careers, as well as to recognize the academic achievement in science of high school students. Students who are members are enthused about research, participate in science related activities, have demonstrated achievement in science learning, are service-minded, and present excellent personal character.

STARPOINT SCHOLARS PROGRAM

The Starpoint Scholars Program was instituted in 1984 to provide recognition of superior and consistent academic achievement in grades 9 through 12.

To qualify for the award, a student must maintain a 93% or better average in each of the four marking periods of the previous school year. This rigorous standard makes the award especially significant.

Initially each of the award recipients is granted a Starpoint block “S” chenille letter with a lamp of learning stitched in the center. If a student qualifies in any of his or her other high school years, a gold lamp is given for placement on the letter. In each case, a certificate is also received recognizing the accomplishments.

This award will be given at the same time that past Starpoint students are inducted into the Academic Wall of Fame and Achievement. Recipients of the award are honored each school year for achievements in the previous year. In addition, seniors are recognized at graduation for their senior year record.

TECHNOLOGY PROJECT POLICY

Due to the inherent problems that can arise when a student carries a project/activity from the technology classroom (shop) through the halls among the student body, all projects should remain in the classroom while the activity is being completed. Also, upon completion of a project by a student, private transportation should be arranged to safely transport the project/activity to the student’s house.

MUSIC POLICY

Music Policy for students taking music lessons when regular classes meet:

1. Students will receive a lesson schedule from their music teacher. Students should listen to morning announcements for a reminder of lessons scheduled for that day.
2. Notify your regular classroom teacher as soon as the lesson schedule is made.
3. Lessons are mandatory. Each student receives a grade for attendance and participation. Lessons are an important part of any performing group. Exceptions are made for labs and tests that cannot be made up in class and special events that may occur in class. It is the student’s responsibility to inform the music teacher that they will not be attending a lesson for one of these reasons.
4. Any music student who misses an academic class for a music lesson should schedule a make-up class with that regular classroom teacher as soon as possible during the 10th period.

MUSIC LETTER REQUIREMENTS

We recognize that we serve a diverse population of students with many different interests and talents. Starpoint is fortunate to have many dynamic musicians that work their way through our music program every year, and we feel an obligation to recognize those who possess the talent and drive to succeed. Therefore, the opportunity exists for a student to earn a music letter, much like athletes can earn a varsity letter. There are minimum qualifications that must be met to earn this honor.

The student must:

1. Earn at least three band and/or chorus credits
2. Perform in an upper-level ensemble beyond what is offered at Starpoint

- a. Examples include all-county, all-state, area all state, all county, or a pre-approved ensemble that performs high-level repertoire (instructor approval needed)
4. Demonstrate a high level of commitment, as determined by the instructor

LIBRARY MEDIA CENTER POLICY

Starpoint High School students are strongly encouraged to use the LMC as often as necessary to complete research assignments and projects, select reading material, or complete homework. To maintain the beauty of this facility, students should refrain from chewing gum, eating, or drinking while in the Library Media Center. Students should check out all material and return it in a timely manner. For attendance purposes, if students wish to go the LMC during a study hall, they must arrive by the bell and sign in.

STUDENT ELIGIBILITY-EXTRACURRICULAR ACTIVITIES

Starpoint High School believes that all students should reach their full academic, athletic and socio-emotional potential. Participation in extracurricular activities may enhance a student's social skills, and leadership abilities. Participation in extracurricular activities is strongly encouraged. However, participation in extracurricular activities must not distract from a student's academic performance.

ACADEMIC ELGIBILITY:

- Academic Ineligibility:
 - Occurs when a student fails two or more subjects with at least one grade below 60% or receiving an “incomplete” in two or more subjects, or a combination of these. The student is not eligible to participate in sports, sports-related activities, musical, practices, or any extracurricular activity.
 - Any student failing three or more classes regardless of grades is ineligible.
 - Example: Student A receives a 55% in Math and a 64% in Social Studies - ineligible
 - Ineligible students will be reviewed at the end of the following marking period to determine if eligible.
 - Students who are ineligible at the end of the school year may become eligible for the next school year by attending summer school and passing courses that he/she failed.
 - Participation in Credit Recovery will not remove a student from ineligibility.
- Academic Probation:
 - Occurs when a student has failed two subjects, but the grades are 60% or above for each class or has received an “incomplete” in any subject.
 - Example: Student B receives a 64% in Math and a 62% in French - Academic probation
 - During probation, the student is responsible for picking up a “Probation Form” from the administrator in charge. The student must bring his/her failing grades to a passing level, and will be monitored on a weekly basis by the office of the assistant principal throughout the subsequent marking period.
 - The administrator will review with the student and determine if participation in the extracurricular activity will continue.
 - Parents will be notified when academic eligibility falls below an acceptable standard

STUDENT ELIGIBILITY- OTHER ACTIVITIES

- Students must maintain 90% attendance unless there is an unusual medical situation documented and accepted by the administration.
- Students must not have any referrals with consequences, e.g., after-school detention. A student who has been suspended from school will be ineligible for the equivalent of one school year. Students must be academically eligible or be eligible for probation and currently be passing all subjects.
- A teacher or school counselor who is aware of a student who is having serious academic problems may request a hearing with the principal to determine if a student may continue in an activity.
- Other requirements for an activity will be supplied to students, for example, the content of the “Mr. Wonderful” presentation.
- If a student should desire to take part in more than one activity at a time, arrangements should be made with the advisor(s) in advance. The scheduling of co-curricular, extra-curricular, and interscholastic sports practices and events sometimes means there will be conflicts. These conflicts shall be resolved by the advisor(s) so that the student may participate in more than one activity to the extent possible.
- Students interested in forming clubs or activities should make their requests and ideas known to an administrator or to an interested faculty member. Clubs or activities will be approved if they are in the best interests of the students and the smooth functioning of the school.
- All activities planned by any class, club, or activity must be approved by an administrator in the High School Office. Dates and space must be reserved well in advance of any planned activity.
- All events, sales, and activities must be cleared by the adult advisor prior to the commencement of such activities. Adult advisors will check with the High School Office prior to their approving any activity. This will provide for an orderly scheduling of activities to prevent conflicts and unnecessary competition between groups. No student group is to conduct a sale or fundraising activity without prior approval from an administrator.
- Students may not sell materials or raise funds for themselves or for groups outside Starpoint without permission from an administrator. Generally, this type of fundraising will not be permitted.

Starpoint Central School District (ADDENDUM TO BOARD OF EDUCATION POLICY 7320)

Parental Permission and Student Participation Agreement

GENERAL INFORMATION

1. **RISK** – I realize that if I participate in any of the athletic, intramural or extramural school programs that there is a risk of being injured that is inherent to all sports and/or district activities.
2. **INJURY PROCEDURE** – If my child is injured and needs emergency medical attention, I hereby authorize the coach/teacher or any responsible adult to take my son/daughter to a physician and/or hospital or to secure the necessary emergency treatment. As parents or guardians, we expect to be notified as soon as possible of our child’s injury and of those first aid or medical procedures that have been undertaken.
3. **INSURANCE** - In the event of any injury or if medical attention is required, it will be the responsibility of the student’s parent/guardian to provide coverage for medical expenses.

4. **TRAINING** – In regard to athletics, the programs are physically and mentally demanding. A total commitment is necessary for successful teams. Therefore, I am advised that attendance at all practices and contests is mandatory. All exceptions should be cleared with the coach of the particular team.
5. **TOBACCO/ALCOHOL/DRUG ABUSE POLICY** – The main objective of the Starpoint Central School District is to afford all students the opportunity to participate in any of the district’s clubs, organizations, or athletic programs, provided they are physically fit and in good academic standing. Students who participate in any of the district’s extracurricular programs should recognize that they have an obligation to themselves, their teammates, their coaches, their school, and their community to strive for excellence. Respect for one’s health and physical development must be an integral part of daily living. Significant findings in health research have pointed out the undesirability of using tobacco, alcohol, and drugs.
6. **SUSPENSION** of a student by school personnel will result in suspension from all activities for the time they are serving.
7. **EQUIPMENT RESPONSIBILITY** – I am advised that students are held responsible for all supplies, equipment, and uniforms issued to them by the team/club or activity and that a financial settlement is required for all lost or stolen articles.
8. **JEWELRY POLICY** – No jewelry, including visible body piercing objects, shall be worn in any sport or intramural or extramural activity. Any piece of jewelry that is visible at the start of or during a contest is in violation of the policy and the NYSPHAA Jewelry Rule. Religious medals must be taped to the body and under the uniform. Medical medals must be taped to the body so they are visible. Soft, pliable barrettes are permissible; body gems are not.
9. Student athletes/participants who are unprepared for or do not participate in physical education classes may not practice or play in a scheduled contest/club activity or school function that day.
10. I hereby give consent to examination and treatment by a qualified athletic trainer in the event of an injury sustained during any contest or practice.

DISCIPLINARY MEASURES

Any student/athlete/club member or participant in the district’s extracurricular programs found to be under the influence of, or in possession of, tobacco (smoke or smokeless), illegal drugs, including, but not limited to, inhalants, marijuana, cocaine, LSD, PCP, performance or any other designer drugs, illegal prescription medicine, and any kind of alcohol shall be subject to the following disciplinary measures listed below. These disciplinary measures shall be imposed whether the violation occurs on or off district property. If the violation occurs on district property, the student may be subject to a Superintendent’s Hearing and may incur further discipline.

TOBACCO

First Offense:

Hearing by a building-level committee established by the school principal. Hearing to be arranged by the administrator. The committee will consist of the principal, school counselor, and present coach/advisor. Parents/guardians must be present. The committee will review the offense with the student and parents/guardians. The student will be suspended from all activity until the hearing takes place.

Penalty – If the student is found to have committed the violation, there will be a seven-day suspension (excluding Sundays) imposed from all activities. During the suspension, the student must attend all activities or practices but cannot participate in any fashion. The student will just sit and watch. He/she cannot wear the team uniform. If the violation occurs at the end of the sports season or club activity, this penalty must be served at the beginning of the next sport season or club activity for any sport team or club where the student is a participant. If the penalty occurred during participation on a sports team, the penalty must be served during the current sport season and extend into the season of any sport/activity the student participates in.

The Building Level Committee may determine that the circumstances surrounding an incident or severity of an incident involving a student may require additional work, penalty, or counseling. Counseling can be provided by a community agency, by school staff or with an outside agency at parent/guardian expense.

Second Offense (within one calendar year):

If a student is currently serving a suspension due to any inappropriate behavior and another incident occurs, the second incident will automatically be handled as a **SECOND OFFENSE**.

Penalty – There will be a 21-day suspension (excluding Sundays) from all activities imposed. During the first 14 days, the student must attend all activities or practices but cannot participate in any fashion. The student will just sit and watch. He/she cannot wear the school uniform. During the third week, the student may practice BUT cannot compete. The student must wear his/her uniform and support his/her team. If the violation occurs at the end of the sports season or club activity, this penalty must be served at the beginning of the next sports season or club activity for any sport team or club activity where the student is a participant. If the penalty occurred during participation on a sports team, the penalty must be served during the current sport season and extend into the season of any other sport/activity the student participates in. The student does, however, forfeit all awards for that sport season/club activity. This is to be reviewed by the Building Level Committee.

Third Offense (within two calendar years):

Penalty – Suspension for the season or duration of the club activity.

ALCOHOL / DRUGS

First Offense:

Hearing by a building- level committee established by the school principal. Hearing to be arranged by the administrator. The committee will consist of the principal, school counselor, and present coach/advisor. Parents/guardians must be present. The committee will review the offense with the student and parents/guardians. The student will be suspended from all activity until the hearing takes place.

Penalty - There will be a 21-day suspension (excluding Sundays) from all activities imposed if the student has committed the violation. The first 14 days the student must attend all activities or practices but cannot participate in any fashion. The student will just sit and watch. The student cannot wear the uniform. During the third week, the student may participate in the activity or practice BUT cannot compete. The student will wear his/her uniform and support his/her team. The procedure for implementing the penalty, as noted in the previous section, will apply if the violation occurs at the end of the season or club activity.

Second Offense (within one calendar year):

Penalty - Suspension for the season or duration of the club activity.

Third Offense (within two calendar years):

Penalty - Permanent suspension from all athletic/club activities.

**Starpoint Central School District
(ADDENDUM TO BOARD OF EDUCATION POLICY #7320)
Parental Permission and Student Participation Agreement**

Student _____ Date of Birth _____

Sport or Activity _____ Grade _____

We have read the General Information and Disciplinary Measures contained in the Parental Permission and Student Participation Agreement and agree with these statements. We also agree that if the athlete/participant violates Board of Education Policy #7320, the athlete/participant will be subject to the following penalties:

TOBACCO ABUSE:

- **First Offense** – 7-day suspension (excluding Sundays) and possible counseling
- **Second Offense** – 21-day suspension (excluding Sundays) and student forfeits all awards for that sport/activity season
- **Third Offense** – suspension for the season or duration of the club activity

ALCOHOL/DRUG ABUSE:

- **First Offense** – 21-day suspension (excluding Sundays) and possible counseling
- **Second Offense** – Permanent suspension for the season or duration of the club activity and if it is the student's senior year he/she will not be permitted to attend the prom or the graduation ceremony. Law enforcement will be contacted to handle the matter.

Student _____ Date _____

Parent _____ Date _____

STUDENT COUNCIL

One of the purposes of Student Council is to "ensure closer ties between the faculty, administration, and students, and to give all students an opportunity to voice their opinion on how their school is being run."

In order to prevent students from becoming overly involved in extracurricular activities to the detriment of their school or home responsibilities, it is the policy of Starpoint High School that students may run for and hold only ONE Student Council office or class office per school year. This will help students take care of their school responsibilities and allow more students to participate in school activities.

HOLIDAYS AND OTHER IMPORTANT DATES 2017-2018

September 3	Labor Day
September 4	9 th Grade Orientation
September 5	First Day of School
September 8	School Pictures and Senior Retakes
September 13	Open House
October 8	Columbus Day
October 13	Homecoming
October 20	Picture Retakes
November 12	Veterans' Day
November 21-23	Thanksgiving Recess
November 30	Parent-Teacher Conferences (no school 9-12)
December 24-31	Winter Recess
January 1	Winter Recess
January 21	Martin Luther King Jr. Day
February 18	Presidents' Day
March 15	Supt's Conf. Day
April 15-26	Spring Recess
May 24-27	Memorial Day Recess
June 13	Last Day of High School Classes
June 14 & 17	Local Exams
June 18-24	Regents Exams
June 26	Regents Rating Day
	Superintendent's Conference Day
June 28	Graduation